



# Executive Committee Meeting

April 22, 2015

# AGENDA

O (559) 443-8400

F (559) 445-8981

1331 Fulton Mall

Fresno, California 93721

TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

## EXECUTIVE COMMITTEE Meeting of the Boards of Commissioners

**12pm April 22, 2015 – Board Room**

**1331 Fulton Mall, Fresno, CA 93721**

Interested parties wishing to address the Boards of Commissioners regarding this meeting’s Agenda Items, and/or regarding topics not on the agenda but within the subject matter jurisdiction of the Boards of Commissioners, are asked to complete a “Request to Speak” card which may be obtained from the Board Secretary (Tiffany Mangum) at 11:45 a.m. You will be called to speak under Agenda Item 3, Public Comment.

The meeting room is accessible to the physically disabled, and the services of a translator can be made available. Requests for additional accommodations for the disabled, signers, assistive listening devices, or translators should be made at least one (1) full business day prior to the meeting. Please call the Board Secretary at (559) 443-8475, TTY 800-735-2929.

### 12pm

PAGE #

1. **Call to Order**

2. **Public Comment**

This is an opportunity for the members of the public to address the Boards of Commissioners on any matter within the subject matter jurisdiction of the Boards of Commissioners that is not listed on the Agenda. At the start of your presentation, please state your name, address and/or the topic you wish to speak on that is not on the agenda. Presentations are limited to a total of three (3) minutes per speaker.

3. **Discussion Items**

- a. ACTION: Consideration of the minutes of January 21, 2015 4
- b. Fresno Housing 75<sup>th</sup> Anniversary Update
- c. Review of the Tentative Agenda for the next regularly scheduled Board Meeting
- d. Board Retreat Planning
- e. Per Diem Policy 7
- f. Board Development

- g. Development Update
- h. Administrative Matters Update

**4. Adjournment**

**Minutes of the Meeting**  
**Of the Fresno Housing Authority**  
**EXECUTIVE COMMITTEE**

**Wednesday, January 21, 2015**

**12:00 p.m.**

There was a duly noticed meeting of the Executive Committee on January 21, 2015.

1. The meeting was called to order by Commissioner Sablan at 12:00 p.m., and members present and absent were as follows:

PRESENT:     Craig Scharton  
                  Rueben Scott  
                  Reneeta Anthony  
                  Jim Petty  
                  Adrian Jones  
                  Stacy Sablan

ABSENT:       None.

Also in attendance were: Preston Prince, CEO/Executive Director; Tracewell Hanrahan, CFO/Deputy Director; Rebecca Craigo, Chief Operations Officer, Lauren Layne of Baker, Manock and Jensen - General Counsel; and Tiffany Mangum, Special Assistant to the CEO/Executive Director.

2. PUBLIC COMMENT

No public comment.

3. DISCUSSION ITEMS

- a. ACTION: Consideration of the minutes of November 12, 2014 and December 10, 2014

*Commissioner Scott motioned for the Committee's approval of the November 12, 2014 and December 10, 2014 Executive Committee meeting minutes. This action was seconded by Commissioner Anthony, and by unanimous vote of the Executive Committee Board, the minutes for November 12, 2014 and December 10, 2014 were approved.*

- b. Fresno Housing 75<sup>th</sup> Anniversary Update

Preston Prince, CEO/Executive Director gave clarity to the Executive Committee that the Housing Authority of the City of Fresno is celebrating the 75<sup>th</sup> anniversary and the Housing Authority of Fresno County is celebrating the 70<sup>th</sup> anniversary.

Tracewell Hanrahan, CFO/Deputy Director, presented a handout with an overview of the goals and ideas celebrating the past and the future. Ms. Hanrahan announced that a detailed presentation will be given during the Board Meeting.

Mr. Prince highlighted a few items about the Fresno Housing Authority:

- The agency has a changing role in the community and as a partner.
- The Housing Authority, Economic Opportunity Commission (EOC), and the Fresno Unified School District (FUSD) joint effort to celebrate the Housing Authority's milestones.

Commissioner Anthony suggested planning presentations for the City Council and the County Board meetings.

Commissioner Scharton recommended developing a message that sticks and falls within the staff's capacity.

c. Review of the Tentative Agenda for the next regularly scheduled Board Meeting

The Executive Committee discussed the agenda for the January Board meeting and added additional Board consent items, which are the Ratification of the Broadband Internet Grant Application. Item 6(c) on the tentative agenda will be for leveraging Housing Choice Vouchers (HCV) to improve quality housing. Item 6(e) was decided to be the Omnibus Applications coming in February. The Boys and Girls Club were set to be present during the Board meeting.

d. 2015 Early Retirement Program

There are no additional updates other than per CalPERS rules, the Board will take action approving the Early Retirement Plan.

e. Board Development

The Executive Committee had set a tentative time of 10:00 a.m. to 11:00 a.m., to discuss the Commissioner Roles and Responsibilities.

f. Development Update

A Steering Committee for the Site Planning will be forming with one representative from each Board.

g. Administrative Matters Update

Mr. Prince announced the following items in regards to administrative matters:

- The new CFO is Jim Barker formerly the Director of Finance.
- IPads will be issued in the near future, as staff tries to prepare for distribution.
- City View Ribbon Cutting Event will be on January 28, 2015 at 11:00 a.m., with speakers and various food vendors representing a "Taste of Downtown."
- The All Staff Event will be on January 23, 2015.
- The Agency is working on data sharing and collecting with the Housing Authority, FUSD, and EOC.

