



# HOUSING AUTHORITIES

## CITY OF EUREKA & COUNTY OF HUMBOLDT



735 WEST EVERDING STREET, EUREKA CA 95503  
PHONE: (707) 443-4583 FAX: (707) 443-4762 TTY: (800) 651-5111

### AGENDA

#### REGULAR MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

DATE AND TIME  
Monday – September 12, 2022  
12:00pm

#### LOCATION

Pursuant to Assembly Bill No.361 (Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021) codified at Government Code Section 54953 a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when, among other requirements, a legislative body of a local agency holds a meeting during a proclaimed state emergency, and makes the public meeting accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.

#### PUBLIC PARTICIPATION

Public access to this meeting is available as follows:

Join Zoom meeting:

<https://us02web.zoom.us/j/89889154153?pwd=MHdlZEp2aDRpTDJ6SUVtaTU1ait2UT09>

Meeting ID: 898 8915 4153

Passcode: 581163

Join Zoom meeting via phone: (669) 900-6833

Persons wishing to address the Board of Commissioners are asked to submit comments for the public speaking portion of the agenda as follows:

- Send an email with your comment(s) to [heatherh@eurekahumboldtha.org](mailto:heatherh@eurekahumboldtha.org) prior to the Board of Commissioners meeting.
- Call and leave a message at (707) 443-4583 ext. 219.

When addressing the Board, on agenda items or business introduced by Commissioners, members of the public may speak for a maximum of five minutes per agenda item when the subject is before the Board.

1. Roll Call

2. Brown Act, Remote Session Authorization, Resolution 486 (pages 3- 4)  
Recommended Board Action: Accept and Adopt for Approval



The Housing Authorities are Equal Housing Opportunity Organizations



3. Public Comment (Non-Agenda):

This time is reserved for members of the public to address the Committee relative to matters of the County of Humboldt Housing Authority not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

4. Approve Minutes of the Board of Commissioners Meeting held August 08, 2022. (pages 5- 7)

5. Bills and Communications:

(5a) HUD Communication dated August 29, 2022: Housing Choice Vouchers, Fair Share Voucher Allocation; *informational* (pages 8- 9)

6. Report of the Secretary:

The Report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners Agenda.

(6a) Covid-19 Updates

(6b) Occupancy and Leasing Report (page 10)

(6c) HCV Utilization Reports (pages 11- 12)

7. Reports of the Commissioners:

This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.

8. Unfinished Business:

This time is reserved for any business that has been carried over from previous meetings and/or discussions.

9. New Business:

(9a) Resolution 487, 2022 Salary Comparability Study (pages 13- 24)

Recommended Board Action: Approve and adopt proposed salary study

10. Closed Session – If needed.

11. Adjournment

\* \* \* Note \* \* \*

Documents related to this agenda are available on-line at:

<https://eurekahumboldtha.org/governance/>

Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Commissioners exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review.

# County of Humboldt Housing Authority

Board of Commissioners Meeting

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September 12, 2022

Agenda Item 2

## Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Brown Act, Meetings Held Virtually

### BACKGROUND:

The Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that:

- the teleconference be accessible to the public;
- members of the public be allowed to address the legislative body;
- the legislative body post an agenda; and
- at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction.

### STAFF RECOMMENDATION:

If the need to continue meetings remotely is acknowledged by the board, and meets the necessary requirements, approve the resolution allowing such practice to continue moving forward until such time as it is no longer necessary or no longer allowed.

**RESOLUTION NO. 486**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COUNTY OF HUMBOLDT HOUSING  
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS  
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL  
MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the County of Humboldt Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the County of Humboldt Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the County of Humboldt Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;

3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);

4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

## MINUTES

### MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

MONDAY, AUGUST 08, 2022

Chairperson Conner declared a quorum present and called the meeting to order at 12:07pm.

1. Roll Call:

Present: Chairperson Conner, Vice Chairperson Fitzgerald, Commissioner Escarda,  
Commissioner Zondervan-Droz

Absent: Commissioner Derooy

Staff: Churchill, Humphreys

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 485

Recommended Board Action: Accept and Adopt for Approval

#### RESOLUTION NO. 485

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE COUNTY OF HUMBOLDT HOUSING  
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS  
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL  
MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the County of Humboldt Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the County of Humboldt Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the County of Humboldt Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;

2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

Motion to approve the Resolution 485 by Vice Chairperson Fitzgerald

Second - Commissioner Zondervan-Droz

Roll Call:

Ayes: Conner, Fitzgerald, Escarda, Zondervan-Droz

Nays: None

Abstain: None

Chairperson Conner declared the motion carried and the Resolution 485 approved.

