



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
Tuesday, February 14, 2023
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/84068091259?pwd=YzBla09lWEM3UkMrRUwvUVJ0YTY4QT09>

Meeting ID: 840 6809 1259

Passcode: 476152

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 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 496 (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 January 09, 2023.(pages 5- 7)

5. Bills and Communications: None.

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 8)

6c. HCV Utilization Reports (pages 9- 11)

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. Programs Overview & Updates (*informational*) (pages 12- 15)

9b. Return to In-Person Meetings (*for discussion*) (pages 16- 21)

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

February 14, 2023

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. 496

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 14 day of February 2023 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Name

Name

Title

Title

Signature

Signature

MINUTES

MEETING OF THE COUNTY OF HUMBOLDT HOUSING AUTHORITY BOARD OF COMMISSIONERS

MONDAY, JANUARY 09, 2023

Chairperson Conner declared a quorum present and called the meeting to order at 12:04p.m.

1. Roll Call:

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

Absent: None

Staff: Churchill, Humphreys, Wiesner

Public: None in attendance

2. Brown Act, Remote Session Authorization, Resolution 495

Recommended Board Action: Accept and Adopt for Approval

RESOLUTION NO. 495

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 495 by Vice Chairperson Fitzgerald

Second - Commissioner Derooy

Roll Call:

Ayes: Conner, Fitzgerald, Derooy, Escarda, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: None

Chairperson Conner declared the motion carried and the Resolution 495 approved.

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

4. Approve minutes of the board of commissioners meeting held November 14, 2022.

Motion to approve the minutes of the meeting of November 14, 2022, made by Commissioner Zondervan-Droz

Second – Commissioner Derooy

Roll call:

Ayes: Conner, Fitzgerald, Derooy, Escarda, Leon, Zondervan-Droz

Nays: None

Abstain: None

Absent: None

Chairperson Conner declared the motion carried to approve the minutes of November 14, 2022.

5. Bills and Communication:

5a. Q4 2022 Tenant Newsletter (Housing Authority of the City of Eureka, tenants)
Secretary Churchill briefly goes over the tenant newsletter with the board.

5b. 2022.2 Landlord Newsletter (Housing Authority of the County of Humboldt, landlords)
Secretary Churchill briefs the board on the landlord newsletter. Secretary Churchill comments that there is a website path in the newsletter to a customer service survey which will allow the Housing Authority to receive feedback from the public.

6. Report of the Secretary:

6a. Covid-19 Updates

Secretary Churchill briefs the board on a recent change to covid pay as the Housing Authority is in line with the State of California and covid pay ended as of December 31, 2022. Secretary Churchill notes that other than the change to covid pay, there is nothing new to report.

6b. Occupancy and Leasing Report

No comments are heard for this report.

6c. HCV Utilization Reports

Secretary Churchill notes that she will go over this report with the board during her brief of agenda item 9b, voucher programs summary.

7. Reports of the Commissioners: None heard.

8. Unfinished Business: None.

9. New Business:

9a. Staff salary schedule effective January 01, 2023, approved on October 11, 2022;
informational

Secretary Churchill comments that a two percent cost of living adjustment (COLA) was approved on October 11, 2022, as part of the 2023 operating budget. Staff wanted to provide the approved salary schedule reflecting the COLA adjustment.

9b. Voucher programs summary at a glance; *informational*

Secretary Churchill provides a review of the Housing Authority of the County of Humboldt programs and offerings. Secretary Churchill notes that our preliminary numbers show us ending the year with a voucher count of 960 which was a large increase for the Housing Authority since the beginning of 2022 with 900 vouchers. This increase is largely due to the Emergency Housing Voucher program with 182 vouchers to utilize. Secretary Churchill also briefs the board on the several programs and preferences that the County of Humboldt Housing Authority has added over the past few years.