- Dr. Castro from CSU Fresno would like to help lead the Agency's efforts to continue providing scholarships to our residents through the Karl Falk Scholarship Program.
- Grade Level Reading convenings with PHAs will take place in Southern California and Northern California in February.
- Fresno Home Point launches on February 4, 2015. More information forthcoming.

h. Spring 2015 Board Retreat

The Executive Committee discussed some topics for the Board Retreat such as Project Based Vouchers (PBV), agency goals, and Board roles and responsibilities.

4. ADJOURNMENT

There being no further business to be considered by the Executive Committee, the meeting was adjourned at approximately 1:35 p.m.

---

Preston Prince, Secretary

## BOARD MEMO


O (559) 443-8400  
F (559) 445-8981

1331 Fulton Mall  
Fresno, California 93721  
TTY (800) 735-2929

[www.fresnohousing.org](http://www.fresnohousing.org)

**TO:** Executive Committee

Fresno Housing Authority

**FROM:** Preston Prince   
CEO/Executive Director

**DATE:** April 17, 2015

**BOARD MEETING:** April 22, 2015

**AGENDA ITEM:** 3e

**AUTHOR:** Tiffany Mangum

**SUBJECT:** Boards of Commissioners' Per Diem Policy

---

### Executive Summary

In 2014, the Boards requested that a policy on the issuing of Commissioner per diems be drafted for their review, comments, and final adoption. The attached policy is a draft policy prepared with General Counsel.

At this time, Staff is seeking recommendations from the Executive Committee on this policy. Additionally, Staff will need the Committee's guidance on items, such as the types of occasions that constitute the "performance of official duties" for which a Commissioner may receive a per diem, and other matters the Committee recommends be outlined in this policy.

### Recommendation

Staff and Counsel are prepared to answer questions, take recommendations, and return to the Committee and/or Boards with a final recommendation for adoption. No action is being requested at this time.

## Commissioner Per Diem & Mileage Reimbursement

### Introduction

The Fresno Housing Authority ("Agency") is governed by a voluntary Board of Commissioners. Commissioners contribute their time, experience, knowledge, expertise, and effort to the Agency and its mission and vision. Commissioners are dedicated to improving the lives and living conditions of the people the Agency serves. The Agency is authorized, pursuant to law, to compensate and reimburse Commissioners for certain expenses incurred while discharging Commissioner duties.

### Purpose

This policy describes how and in which circumstances the Agency will pay Commissioners per diem payments. It also describes the Agency's mileage reimbursement policy as it relates to Commissioner meetings.

### Policy

#### Per Diem

State law allows Commissioners to receive a per diem payment for attendance at no more than four (4) Agency meetings per month.<sup>1</sup> These per diem payments cannot exceed fifty dollars (\$50.00) per day.<sup>2</sup> Under this policy, the Agency will pay Commissioners per diem payments in the amount of fifty dollars (\$50.00) per day for attendance at and participation in the following meetings:

- Board of Commissioners meetings, including committee meetings
- Publicized Agency events
- Agency grand openings

**Comment [CWA1]:** The list of Agency meetings to be included here will be discussed at the April 22, 2015 Executive Committee meeting.

<sup>1</sup> Health & Saf. Code § 34274.

<sup>2</sup> *Ibid.*



A Commissioner shall not receive more than one (1) per diem payment in any one (1) day's time, even if a Commissioner attends and participates in more than one (1) of the above listed meetings in one (1) day.<sup>3</sup>

Payments to an individual Commissioner totaling six hundred dollars (\$600.00) or more per year are considered income by the Internal Revenue Service ("IRS"). Therefore, if a Commissioner receives per diem payments for twelve (12) or more meetings in a calendar year, the Agency will report the income to the IRS and the Commissioner will receive a Form 1099-MISC for income tax reporting purposes.

A Commissioner may decline to accept any or all per diem payments from the Agency, so long as that Commissioner signs and provides to the Agency a written declination statement.

### **Mileage**

Commissioners are also eligible to receive mileage reimbursement for traveling to and from the meetings listed above or those activities in furtherance of their duties as a Commissioner.<sup>4</sup> Mileage is reimbursed at the current IRS standard mileage rate for business.

For publicly-noticed Commission meetings, the Agency will provide mileage reimbursement checks to Commissioners for Board of Commissioners meetings attended without requiring the Commissioner to submit a mileage reimbursement form. Mileage will be calculated based on the distance between the Commissioner's home address and the Board of Commissioners meeting site.

For an activity or meeting in furtherance of a Commissioner's duties other than a publicly-noticed Commission meeting, each Commissioner must submit a mileage reimbursement form within one (1) week of the meeting for which the mileage is submitted. The Agency will send a reimbursement check to the Commissioner approximately two (2) weeks after receipt of the mileage form.

When reimbursing mileage, the Commission reserves the right to periodically determine whether or not an activity or meeting is in furtherance of a Commissioner's duties.

---

<sup>3</sup> *Ibid.*

<sup>4</sup> *Ibid.*