3. Public Comment (Non-Agenda): None heard.

4. Approve minutes of the board of commissioners meeting held July 11, 2022.

Motion to approve the minutes of the meeting of July 11, 2022, made by Vice Chairperson Fitzgerald.

Second – Commissioner Zondervan-Droz

Roll call:

Ayes: Conner, Fitzgerald, Escarda, Zondervan-Droz

Nays: None

Abstain: None

Chairperson Conner declared the motion carried to approve the minutes of July 11, 2022.

5. Bills and Communication:

5a. Q2 2022 Tenant Newsletter

Secretary Churchill briefs the board on the tenant newsletter, "The Housing Insider".

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill updates the board stating that we have no changes to report and all staff are currently Covid free. Masking is required in the office for all staff and public who enter the building. The lobby is open to the public Tuesday through Thursday, 10:00am – 3:00pm.

6b. Occupancy and Leasing Report

Secretary Churchill briefs the board on this report. Staff continues to pull off the waitlist and are receiving applications for Public Housing.

6c. HCV Utilization Reports

Secretary Churchill updates the board on this report. For the Mainstream program, we are slowly increasing voucher counts. For the Emergency Housing Vouchers, we are currently at 30 vouchers utilized and another 30 out searching. In all, we are seeing an upward trend for all programs.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

9a. Progress update on 2022 annual goals

Secretary Churchill goes over key points of the draft PHA Plan Update for the Commissioners. The board goes over each goal in the plan with no suggestions made. Secretary Churchill notes that a public hearing will be held on September 14, 2022, for input from the public on the plan. The plan will require a resolution and final approval by the board in the October 2022 regular meeting.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:46p.m.

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Secretary

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Chairperson

## Cheryl Churchill

**From:** newhcvcs <newhcvcs@hud.gov>  
**Sent:** Monday, August 29, 2022 5:32 AM  
**To:** Cheryl Churchill  
**Subject:** IMPORTANT: Housing Choice Vouchers Program, Fair Share Vouchers Allocation

You don't often get email from newhcvcs@hud.gov. [Learn why this is important](#)

August 29, 2022

County of Humboldt Hsg Auth  
CA086

Dear Executive Director:

This is your public housing agency's award of new vouchers under the Consolidated Appropriations Act 2022 (P.L. 117-103). For more information on these awards, please see PIH Notice 2022-29.

The Consolidated Appropriations Act 2022 (P.L. 117-103) appropriated \$200 million for new incremental vouchers pursuant to a method, as determined by HUD, which may include a formula that may include such factors as severe cost burden, overcrowding, substandard housing for very low-income renters, homelessness, and administrative capacity. The allocation method is required to include rural and urban areas. The Act further provides HUD with the discretion to specify additional terms and conditions for the use of these vouchers to ensure that PHAs provide vouchers for use by survivors of domestic violence, or individuals and families who are homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)), or at risk of homelessness, as defined in section 401(1) of such Act (42 U.S.C. 11360(1)). Note that HUD is encouraging but not requiring PHAs to institute preferences to only serve these populations with the new vouchers.

To help PHAs expeditiously lease these vouchers, HUD is using a portion of the CY 2022 Appropriations Act \$30 million administrative fee set-aside to provide a one-time special fee of \$750 for each voucher awarded. This is a Special Fee in addition to those listed in PIH 2022-14.

The following table provides the details for your agency's HCV award:

Housing Choice Vouchers Awarded: <b>11</b>	
Housing Assistance Payments	Special Fees
<b>\$82,211.42</b>	<b>\$8,250.00</b>
Effective: October 1, 2022	Effective: October 1, 2022

For more information on this allocation of vouchers, see PIH Notice 2022-29. If your agency would like to accept this award, no action is required. If your PHA wishes to decline this award, please reply to [NewHCVS@hud.gov](mailto:NewHCVS@hud.gov) by **Friday, September 2, 2022**, or they will be deemed accepted. If you miss this deadline, please contact [NewHCVs@hud.gov](mailto:NewHCVs@hud.gov) if you wish to return this award.