9c. Earthquakes regarding Rio Dell clients; *informational*

Secretary Churchill informs the board that the Housing Authority currently has six voucher clients displaced due to recent earthquake and weather damage to their units. The Housing Authority has reissued those clients vouchers so they can search for new housing. One client has already found new housing. Our inspector is prioritizing work/inspections for the units that are damaged and has been checking in with the displaced tenants.

10. Closed Session: None needed.

11. Adjournment

There being no further business to come before the Commissioners, the meeting was adjourned at 12:27p.m.

Secretary

Chairperson

Occupancy and Leasing Report 2022

City of Eureka Housing Authority
County of Humboldt Housing Authority

Program	Total Units	# Units Leased, 1st of Month												Wait List
	Available	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	
Eureka														
Public Housing	196 *	177	180	182	181	180	180	180	180	179	183	182	186	523
Eureka Family Housing	51	48	48	48	47	44	44	46	46	46	46	46	47	520
Eureka Senior Housing	22	20	20	20	20	21	21	21	19	18	19	19	19	198
	269	245	248	250	248	245	245	247	245	243	248	247	252	

Humboldt

Tenant Based Vouchers

Housing Choice Vouchers	1137	800	791	792	789	792	795	788	784	780	776	771	773	1114
VASH Vouchers	73	66	67	70	69	69	69	68	70	72	71	69	69	N/A
Mainstream vouchers	75 ***	27	27	28	29	31	32	36	36	35	36	37	39	N/A
Emergency Housing Vouchers (EHV)	182	5	11	15	18	23	30	38	42	46	64	69	80	N/A ‡

Project Based Vouchers

PBV-VASH - Bayview Heights (Eureka)	22 **	21	21	21	22	22	22	22	22	22	22	22	22	
PBV-HCV - Bayview Heights (Eureka)	3 **	-	-	-	3	3	3	3	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 1574 919 917 926 930 940 951 955 957 958 972 971 986

Vouchers issued but not under contract, end of month (aka "Searching") 80

*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 EHVs; all are issued based on referral from HHHC 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 December 2022

