



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, August 14, 2019-5:30 pm

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:30 p.m. by Chairman Mark Palajac. Present were Commissioners, Maureen Hamm, Richard Knowles, Wanda Hunter and Vice-Chairperson, Marty McFadden.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF JULY 10, 2019.

Commissioner Maureen Hamm pointed out that in the July 10 minutes the Staff Reports section should have reflected that Staff recommended that the effective date of the New Payment Standard for 3-Bedroom apartments approved at the June Board Meeting be changed to June 12, 2019 from the approved date of July 1, 2019 and that discussion of this recommendation was deferred to the Executive Committee meeting scheduled for July 16, 2019. With that correction, Commissioner Richard Knowles moved to approve the minutes. Commissioner Maureen Hamm seconded the motion and it was passed unanimously.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Wanda Hunter	x		
Marty Mc Fadden	x		
Mark Palajac	x		

3. PUBLIC COMMENT
NONE

4. UNFINISHED/OLD BUSINESS

A. Status of Executive Search for ED

Chairman Mark Palajac informed the Commissioners that the search had to date only identified 3 or 4 potential candidates and that the posting period had been extended for an additional period of time in order to solicit more resumes for the position. The next step is to have Skype Interviews with the 3 or 4 candidates already identified.

B. Status of Loan Refinancing for Chestnut

Chairman Mark Palajac reported that the refinancing was in its final stages and that completion required the City of Livermore to execute a Subordination Agreement. He stated that he hoped the agreement would be signed by the end of the week as the delay was costing the Authority approximately \$1500 per month.

C. Status of Loan and Scope of Work for Bluebell

Chairman Mark Palajac reported that efforts were underway to solicit interest from Lenders to offer financing for this project. To date, two lenders had expressed



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preliminary interest and he and the Interim Executive Director will follow up over the next several weeks to move the project forward.

D. Status of Procurements

Interim Executive Director Scott Ammarell reported that the Request for Proposal process that was being used by the Authority for purchases under the \$100,000 threshold was unnecessary and was overly complicated and slow moving. He reported that for such purchases a streamlined process known as "Quotes for Small Purchases" or "QSP" could be used instead and offered a much more efficient and economical approach. Ammarell also advised the Commissioners that he had canceled the outstanding IT Managed Services RFP and reissued it as a QSP. He also advised that he had issued a QSP for Landscape Services, conducted a Micro Purchase for Playground Mulch, and that he would issue QSPs for lighting and a Physical Needs Assessment in the coming weeks.

5. NEW BUSINESS

A. Approval of Interim Executive Director - Resolution No. 2019-08-14-A

Chairman Mark Palajac presented the credentials of Scott W. Ammarell, a Nan McKay Consultant, for approval as the Interim Executive Director. Discussion ensued regarding the overall cost of having an Interim Executive Director, following which Commissioner Richard Knowles moved to approve the resolution which was seconded by Chairman Mark Palajac. The resolution passed unanimously.

Table with 4 columns: VOTING, YES, NO, ABSTAIN. Rows include Richard Knowles, Maureen Hamm, Marty McFadden, Mark Palajac, and Wanda Hunter, all with an 'x' in the YES column.

B. Revision of Personnel Policy to Correct Scrivener's Error - Resolution No. 2019-08-14-B

Interim Executive Director Scott Ammarell explained to the Commissioners that while he was reviewing the Personnel Policy regarding vacation accrual rates, he discovered an error in the language of Section 11.09. That section indicated that the rate of accrual occurred with each completed "weekly" pay period. The Authority's practice, as well as all other accrual rates in the Personnel Policy, is that the accrual occurred with each "bi-weekly" pay period. The resolution would correct Section 11.09 to reflect a bi-weekly pay period accrual. Commissioner Maureen Hamm moved to approve the resolution which was seconded by Commissioner Richard Knowles. The motion passed with 4 votes in favor and 1 abstention.

Table with 4 columns: VOTING, YES, NO, ABSTAIN. Rows include Mark Palajac and Maureen Hamm, both with an 'x' in the YES column.



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Richard Knowles x
Marty Mc Fadden x
Wanda Hunter

x

C. Approval of COLA and Pension Funding for FY2020 – Resolution Nos. 2019-08-14-C and D
Interim Executive Director Scott Ammarell recommended, after having discussions with members of the Board’s Personnel Committee, that the Board of Commissioners approve a Cost of Living Adjustment of 3% for Classic Employees along with a 1% increase in the employee portion of the CALPERS Pension funding which yields an effective increase of 2% increase in pay. He also recommended a 2% Cost of Living Adjustment for PEPRAs employees, which was commensurate with the COLA for Classic Employees. After discussion, Commissioner Maureen Hamm moved to approve the resolutions, which was seconded by Commissioner Richard Knowles. The motion passed unanimously.