Should you have questions about this award, please do not hesitate to contact your FMC Financial Analyst or email [NewHCVs@hud.gov](mailto:NewHCVs@hud.gov)

Sincerely,

Danielle Bastarache  
Deputy Assistant Secretary for  
Public Housing and Voucher Programs

## Occupancy and Leasing Report 2022

### Housing Authorities of the City of Eureka and County of Humboldt

Program	Total Units Available	# Units Leased, 1st of Month							Wait List End of Month
		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	
Eureka									
Public Housing	196 *	177	180	182	181	180	180	180	426
Eureka Family Housing	51	48	48	48	47	44	44	46	434
Eureka Senior Housing	22	20	20	20	20	21	21	21	167
	269	245	248	250	248	245	245	247	

### **Humboldt**

<u>Tenant Based Vouchers</u>									
Housing Choice Vouchers	1137	822	816	820	812	813	814	806	940
VASH Vouchers	73	23	23	23	26	26	28	28	N/A
Mainstream vouchers	75 ***	27	27	28	29	31	32	36	N/A
Emergency Housing Vouchers (EHV)	182	5	11	15	18	23	30	38	N/A ‡

<u>Project Based Vouchers</u>									
PBV-VASH - Bayview Heights (Eureka)	22 **	21	21	21	22	22	22	22	
PBV-HCV - Bayview Heights (Eureka)	3 **	-	-	-	3	3	3	3	
PBV-HCV - Sorrell Place (Arcata)	5 **	-	-	-	-				
PBV-HCV - Providence (Eureka)	42 †	-	-	-	-				
PBV-HCV - 7th & Myrtle Senior (Eureka)	35 †	-	-	-	-				

Total All Vouchers	<b>1574</b>	<b>898</b>	<b>898</b>	<b>907</b>	<b>910</b>	<b>918</b>	<b>929</b>	<b>933</b>
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Vouchers issued but not under contract, end of month (aka "Searching")	97
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\*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

\*\*25 Project Based Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.  
5 Project Based HCV vouchers at Sorrell Place, extremely low income units at 7th & I Street, Arcata; effective 6/1/2022.

\*\*\* Mainstream vouchers were awarded December 2020. Funding and voucher issuance began April 2021.  
25 Mainstream vouchers will be allocated via waitlist pulls; 50 will be via referral from CoC partners.

‡ No PHA waitlist for EHV's; all are issued based on referral from HHC or HDVS. Referrals began Q4 2021.

† HUD-approved PBVs; project expected to complete construction in 2023.