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traditional HCV & VASH (Includes PBVs)													
HAP income	\$ 487,449	\$ 490,581	\$ 492,982	\$ 492,810	\$ 492,002	\$ 485,420	\$ 516,667	\$ 499,159	\$ 505,815	\$ 513,289	\$ 507,799	\$ 532,538	\$ 6,016,511
HAP expenses	(491,882)	(489,328)	(494,790)	(489,399)	(495,856)	(500,284)	(500,006)	(513,950)	(514,201)	(512,612)	(515,428)	(518,055)	(6,035,791)
Surplus (Deficit)	(4,433)	1,253	(1,808)	3,411	(3,855)	(14,864)	16,661	(14,791)	(8,386)	677	(7,629)	14,483	(19,281)
% Total income utilized	100.91%	99.74%	100.37%	99.31%	100.78% A	103.06%	96.78%	102.96%	101.66%	99.87%	101.50%	97.28% A	100.32%
Administrative/Other Income	71,092	71,162	83,214	69,268	112,267	77,092	74,183	73,199	90,177	82,034	76,105	95,587	975,380
Operating expenses	(62,591)	(57,222)	(62,223)	(64,273)	(83,268)	(60,183)	(100,329)	(72,497)	(65,925)	(65,925)	(70,999)	(63,588)	(829,022)
Surplus (Deficit)	8,501	13,940	20,991	4,995	29,000	16,909	(26,146)	702	24,252	16,109	5,106	31,998	146,358
Remaining HAP Cash	18,124	19,052	10,667	12,533	12,110	2,092	14,037	560	4,480	16,947	-	10,885	E
Remaining Non-HAP Cash	385,079	409,050	425,907	432,218	464,707	473,027	489,409	502,082	517,465	518,171	536,720	536,736	
Total HCV Cash	403,203	428,102	436,574	444,751	476,818	475,119	503,447	502,641	521,945	535,118	536,720	547,620	
Cash Increase/(Decrease)	6,455	24,900	8,471	8,177	32,067	(1,699)	28,328	(805)	19,303	13,174	1,602	10,900	
# of Households Assisted	866	858	862	858	861	864	856	854	851	846	839	842	10,257
Average HAP Payment	\$ 568	\$ 570	\$ 574	\$ 570	\$ 576	\$ 579	\$ 584	\$ 602	\$ 604	\$ 606	\$ 614	\$ 615	\$ 588
Mainstream (disabled & non-elderly)													
HAP income	\$ 7,833	\$ 12,284	\$ 15,469	\$ 15,469	\$ 15,469	\$ -	\$ -	\$ 19,100	\$ 24,361	\$ 24,298	\$ 24,909	\$ 28,509	\$ 187,701
HAP expenses	(17,543)	(18,014)	(18,523)	(19,191)	(20,250)	(21,567)	(23,340)	(24,880)	(24,488)	(25,671)	(26,741)	(27,261)	(267,469)
Surplus (Deficit)	(9,710)	(5,730)	(3,054)	(3,722)	(4,781)	(21,567)	(23,340)	(5,780)	(127)	(1,373)	(1,832)	1,248	(79,768)
% Total income utilized	223.96%	146.65%	119.74%	124.06%	130.91%	N/A	N/A	130.26%	100.52%	105.65%	107.35%	95.62%	142.50%
Administrative/Other Income	55	55	1,508	647	6,011	885	885	885	45,506	885	8,566	2,571	68,459
Operating expenses	(1,575)	(1,068)	(1,291)	(1,301)	(2,763)	(2,440)	(3,754)	(2,703)	(2,649)	(2,475)	(4,257)	(2,711)	(28,986)
Surplus (Deficit)	(1,520)	(1,013)	217	(654)	3,248	(1,555)	(2,869)	(1,818)	42,857	(1,590)	4,309	(140)	39,473
Remaining HAP Cash	69,131	63,950	60,703	56,106	53,175	31,360	8,261	2,512	2,113	740	-	156	E
Remaining Non-HAP Cash	(1,407)	(2,296)	(2,052)	(2,669)	647	(702)	(2,104)	(3,734)	39,027	37,457	42,179	42,738	
Total MSV Cash	67,724	61,654	58,651	53,437	53,822	30,658	6,157	(1,222)	41,140	38,197	42,179	42,894	
Cash Increase/(Decrease)	(12,191)	(6,070)	(3,003)	(5,214)	385	(23,164)	(24,501)	(7,379)	42,362	(2,943)	3,982	715	
# of Households Assisted	27	27	28	29	31	32	36	37	36	37	38	39	397
Average HAP Payment	\$ 650	\$ 667	\$ 662	\$ 662	\$ 653	\$ 674	\$ 648	\$ 672	\$ 680	\$ 694	\$ 704	\$ 699	\$ 674