VOTING	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Marty McFadden	x		
Mark Palajac	x		
Wanda Hunter	x		

D. Approval of Amending Effective Date of Payment Standard for 3-Bedroom Units – Resolution No. 2019-08-14-E
Chairman Mark Palajac reported to the Board that the Executive Committee had met and discussed the issue of changing the effective date of the New Payment Standard for 3-Bedroom Units passed by the Board at the June 2019 meeting from July 1, 2019 as approved, to June 12, 2019. He explained that this change would have no impact on residents but would benefit the Authority. He then made a motion to approve the resolution which was seconded by Commissioner Maureen Hamm. The resolution was approved unanimously.

VOTING	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Marty McFadden	x		
Mark Palajac	x		
Wanda Hunter	x		

E. Approval of SEMAP Certification – Resolution No. 2019-08-14-F
Interim Executive Director Scott Ammarell presented to the Board the FY2019 Section Eight Management Assessment Program Certification to the Board for explanation and approval. Ammarell discussed that this was a self-certification of the Authority’s performance under the Housing Choice Voucher program which consisted of 14 areas of inquiry. He provided a detailed explanation of each category and the basis for the Authority’s response. The proposed certification would result in the Authority being deemed a High Performer which was a terrific



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result for the Authority. Ammarell then responded to all questions raised by the Commissioners and asked for approval of the Resolution. Commissioner Maureen Hamm moved for the approval of the resolution which was seconded by Chairman Mark Palajac. The resolution was approved unanimously.

VOTING	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Marty McFadden	x		
Mark Palajac	x		
Wanda Hunter	x		

F. Discussion of Results of Strategic Planning Meeting

Chairman Mark Palajac reviewed and discussed with the Commissioners the topics covered during the Strategic Planning Meeting. Those topics included the efforts underway to rehabilitate and refinance the Bluebell Apartments as well as finding a potential buyer for the Chestnut and Los Posada apartments. Given that these developments are not supported by HUD programs, there are additional options available to the Authority which will be explored by the Chairman and the Interim Executive Director. Chairman Palajac also reported that the need to address the Authority's current waitlist was also discussed and that efforts would be made to both purge and update the waitlist in order to streamline efforts to lease units. He also discussed the status of construction completion at the new Chestnut Square Senior facility and reported that the developer was behind on construction which was causing a gap in voucher usage. Last, he informed the Commissioners that efforts should be made by the Authority to collaborate with the City regarding the development of more affordable housing units and that the Authority should pursue all opportunities to increase the number of vouchers it may issue.

6. STAFF REPORTS

Interim Executive Director Ammarell reported to the Commissioners that he had prepared and presented to Chairman Palajac a list of projects that he believed would enhance the Authority's programs and increase operational efficiency. He will work on those projects during his tenure as Interim Executive Director. He then informed the Commissioners that he and Chairman Palajac were pursuing discussions with HUD and its consultant regarding how to reposition the public housing units owned by the Authority at Leahy Square. Given that HUD is moving away from outright ownership of public housing units due to the onerous cost of capital maintenance requirements, the Authority needs to pursue one of HUD's approved methodologies to reposition those units. Results of these discussions will be presented to the Board at future meetings. Ammarell also informed the Board that the Authority had just received a request from the Livermore School District for an easement over a small piece of the Authority's property in order to construct a temporary parking lot for the Livermore High School. A meeting was scheduled for the following week to allow the School District to present details of its request. Last, Ammarell announced that the Authority had qualified for a program under the California Water Department to replace all toilets and shower heads at three of its properties with low water flow alternatives. He stated that the Authority will conduct tenant meetings so that tenants may understand the details of this program and its importance to the Authority and the environment.



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7. COMMUNICATIONS

Commissioner Hunter raised an issue with the Board regarding the process by which Board materials are delivered to Commissioners in advance of Board Meetings. The package that was received in advance of the meeting included a copy of an email which had mistakenly been included in the Board packet. The Interim Executive Director suggested that because the email referred to Authority employees, that the issue be discussed between the Commissioners at a closed Executive Session. Because the Agenda for this meeting did not include a closed Executive Session, Ammarell informed the Commissioners that such a session could not occur at this meeting and suggested instead that this discussion be postponed to the next Board Meeting. Commissioner Hunter specifically requested that the agenda for the next meeting include a closed Executive Session so that she could present her concerns. All Commissioners agreed.

Chairman Mark Palajac then announced that former employee Laura Broussard Rosen had given birth to a baby boy. He then informed the Commissioners that he had been in contact with the City Manager, Mark Roberts, and had discussed the Authority's appreciation of the City allowing the Authority's employees to participate in the City's health benefit plans. He then reported that he also suggested that the City and the Authority explore other collaboration including utilizing the City's Procurement, IT, HR and Landscape departments to serve the Authority's needs. Mark Roberts seemed amenable to such collaboration and staff was directed to begin such discussions when practicable.

Last, the Chairman reported that Mark Roberts had suggested that the Authority explore whether the Authority could sell the Chestnut and Las Posadas buildings to a market rate developer and use the proceeds to purchase other affordable units. The Chairman reported that he agreed to have staff look into such a possibility.

8. REPORTS/ITEMS FROM COMMISSIONERS

NONE

9. COMMITTEE REPORTS

NONE

10. ADJOURNMENT

The board meeting adjourned at 6:48p.m.