**COUNTY OF HUMBOLDT HOUSING AUTHORITY**  
**All Voucher Programs**  
**For the month of July 2022**

	January	February	March	April	May	June	July	Total
<b>Traditional HCV &amp; VASH (Includes PBVs)</b>								
HAP income	\$ 487,449	\$ 490,581	\$ 492,982	\$ 492,810	\$ 492,002	\$ 485,420	\$ 516,667	\$ 3,457,911
HAP expenses	(491,882)	(489,328)	(494,790)	(489,895)	(496,352)	(500,780)	(499,524)	(3,462,551)
Surplus (Deficit)	(4,433)	1,253	(1,808)	2,915	(4,351)	(15,360)	17,143	(4,641)
% Total income utilized	100.91% <b>A</b>	99.74%	100.37%	99.41%	100.88% <b>A</b>	103.16%	96.68%	100.13%
Administrative/Other Income	71,092	71,162	83,214	69,268	112,267	77,092	74,183	558,278
Operating expenses	(62,591)	(57,222)	(62,223)	(64,273)	(83,268)	(60,183)	(100,329)	(490,088)
Surplus (Deficit)	8,501	13,940	20,991	4,995	29,000	16,909	(26,146)	68,190
Remaining HAP Cash	18,124	19,052	10,667	12,533	12,110	2,092	14,037	
Remaining Non-HAP Cash	385,079	409,050	425,907	432,218	464,707	473,027	489,409	
Total HCV Cash	403,203	428,102	436,574	444,751	476,818	475,119	503,447	
Cash Increase/(Decrease)	6,455	24,900	8,471	8,177	32,067	(1,699)	28,328	
# of Households Assisted	866	858	862	858	861	864	856	6,025
Average HAP Payment	\$ 567.99	\$ 570.31	\$ 574.00	\$ 570.97	\$ 576.48	\$ 579.61	\$ 583.56	\$ 574.70
<b>Mainstream (disabled &amp; non-elderly)</b>								
HAP income	\$ 7,833	\$ 12,284	\$ 15,469	\$ 15,469	\$ 15,469	\$ -	\$ -	\$ 66,524
HAP expenses	(17,543)	(18,014)	(18,864)	(19,822)	(21,360)	(21,567)	(24,180)	(141,350)
Surplus (Deficit)	(9,710)	(5,730)	(3,395)	(4,353)	(5,891)	(21,567)	(24,180)	(74,826)
% Total income utilized	223.96%	146.65%	121.95%	128.14%	138.08%	N/A	N/A	212.48%
Administrative/Other Income	55	55	1,508	647	6,011	885	885	10,046
Operating expenses	(1,575)	(1,068)	(1,291)	(1,301)	(2,763)	(2,440)	(3,754)	(14,191)
Surplus (Deficit)	(1,520)	(1,013)	217	(654)	3,248	(1,555)	(2,869)	(4,145)
Remaining HAP Cash	69,131	63,950	60,703	56,106	53,175	31,360	8,261	
Remaining Non-HAP Cash	(1,407)	(2,296)	(2,052)	(2,669)	647	(702)	(2,104)	
Total MSV Cash	67,724	61,654	58,651	53,437	53,822	30,658	6,157	
Cash Increase/(Decrease)	(12,191)	(6,070)	(3,003)	(5,214)	385	(23,164)	(24,501)	
# of Households Assisted	27	27	28	29	31	32	36	210
Average HAP Payment	\$ 649.74	\$ 667.19	\$ 673.71	\$ 683.52	\$ 689.03	\$ 673.97	\$ 671.67	\$ 673.10
<b>Emergency Housing Vouchers (EHVs)</b>								
HAP income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HAP expenses	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(141,846)
Surplus (Deficit)	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(141,846)
% Total income utilized	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Administrative/Other Income	6,940	13,451	11,275	12,862	18,644	15,136	21,921	100,230
Operating expenses	(6,064)	(12,924)	(10,910)	(12,457)	(18,645)	(15,141)	(28,275)	(104,416)
Surplus (Deficit)	876	527	365	405	(1)	(5)	(6,354)	(4,187)
Remaining HAP Cash	512,371	500,567	485,216	467,681	442,929	412,584	375,210	
Remaining Non-HAP Cash	426,639	414,688	404,613	392,951	374,709	360,770	339,649	
Total EHV Cash	939,010	915,255	889,829	860,632	817,638	773,354	714,859	
Cash Increase/(Decrease)	(12,025)	(23,755)	(25,426)	(29,197)	(42,993)	(44,284)	(58,495)	
# of Households Assisted	5	11	15	18	23	30	38	140
Average HAP Payment	\$ 949.80	\$ 1,067.18	\$ 1,050.13	\$ 974.17	\$ 1,085.09	\$ 1,008.20	\$ 970.21	\$ 1,013.19
<b>Total All Voucher Programs</b>								
HAP income	\$ 495,282	\$ 502,865	\$ 508,451	\$ 508,279	\$ 507,471	\$ 485,420	\$ 516,667	\$ 3,524,435
HAP expenses	(514,174)	(519,081)	(529,406)	(527,252)	(542,669)	(552,593)	(560,572)	(3,745,747)
Surplus (Deficit)	(18,892)	(16,216)	(20,955)	(18,973)	(35,199)	(67,173)	(43,905)	(221,313)
% Total income utilized	103.81%	103.22%	104.12%	103.73%	106.94%	113.84%	108.50%	106.28%
Administrative/Other Income	78,087	84,668	95,997	82,777	136,923	93,113	96,989	668,554
Operating expenses	(70,229)	(71,214)	(74,424)	(78,031)	(104,676)	(77,764)	(132,357)	(608,696)
Surplus (Deficit)	7,857	13,454	21,572	4,747	32,247	15,349	(35,368)	59,858
Remaining HAP Cash	599,626	583,569	556,586	536,320	508,214	446,036	397,508	
Remaining Non-HAP Cash	810,311	821,443	828,468	822,499	840,064	833,095	826,955	
Total Program Cash	1,409,938	1,405,012	1,385,054	1,358,819	1,348,278	1,279,131	1,224,463	
Cash Increase/(Decrease)	(17,760)	(4,926)	(19,958)	(26,235)	(10,541)	(69,147)	(54,668)	
# of Households Assisted	898	896	905	905	915	926	930	6,375
Average HAP Payment	\$ 572.58	\$ 579.33	\$ 584.98	\$ 582.60	\$ 593.08	\$ 596.75	\$ 602.77	\$ 587.57

**Notes**

**A** Spending above 100% indicates full utilization of monthly funding plus spending down of HUD-held reserves (which is encouraged/required by HUD).

**B** Cash decrease due to timing of HUD stopping MSV payments in 06/2022; expecting cash to increase as payments continue this year.

**C** Cash decrease due to timing of HUD stopping EHV HAP and Admin Fee disbursements from 12/2021-06/2022; expecting cash to continue to decrease as preliminary program funding is utilized per HUD program mandate. Once initial program funding gets below a certain level, HUD will initiate monthly funding again.