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

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Emergency Housing Vouchers (EHVs)													
HAP income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HAP expenses	(4,749)	(11,739)	(15,752)	(17,535)	(24,957)	(30,246)	(36,868)	(41,451)	(44,507)	(57,732)	(61,001)	(67,561)	(414,098)
Surplus (Deficit)	<u>(4,749)</u>	<u>(11,739)</u>	<u>(15,752)</u>	<u>(17,535)</u>	<u>(24,957)</u>	<u>(30,246)</u>	<u>(36,868)</u>	<u>(41,451)</u>	<u>(44,507)</u>	<u>(57,732)</u>	<u>(61,001)</u>	<u>(67,561)</u>	<u>(414,098)</u>
% Total income utilized	N/A	N/A	N/A	N/A	N/A	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	22,840	53,229	22,531	38,430	26,446	263,706
Operating expenses	(6,064)	(12,924)	(10,910)	(12,457)	(18,645)	(15,141)	(28,275)	(22,481)	(18,240)	(24,437)	(38,473)	(39,713)	(247,761)
Surplus (Deficit)	<u>876</u>	<u>527</u>	<u>365</u>	<u>405</u>	<u>(1)</u>	<u>(5)</u>	<u>(6,354)</u>	<u>358</u>	<u>34,989</u>	<u>(1,906)</u>	<u>(43)</u>	<u>(13,267)</u>	<u>15,945</u>
Remaining HAP Cash	512,371	500,567	485,216	467,681	442,929	412,584	375,210	334,859	290,352	232,673	171,784	104,276	
Remaining Non-HAP Cash	426,639	414,688	404,613	392,951	374,709	360,770	339,649	317,910	268,183	245,652	207,222	180,707	
Total EHV Cash	<u>939,010</u>	<u>915,255</u>	<u>889,829</u>	<u>860,632</u>	<u>817,638</u>	<u>773,354</u>	<u>714,859</u>	<u>652,769</u>	<u>558,535</u>	<u>478,325</u>	<u>379,006</u>	<u>284,983</u>	
Cash Increase/(Decrease)	(12,025)	(23,755)	(25,426)	(29,197)	(42,993)	(44,284)	(58,495)	(62,091)	(94,233)	(80,210)	(99,319)	(94,023) C	
# of Households Assisted	5	11	15	18	23	30	38	42	46	64	69	80	441
Average HAP Payment	\$ 950	\$ 1,067	\$ 1,050	\$ 974	\$ 1,085	\$ 1,008	\$ 970	\$ 987	\$ 968	\$ 902	\$ 884	\$ 845	\$ 939
Total All Voucher Programs													
HAP income	\$ 495,282	\$ 502,865	\$ 508,451	\$ 508,279	\$ 507,471	\$ 485,420	\$ 516,667	\$ 518,259	\$ 530,176	\$ 537,587	\$ 532,708	\$ 561,047	\$ 6,204,212
HAP expenses	(514,174)	(519,081)	(529,065)	(526,125)	(541,063)	(552,097)	(560,214)	(580,281)	(583,196)	(596,015)	(603,170)	(612,877)	(6,717,358)
Surplus (Deficit)	<u>(18,892)</u>	<u>(16,216)</u>	<u>(20,614)</u>	<u>(17,846)</u>	<u>(33,593)</u>	<u>(66,677)</u>	<u>(43,547)</u>	<u>(62,022)</u>	<u>(53,020)</u>	<u>(58,428)</u>	<u>(70,462.00)</u>	<u>(51,830.00)</u>	<u>(513,147)</u>
% Total income utilized	103.81%	103.22%	104.05%	103.51%	106.62%	113.74%	108.43%	111.97%	110.00%	110.87%	113.23%	109.24%	108.27%
Administrative/Other Income	78,087	84,668	95,997	82,777	136,923	93,113	96,989	96,924	188,912	105,450	123,101	124,604	1,307,544
Operating expenses	(70,229)	(71,214)	(74,424)	(78,031)	(104,676)	(77,764)	(132,357)	(97,682)	(86,814)	(92,836)	(113,729)	(106,012)	(1,105,769)
Surplus (Deficit)	<u>7,857</u>	<u>13,454</u>	<u>21,572</u>	<u>4,747</u>	<u>32,247</u>	<u>15,349</u>	<u>(35,368)</u>	<u>(758)</u>	<u>102,098</u>	<u>12,613</u>	<u>9,373</u>	<u>18,591</u>	<u>201,776</u>
Remaining HAP Cash	599,626	583,569	556,586	536,320	508,214	446,036	397,508	337,931	296,945	250,360	171,784	115,317	
Remaining Non-HAP Cash	810,311	821,443	828,468	822,499	840,064	833,095	826,955	816,258	824,675	801,281	786,121	760,180	
Total Program Cash	<u>1,409,938</u>	<u>1,405,012</u>	<u>1,385,054</u>	<u>1,358,819</u>	<u>1,348,278</u>	<u>1,279,131</u>	<u>1,224,463</u>	<u>1,154,189</u>	<u>1,121,620</u>	<u>1,051,641</u>	<u>957,905</u>	<u>875,497</u>	
Cash Increase/(Decrease)	(17,760)	(4,926)	(19,958)	(26,235)	(10,541)	(69,147)	(54,668)	(70,274)	(32,568)	(69,980)	(93,735)	(82,409)	
# of Households Assisted	898	896	905	905	915	926	930	933	933	947	946	961	11,095
Average HAP Payment	\$ 573	\$ 579	\$ 585	\$ 581	\$ 591	\$ 596	\$ 602	\$ 622	\$ 625	\$ 629	\$ 638	\$ 638	\$ 605