**Housing Choice Vouchers**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
January	985	913	889	917	918	903	882	866	884	866
February	983	906	901	921	919	898	894	867	875	858
March	977	899	908	923	918	896	897	861	875	862
April	979	896	920	928	919	908	895	859	873	858
May	977	890	920	927	917	905	895	850	873	861
June	976	890	922	930	914	898	892	853	868	864
July	969	891	929	924	919	895	882	873	865	856
August	962	891	929	923	917	888	879	872	864	
September	956	896	931	927	913	888	872	883	864	
October	946	897	918	934	906	888	866	888	862	
November	939	900	913	928	903	887	881	890	866	
December	927	890	910	925	902	882	877	887	857	
Average	<b>965</b>	<b>897</b>	<b>916</b>	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>869</b>	<b>861</b>
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	6,025

**Mainstream Vouchers**

								<u>2021</u>	<u>2022</u>
January									27
February									27
March									28
April									29
May									31
June									32
July									36
August								4	
September								15	
October								18	
November								24	
December								27	
Average								<b>21</b>	<b>30</b>
UML's								88	210

**Emergency Housing Vouchers**

								<u>2021</u>	<u>2022</u>
January									5
February									11
March									15
April									18
May									23
June									30
July									38
August									
September									
October									
November									
December								4	
Average								<b>4</b>	<b>20</b>
UML's								4	140

**Total All Voucher Programs**

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
January	985	913	889	917	918	903	882	866	884	898
February	983	906	901	921	919	898	894	867	875	896
March	977	899	908	923	918	896	897	861	875	905
April	979	896	920	928	919	908	895	859	873	905
May	977	890	920	927	917	905	895	850	873	915
June	976	890	922	930	914	898	892	853	868	926
July	969	891	929	924	919	895	882	873	865	930
August	962	891	929	923	917	888	879	872	868	
September	956	896	931	927	913	888	872	883	879	
October	946	897	918	934	906	888	866	888	880	
November	939	900	913	928	903	887	881	890	890	
December	927	890	910	925	902	882	877	887	888	
Average	<b>965</b>	<b>897</b>	<b>916</b>	<b>926</b>	<b>914</b>	<b>895</b>	<b>884</b>	<b>871</b>	<b>894</b>	<b>911</b>
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	6,375

# County of Humboldt Housing Authority

Board of Commissioners Meeting

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September 12, 2022

Agenda Item 9a

## Memorandum

To: Commissioners

From: Dustin Wiesner, Director of Finance, Administration and Technology

Subject: County of Humboldt Housing Authority's 2022 Salary Study

### BACKGROUND AND HISTORY:

The City of Eureka and County of Humboldt Housing Authority ("agency") contracted with the National Association of Housing and Redevelopment Officials ("NAHRO") in May of 2022 to conduct an independent salary study. With our last salary study conducted over 10-years ago, the goal was to bring the agency's salary schedule to current market rates while increasing the agency's ability to retain and attract staff to meet agency goals and objectives. Presented is the agency's 2022 salary study completed by NAHRO with relevant highlights below.

### Highlights

- Many comparable entities were reviewed during the study, including: the State of California, Humboldt County, City of Eureka, College of the Redwoods, Cal Poly Humboldt, Private sector, Butte County Housing Authority, City of Redding Housing Department, and Regional Housing Authority.
- The proposed salary study has a minimum starting wage of \$20 per hour.
- Each position is receiving at least a 3% increase, with the average position increase being 6%.
- The new salary schedule is within budgeted expectations, and we will be able to accommodate the increase in our current 2022 budget.
- The new salary schedule includes two new positions being "Development Manager" and "Deputy Director". Both positions were included as placeholders to accommodate future staff growth to meet agency goals.

### STAFF RECOMMENDATION:

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Staff recommends that the Board approve and adopt the proposed 2022 salary study and resulting salary schedule.

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**City of Eureka Housing  
Authority and the County  
of Humboldt Housing  
Authority Salary  
Comparability Study May  
2022**

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**National Association of Housing  
and Redevelopment Officials**



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## Summary

The U.S Department of Housing and Urban Development (HUD), solicited comments and published proposed information regarding new requirements for salary studies and executive compensation reviews through 76 FR 40741 and 76 FR 23330 (Section 2 – Federal Registers and PIH Notices)

On August 23, 2011, HUD issued PIH Notice 2011-48 covering two major topics: The submission requirements of the HUD 52725 Schedule of Positions and Compensation form requires housing agencies with Public Housing or Housing Choice Voucher (HCV) programs (except housing agencies with only HCV programs that receive less than 50% of their funding for employees from HUD) to report the salaries of the five (5) highest compensated housing authority employees; and the requirement for housing authorities to use a salary comparability study to gauge whether the compensation package paid to executives and other housing authority employees are at a just and fair wage in comparison to other non-profit, private, and governmental housing related organizations. Further, it is encouraged to compare the housing authority pay structure to that of like organizations based on regulatory requirements, work responsibility, supervisory responsibilities, location, and clientele served. This comprehensive study is thought to be a mechanism to assure housing authority wages are in line with the comparable organizations used.

PIH Notice 2011-48 was further modified with PIH Notices 2014-01, 2015-14 and Notices 2016-14, 2016-16, 2018-13 and 2019-21, all of which included information on the updated form and format, a reduction in the number of positions to report on, as well as new submission requirements.

Information was gathered during an initial interview on April 7<sup>th</sup>, 2022, with Dustin Wiesner, Director of Finance, Administration and Technology and Heather Humphreys, Human Resources Manager for the City of Eureka and the County of Humboldt Housing Authorities. The housing authorities have chosen to complete a salary study to ensure fair, competitive wages and compliance with HUD regulations.

This document represents the salary comparability study for the City of Eureka and the County of Humboldt Housing Authorities (Section 12 – City of Eureka and the County of Humboldt Housing Authorities Salary Schedule Final).

## Background

Eureka is the principal city and county seat of Humboldt County in the Redwood Empire region of California. The city is located on U.S. Route 101 on the shores of Humboldt Bay, 270 miles north of San Francisco and 100 miles south of the Oregon border. At the 2010 census, the population of the city was 27,191, and the population of Greater Eureka was 45,034.

Eureka is the largest coastal city between San Francisco and Portland, Oregon, and the

westernmost city of more than 25,000 residents in the 48 contiguous states. The proximity to the sea causes the city to have an extremely maritime climate with very small annual temperature differences and seasons mainly being defined by the rainy winters and dry summers, whereas nearby inland areas are much hotter in summer. It is the regional center for government, health care, trade, and the arts on the North Coast north of the San Francisco Bay Area. Greater Eureka, one of California's major commercial fishing ports, is the location of the largest deep-water port between San Francisco and Coos Bay, a stretch of about 500 miles.

Humboldt County is known for its impressive redwood trees, and many acres of private redwood timberland make Humboldt the top timber producer in California. The lush river bottoms adjacent to the ocean are for producing rich, high-quality dairy products. Somewhat further inland, the warmer valleys have historically produced abundant apples and other fruit. More recently vineyards have been planted in the Trinity, Klamath, Mattole and upper Eel River.

## **Methodology**

The methodology used in determining the average, or just wages to be paid, include comparing current salaries and benefit packages to other similar entities. The data used may include information obtained through open records data sources, specific requests for information, local job advertisements for private industry positions, along with job postings and published federal, state, and local government salaries, and position information. Direct requests for information mostly resulted in up-to-date information within the last 12 months. Local employment advertisements were current as of April 2022.

## **The Interview**

The initial step in the preparing this study was an interview Mr. Wiesner and Ms. Humphreys. Topics discussed, and followed up by email, included:

- Agency size (voucher/unit counts)
- Unit types & regulatory agencies
- Staffing levels
- Job titles & descriptions of duties
- Current pay structure
- Organizational chart

According to Mr. Wiesner and Ms. Humphreys, the City of Eureka and the County of Humboldt Housing Authorities, the agency is in the process of process of repositioning their public housing. They currently have 198 Public Housing units, 1574 Housing Choice Vouchers, 50 Tax Credit with Project Based layered units and 23 units of Tax Credit/Non- profit housing.

The City of Eureka and the County of Humboldt Housing Authorities do not have a union contract. Having a union contract provides information on already negotiated rates and serves as a benchmark in determining the minimum wages allowable under the salary plan. It is assumed that a union contract will exceed the minimum allowable non-managerial wage rates established by the U. S Department of Labor (which is used in the absence of a union contract). In this case, union wages are not applicable. Mr. Wiesner and Ms. Humphreys provided Job descriptions, organization charts and current pay schedules. (Section 5 – Eureka HA and Humboldt County HA Information). Because of challenges in the hiring market, the agencies have selected a starting wage of \$20/hr. This will help them to be competitive in recruiting and retaining employees.