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.

D Extraordinary MSV admin funding received per HUD allocation.

E HAP cash on hand is minimal, but sufficient HAP reserves are held with HUD. HUD held reserve requests submitted as necessary.

HUD Held Reserves

HCV - \$757,381

MSV - \$267,940

EHV - \$1,062,774

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	854
September	956	896	931	927	913	888	872	883	864	851
October	946	897	918	934	906	888	866	888	862	846
November	939	900	913	928	903	887	881	890	866	839
December	927	890	910	925	902	882	877	887	857	842
Average	965	897	916	926	914	895	884	871	869	855
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	10,257

Mainstream Vouchers

									<u>2021</u>	<u>2022</u>
January										27
February										27
March										28
April										29
May										31
June										32
July										36
August									4	37
September									15	36
October									18	37
November									24	38
December									27	39
Average									21	33
UML's									88	397

Emergency Housing Vouchers

									<u>2021</u>	<u>2022</u>
January										5
February										11
March										15
April										18
May										23
June										30
July										38
August										42
September										46
October										64
November										69
December									4	80
Average									4	37
UML's									4	441

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	933
September	956	896	931	927	913	888	872	883	879	933
October	946	897	918	934	906	888	866	888	880	947
November	939	900	913	928	903	887	881	890	890	946
December	927	890	910	925	902	882	877	887	888	961
Average	965	897	916	926	914	895	884	871	894	925
UML's	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	11,095

County of Humboldt Housing Authority

Board of Commissioners Meeting

February 14, 2023

Agenda Item 9a

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Programs descriptions

BACKGROUND AND HISTORY:

At the January 2023 board meeting of commissioners, we reviewed our voucher programs from a very high level, looking at the increase in voucher utilization across programs in 2022.

This month, we're reviewing voucher program differences and requirements for the various programs, as there are often questions from the public about what programs we administer and how to qualify for them. While we recommend that these inquiries get referred to staff for direct assistance, it is also important to have knowledge of our various offerings and how they differ.

Impact to Personnel:

None.

Fiscal Impact:

None.

Alternatives:

N/A

STAFF RECOMMENDATION:

None; informational only.

Voucher Programs Overview

The Housing Authority of the County of Humboldt currently has five different voucher types, along with two available preferences, for a total voucher allocation from HUD of 1,574 vouchers. See below for more details regarding specific voucher programs and related eligibility.

Housing Choice Vouchers (HCV, commonly known as “Section 8”)

Program Allocation	1/2023 Utilization
1,234	771

- The HCV program has an open waitlist, and anyone may apply.
- After a preliminary screening to determine initial eligibility (based on income), applicants will be put on the wait list.
- Vouchers may be “ported” to other jurisdictions for out-of-county use; they may also “port in” from other regions.
- Qualifying a unit for rental assistance is based on the unit passing a Housing Quality Standards (HQS) inspection, an assessment of “Rent Reasonableness” based on HUD’s Fair Market Rents (FMRs), and a calculation of what the tenant portion of rent may be, between 30-40% of adjusted income.
- For 2023, the HCV payment standard is set at 120% of HUD’s Fair Market Rents:

Year	Studio	1 BR	2 BR	3 BR	4 BR
HUD FY 2023 FMR	\$ 812	\$ 907	\$ 1,183	\$ 1,681	\$ 2,015
2023 Payment standard: 120% of FMR	\$ 974	\$ 1,088	\$ 1,419	\$ 2,017	\$ 2,418

- 75% of annual new admissions must be from the Extremely Low Income tier (see below).
- HUD has not yet published 2023 income limits (expected May 2023); shown below are 2022 income limits, which determine initial eligibility until HUD provides updates.

FY 2022 Income Limit Area	Median Family Income Click for More Detail	FY 2022 Income Limit Category	1	2	3	4	5	6	7	8
Humboldt County, CA	\$79,700	Very Low (50%) Income Limits (\$) Click for More Detail	27,300	31,200	35,100	38,950	42,100	45,200	48,300	51,450
		Extremely Low Income Limits (\$)* Click for More Detail	16,350	18,700	23,030	27,750	32,470	37,190	41,910	46,630
		Low (80%) Income Limits (\$) Click for More Detail	43,650	49,850	56,100	62,300	67,300	72,300	77,300	82,250

Veterans Affairs Supportive Housing (VASH)

Program Allocation	1/2023 Utilization
95	70

- Veterans are screened by calling CalVET, Nation's Finest, or HUD-VASH to determine eligibility.
- HUD-VASH caseworkers prioritize qualified applicants, who are referred to the Housing Authority for further screening, then issued a voucher if they meet program requirements.
- The Housing Authority does not keep a waitlist, as all clients come via referral from HUD-VASH caseworkers.
- U.S. Department of Veteran Affairs (VA) provides ongoing case management and clinical services for participants.
- Currently there are 25 project-based vouchers (22 VASH + 3 HCV) only for veterans at Bayview Heights (Danco project, 108 4th Street, Eureka). 73 VASH vouchers are tenant-based.

Mainstream Vouchers

Program Allocation	1/2023 Utilization
75	43
	<i>Referral: 29/50</i>
	<i>Waitlist: 14/25</i>

- Eligible families must have at least one adult member of the household who is disabled and non-elderly (between 18-61).
- Voucher recipients are selected one of two ways:
 - referred by a local Continuum of Care (CoC) participating agency (total 50 vouchers)
 - selected from our regular waitlist (total 25 vouchers)
- Similar to the HCV program, 75% of new admissions must be from the extremely-low-income tier, and the current payment standard is 120% of HUD's 2023 FMRs (shown under HCV description above).

Emergency Housing Vouchers (EHV)

Program Allocation	1/2023 Utilization
182	86
	<i>Homeless: 16/71</i>
	<i>Recently homeless: 60/81</i>
	<i>DV: 10/30</i>

- HUD's response to COVID-19, funded under the American Rescue Plan Act (ARPA)

- Vouchers are issued by referral only from the local Continuum of Care, HHHC (Humboldt Housing and Homeless Coalition) or from Humboldt Domestic Violence Services (HDVS) and based on prioritizations set by these agencies.
- Assistance is specifically for those who are homeless, recently homeless, at risk of homelessness, or fleeing domestic violence, stalking, or sex trafficking.
- A dedicated Housing Authority caseworker helps voucher recipients find housing, successfully utilize the voucher, and obtain services, working in tandem with social services caseworkers to ensure client support needs are met.
- HUD provided additional program funding for EHVs to assist clients with application fees, security deposits, landlord incentives, basic household needs, and other costs associated with securing housing.
- HUD has waived the 110% limit on payment standards and allows Housing Authorities to pay up to 120% of Fair Market Rents to help secure housing. See HCV payment standards chart.

Project Based Vouchers

- Current PBVs are a subset of the HCV & VASH voucher numbers noted above.
- These are vouchers that stay with the unit, ensuring a development will provide affordable rents for up to 20 years. Application is by site-based waitlist.
- Currently, there are two active PBV projects.
 - Bayview Heights: 25 project-based vouchers for Veterans in Eureka.
 - Sorrel Place: 5 project-based vouchers for extremely-low-income households in Arcata.
- Other projects are in process and scheduled to go live by end of 2023.
 - 7th & Myrtle Senior Housing: 35 units of senior housing with supportive services, in Eureka.
 - Providence Mother Bernard House: 42 units of housing with supportive services for formerly homeless individuals in Eureka.
- PBV Rents are limited to 110% of HUD FMRs.
- A housing authority may “project base” up to 20% of their HCV, VASH, or Mainstream vouchers, plus an additional 10% if they meet special criteria.

Voucher Preferences

- Moving-On – A preference was established for up to 20 “Moving-On” referrals per year. HUD has encouraged PHAs to work with local Continuums of Care to transition persons in Permanent Supportive Housing or Rapid Rehousing situations, who are ready to be more independent, to HCV assistance. This allows other service providers to increase the number of homeless and emergency situations they can assist.
- VAWA – Both the HCV program and PH (Housing Authority of the City of Eureka) have a preference for assistance for people experiencing domestic violence. Referrals can be made through local service providers, HDVS and County of Humboldt Victim Witness Office.

Housing Authority of the County of Humboldt

Board of Commissioners Meeting

February 14, 2023

Agenda Item 9b

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Remote meeting attendance under AB 2449

BACKGROUND AND HISTORY:

During the COVID-19 pandemic and related Emergency Order, certain waivers and state laws were put in place that allowed remote meetings to take place, prioritizing safety over the traditional and more stringent Brown Act requirements. With the COVID-19 State of Emergency in California scheduled to end February 28, 2023, we will be returning to in-person meetings as of March 1, 2023, that will allow for remote meeting attendance under either AB 2449 (effective January 1, 2023), or under Brown Act requirements for posting, notification, etc. Staff and Commissioners should be aware of the teleconferencing requirements and plan accordingly.

Impact to Personnel:

Staff will be required to hold board meetings and Commissioners will be required to attend them on site at the Housing Authority offices or otherwise have just cause or an emergency reason (as defined in AB 2449) not to attend, limited to a certain number of events per year.

Fiscal Impact:

Immaterial.

Alternatives:

None; meetings must be in compliance with the Ralph M. Brown act and related state laws.

STAFF RECOMMENDATION:

Review attached memo prepared by Housing Authority legal representation; discuss as necessary.



THE MITCHELL LAW FIRM, LLP

CLIFFORD B. MITCHELL (1927 - 2010)

PAUL A. BRISSE*
NANCY K. DELANEY*
RUSSELL S. GANS
NICHOLAS R. KLOEPEL
RYAN T. PLOTZ
AMY A. HUNT
KAREN J. ROEBUCK, Senior Associate

ATTORNEYS AT LAW
426 FIRST STREET
EUREKA, CALIFORNIA 95501

www.mitchelllawfirm.com

Established 1915

TELEPHONE (707) 443-5643
FACSIMILE (707) 444-9586

P.O. DRAWER 1008
EUREKA, CA 95502

WILLIAM F. MITCHELL (Retired)
JOHN M. VRIEZE (Retired)
EMERY F. MITCHELL (1896 - 1991)
WALTER J. CARTER (1949 - 1993)
R.C. DEDEKAM (1929 - 2011)
* Of Counsel

September 28, 2022

ATTORNEY-CLIENT PRIVILEGED **MEMORANDUM**

To: Public Entity Clients

From: Ryan Plotz

Re: New Brown Act Legislation

I. Summary

On September 13, 2022, the Governor signed Assembly Bill 2449 ("AB 2449") into law. AB 2449, which goes into effect on January 1, 2023, makes further revisions to the Brown Act's teleconferencing provisions.