## **Determining Comparable Entities**

Several factors were considered in determining comparable entities, including funding sources, regulatory requirements, location, agency size, units managed, governing bodies and budgets. Benchmark data included in the U. S Department of Labor, Bureau of Labor, and Statistics (BLS) BLS data was not considered to be the best comparable. (Section 6 – BLS North Coastal Region California)

Job openings and pay for the following were included in this study:

- State of California
- Humboldt County
- City of Eureka
- College of the Redwoods
- Cal Poly Humboldt
- Private Job Openings

Next, information was gathered to identify comparable housing agencies. Comparable housing agencies were selected based upon region, size, structure, programs, budget, positions, pay structure, merit and cost of living increases, area economics, statistical living wage for the area and the proximity to the subject organization. The methodology used to collect the data included review of HUD data, direct contact with agencies, internet sources and job advertisements for open positions.

The following housing agency positions and salaries were reviewed during this study.

- Butte County Housing Authority
- City of Redding Housing Department
- Regional Housing Authority (Yuba City)

The selected housing agencies were determined to be the most closely aligned with Eureka/Humboldt positions such as Inspectors, Property Manager, HCV/EHV Specialists, Chief Executive Officer. Comparable housing agencies had several “like” factors: regulatory oversight, similarity in types of units/programs managed, structure, staffing, maintenance requirements, proximity, and funding sources. (Section 11 – Butte County HA Salaries, Section 11.1 City of Redding Salaries, Section 11.2 Regional HA Salaries, Section 11.3).

The comparability to these housing agencies was further supported by private and corporate compensation making the proposed City of Eureka and the County of Humboldt Housing Authorities pay structure fall at the median levels of both private and public industry pay practices.

## **Positions & Salary Comparison**

As stated earlier in this summary, local housing authorities were found to be the most comparable entities for several of the City of Eureka and the County of Humboldt Housing Authorities positions while the County, City, and private industry positions (Section 8 – Private Market Job Postings, Section 9 Non-Profit Job Postings and Section 10 – College of the Redwoods Job Postings), were considered for other positions including, but not limited to:

- Accounting positions
- Maintenance
- Executive and Office Assistant Positions
- Executive Director

## **Conclusion**

The optimal position for the salary study would be to fall in the median range of salaries supported by the comparable entities. This median range should fall between the 25<sup>th</sup> and 75<sup>th</sup> percentile for like positions in like agencies.

In analyzing all the information gathered, most positions at the City of Eureka and the County of Humboldt Housing Authorities fell within the mid-range salaries supported by the study. The proposed salary steps and grades are provided in the City of Eureka and the County of Humboldt Housing Authorities 2022 Salary Schedule (Section 12 – Eureka and Humboldt HAS Salary Schedule Final).

The City of Eureka and the County of Humboldt Housing Authorities have decided to place employees at the grade level where they are on the current salary schedule. As annual performance evaluations are completed, employees may then be moved to the next step based on merit.

It is highly recommended the pay schedule and organization structure be reviewed at least annually, with any changes needed being made via Board Resolution. A sample resolution is included with this study (Section 13 – Sample Board Order). Current market conditions and increases in the minimum wage may significantly affect market wages, further supporting the need for another study in the next 1-2 years.

Job descriptions should also be reviewed to ensure they accurately reflect the work responsibility and duties of each employee. It is further recommended that the Salary Study documents, revised salary schedule and accompanying background information be included as part of the housing authority's personnel records and retained based on the appropriate record retention schedule.

## References & Sources

Bureau of Labor & Statistics

<https://data.bls.gov/oes/#/geoOcc/Multiple%20occupations%20for%20one%20geographical%20area>

HUD Exec Compensation 2018

[https://www.hud.gov/program\\_offices/public\\_indian\\_housing/reac/rd/phaec](https://www.hud.gov/program_offices/public_indian_housing/reac/rd/phaec)

Eureka Minimum Wage

<https://www.minimum-wage.org/california>

Eureka Cost of Living

[https://www.bestplaces.net/cost\\_of\\_living/city/california/eureka](https://www.bestplaces.net/cost_of_living/city/california/eureka)

Humboldt County Cost of Living

[https://www.bestplaces.net/cost\\_of\\_living/county/california/humboldt](https://www.bestplaces.net/cost_of_living/county/california/humboldt)

Humboldt County Living Wage

<https://livingwage.mit.edu/counties/06023>

Eureka City-Data

<https://www.city-data.com/city/Eureka-California.html>

Eureka Wiki

[https://en.wikipedia.org/wiki/Eureka,\\_California](https://en.wikipedia.org/wiki/Eureka,_California)