In general terms, AB 2449 does the following:

- Maintains the current AB 361 teleconferencing option until December 31, 2023.
- Adds an additional teleconferencing option that (subject to certain requirements discussed below) allows less than a majority of member to participate remotely based on "just cause" or "emergency circumstances" (each as defined) if a majority of the legislative body conducts the meeting in-person from a location open to the public.

In the sections that follow, I address the continued use of the AB 361 rules and provide detail on the new AB 2449 alternative.

II. Continued Use of AB 361 Rules

The AB 361 rules, which most public entities continue to utilize, remain unchanged by AB 2449. As you are aware, AB 361 allows a public entity to conduct a remote meeting without complying with the onerous teleconferencing requirements of the Brown Act under **any** of the following circumstances:

The legislative body holds a meeting during a proclaimed state of emergency¹, **and** state or local officials have imposed or recommended measures to promote social distancing.

or

The legislative body holds a meeting during a proclaimed state of emergency, **and** has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect.

The AB 361 teleconference option will expire on December 31, 2023. Accordingly, until that date, legislative bodies may utilize the AB 361 if the appropriate findings can be made.

III. AB 2449 Option

As an alternative to AB 361, AB 2449 provides a further teleconference option that is less onerous than the default teleconferencing provisions contained in the Brown Act but more onerous than the AB 361 option.

AB 2449 allows for **less than a quorum** of the legislative body to participate in the public meeting via teleconference, subject to the following requirements:

- **At least a quorum of the legislative body participates in the public meeting from a single physical location, which location is open to the public.**

¹ A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act.

- **A member(s) seeking to participate remotely must demonstrate either “just cause”² or that “emergency circumstances”³ exist.**
 - **Just cause.** If the member seeks to appear remotely due to just cause (as defined in the footnote below), the member must notify the legislative body at the start of the public meeting of the need to appear remotely (and should notify key staff in advance of the meeting). The notification must include a general description of the circumstances relating to the need to appear remotely at the given meeting. The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
 - Note: The just cause exception may not be utilized by a member more than twice per calendar year.
 - Note: unlike for emergency circumstances (discussed below), the legislative body is not required to approve the request to attend for “just cause.”
 - **Emergency circumstances.** If the member seeks to appear remotely due to emergency circumstances (as defined in the footnote below), the following procedural rules apply:
 - To the extent feasible, the member seeking to appear remotely shall provide notification to key staff of the potential need to appear remotely.

² “Just cause” means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
- D. Travel while on official business of the legislative body or another state or local agency.

³ “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

- If notification is received before the agenda is posted, staff should add an item to the beginning of the agenda for the Council to “consider and possibly approve authorizing _____ to attend the meeting remotely due to emergency circumstances.”
- At the start of the meeting, the member seeking to appear remotely must request approval of the legislative body to so appear due to emergency circumstances.
- The legislative body shall request from the member a general description of the emergency circumstances.
- The member must provide a general description of the emergency circumstances but shall not be required to disclose any medical diagnosis or disability.
- The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
- The legislative body must then take action on the request at the start of the meeting by motion, with the member seeking to appear remotely abstaining from the vote.
 - Note: if the item is not on the agenda, the legislative body must first take action to add the matter to the agenda. This is accomplished by a 2/3rds vote of the legislative body after making findings that the need for the item came to the attention of staff after the agenda was posted.
- **The legislative body must provide a method by which the public can participate via remote means (i.e., either (i) a two-way audiovisual platform or (ii) a two-way telephonic service coupled with live webcasting).**
- **The agenda shall indicate the method by which the public may access the meeting and offer public comment.**

Additionally, as is the case currently with the AB 361 option, the following requirements must also be met:

- In the event of a disruption which prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.
- The legislative body shall not require that public comments be submitted in advance.
- If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.
- If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.
- All votes shall be by roll call vote.