Census Data

<https://www.census.gov/quickfacts/humboldtcountycalifornia>

World Population Review

<https://worldpopulationreview.com/us-cities/eureka-ca-population>

California State Employment

<https://www.calcareers.ca.gov/CalHRPublic/Search/JobSearchResults.aspx#locid=109>

Humboldt County Employment

<https://www.governmentjobs.com/careers/humboldtcountyca>

Eureka City Employment

<https://www.governmentjobs.com/careers/eurekaca>

HOUSING AUTHORITIES OF THE CITY OF EUREKA AND COUNTY OF HUMBOLDT							
PROPOSED SALARY STUDY SCHEDULE			EFFECTIVE 10/01/2022				
TITLE	GRADE		A	B	C	D	E
			(monthly gross pay amounts)				
EXECUTIVE DIRECTOR	L		10,095	10,600	11,130	11,686	12,271
DEPUTY DIRECTOR	K		9,341	9,808	10,299	10,814	11,354
EXECUTIVE ASSISTANT	E		4,371	4,590	4,819	5,060	5,313
OFFICE ASSISTANT	A		3,467	3,640	3,822	4,013	4,214
DIRECTOR OF FINANCE, ADMINISTRATION, & TECHNOLOGY	J		7,860	8,253	8,666	9,099	9,554
DIRECTOR OF FINANCE & ADMINISTRATION	I		7,166	7,524	7,901	8,296	8,710
FINANCE AND ADMINISTRATION MANAGER	H		6,015	6,316	6,632	6,963	7,311
ACCOUNTING MANAGER	F		4,532	4,759	4,997	5,247	5,509
ACCOUNTING SPECIALIST III	D		4,205	4,415	4,636	4,868	5,111
ACCOUNTING SPECIALIST II	C		3,773	3,962	4,160	4,368	4,586
ACCOUNTING SPECIALIST I	B		3,617	3,798	3,988	4,187	4,397
ACCOUNTING ASSISTANT	A		3,467	3,640	3,822	4,013	4,214
HOUSING ADVOCATE	F		4,532	4,759	4,997	5,246	5,509
HOUSING SUPERVISOR	H		6,015	6,316	6,632	6,963	7,311
HOUSING MANAGER	F		4,532	4,759	4,997	5,247	5,509
HOUSING SPECIALIST III (including EHV Specialist)	D		4,205	4,415	4,636	4,868	5,111
HOUSING SPECIALIST II (including EHV Specialist)	C		3,773	3,962	4,160	4,368	4,586
HOUSING SPECIALIST I (with a hire date 5/01/2011 or later)	B		3,617	3,798	3,988	4,187	4,397
COMMUNITY LIAISON/COMPLIANCE OFFICER	E		4,371	4,590	4,819	5,060	5,313
COMMUNITY LIAISON	D		4,205	4,415	4,636	4,868	5,111
HOUSING NEGOTIATOR/ INSPECTOR	D		4,205	4,415	4,636	4,868	5,111
MAINTENANCE SUPERVISOR	G		5,837	6,129	6,435	6,757	7,095
MAINTENANCE LEAD	F		4,532	4,759	4,997	5,247	5,509
MAINTENANCE SPECIALIST III	D		4,205	4,415	4,636	4,868	5,111
MAINTENANCE SPECIALIST II	C		3,773	3,962	4,160	4,368	4,586
MAINTENANCE SPECIALIST I	B		3,617	3,798	3,988	4,187	4,397
DEVELOPMENT MANAGER	H		6,015	6,316	6,632	6,963	7,311
SPECIAL PROJECTS COORDINATOR	H		6,015	6,316	6,632	6,963	7,311

**Resolution No. 487**

**Adopt Salary Comparability Study and Schedule**

WHEREAS, In accordance with the U. S Department of Housing and Urban Development (HUD) PIH Notice 2011-48 dated August 26, 2011, and subsequent updates to said notice; and

WHEREAS, The Housing Authorities have contracted with the National Association of Housing and Redevelopment Officials (NAHRO) to complete a Salary Comparability Study; and

WHEREAS, The study demonstrates a need to adjust the present salary schedule to bring the schedule in line with present cost of living figures; and

WHEREAS, The County of Humboldt Housing Authority Board of Commissioners have reviewed the Salary Comparability Study completed May 2022; and

NOW, THEREFORE, BE IT RESOLVED that the County of Humboldt Housing Authority Board of Commissioners hereby approve the NAHRO Salary Study and adopt the proposed salary schedule for the County of Humboldt Housing Authority.

PASSED AND ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_ 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title