



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

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**BOARD OF COMMISSIONERS
REGULAR BOARD
MEETING AGENDA
Wednesday, April 14, 2021 – 5:30 PM**

Due to COVID-19 This meeting will be held virtually at:

Web: <https://us02web.zoom.us/j/84153789980>

Telephone: (669) 900-9128

Meeting ID: 841-5378-9980

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF MARCH 10, 2021**
- 3. PUBLIC COMMENT**
Members of the public may speak to the Board of Commissioners on items within the purview or jurisdiction of the Housing Authority of City of Livermore. Comments are limited to a maximum of 3 minutes per person.
- 4. NEW BUSINESS**
 - A. Resolution 2021-04-14-A – Authorization of Leahy Square Section 22 Conversion**
- 5. STAFF REPORTS**
 - A. Report from the Executive Director**
- 6. COMMUNICATIONS**
 - A. If any**
- 7. REPORTS/ITEMS FROM COMMISSIONERS**
 - A. If Any**
- 8. COMMITTEE REPORTS**
 - A. If Any**
- 9. ADJOURNMENT**

*Under Government Code §54957.5, any **supplemental material** distributed to the Board members of the Livermore Housing Authority after the posting of this agenda will be available for public review in the office lobby, Housing Authority of the City of Livermore, 3203 Leahy Way, Livermore, CA. If supplemental materials are made available to the Board members at the meeting, a copy will be available for public review at the same location.*

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Procedure for Public Comment

Public Comment is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of three minutes per person. The Chair may reduce the amount of time based on the number of persons wishing to speak. Please be aware that the Board of Commissioners is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board of Commissioners may place it on a future agenda or direct staff to work with you and/or report to the Board of Commissioners on the issue.

Speaker Cards - If you wish to address the Board of Commissioners, you must complete a speaker card for each item about which you want to speak. Speakers are limited to a maximum of three minutes per person. The speaker card box is located in the West Wing entrance. Place your speaker card in this box before the item is to be considered. Staff will collect the cards and give the speaker cards to the Chair. The Chair will call speakers. No cards will be accepted once the presentation on that item has commenced.



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, March 10, 2021-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:30 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Matthew Graves, and Commissioners Marty McFadden, Karen Hutchinson, Christine Stuart, and Maureen Hamm. Present from LHA were Executive Director D’Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: February 10, 2021 and Special Board meeting of February 17, 2021.

A motion was made by Commissioner Hamm to approve the board meeting minutes of February 10, 2021. Commissioner Hutchinson seconded the motion and it passed with a vote of 5 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Matthew Graves	X		
Christine Stuart	X		
Marty McFadden	X		
Karen Hutchinson	X		
Maureen Hamm			X

A motion was made by Commissioner Hamm to approve the board meeting minutes of February 17, 2021. Commissioner Stuart seconded the motion and it passed with a vote of 5 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Matthew Graves	X		
Christine Stuart	X		
Marty McFadden	X		
Karen Hutchinson	X		
Maureen Hamm	X		

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Board of Commissioners Committee Appointments

Commissioners discussed Committees and selected members for each as follows:

Executive Committee:

Mark Palajac (Chair), Matt Graves, Karen Hutchinson, Maureen Hamm (Alternate)



Finance Committee:

Mark Palajac (Chair), Matt Graves, Marty McFadden, Maureen Hamm (Alternate)

Personnel Committee:

Chris Stuart (Chair), Mark Palajac, Karen Hutchinson, Maureen Hamm (Alternate)

Audit Committee:

Mark Palajac (Chair), Matt Graves, Karen Hutchinson, Marty McFadden (Alternate)

Strategic Planning Committee:

Matt Graves (Chair), Chris Stuart, Maureen Hamm, Mark Palajac (Alternate)

Policies Committee:

Karen Hutchinson (Chair), Mark Palajac, Empty Slot, Chris Stuart (Alternate)

5. STAFF REPORTS

A. Report from the Executive Director

There were 3 housing choice vouchers issued in January and the success rate increased from 85% to 87% from January to February.

D'Jon included a new section in the monthly report at Chairperson Palajac's request, that gives a breakdown of the vouchers leased by voucher type. D'Jon encouraged the commissioners to let him know if there's data they would like to see included in the monthly report going forward.

There are six (6) voucher types currently, Homeownership (2), Mainstream (0), Port-Ins (8), Project-Based (55), Tenant Based (465), and VASH (8) totaling 538 vouchers currently leased. In the month of February 2021 Housing Assistance Payments (HAP) HAP totaled \$816,559.

Commissioner Hamm inquired how Homeownership vouchers work and D'Jon advised that participants were able to purchase a below market home and continue to pay 30% of their income towards their mortgage and the housing authority pays the difference directly to the participant.

Tenant accounts receivables increased to 101% across the 4 properties. Recently the White House Administration passed a new federal relief bill called the American Rescue Plan Act which will focus on housing the homeless and preventing homelessness for those currently housed. The County of Alameda will administer the funds to provide money to tenants who have been impacted by COVID-19 and are behind in rent payments. LHA will work with residents currently in arrears to apply for the funds and become current.

Additionally, the American Rescue Plan will make available emergency vouchers that will be administered by the County. Under the bill there is a total of \$27.4 billion, and \$60 million is available to the County of Alameda.

Two new Administrative Clerks will be started on March 15th, one for HCV and the other for PH.



D'Jon sent a list of what he would like to include in the Executive Director objectives for calendar year 2021. The Board should review the list and send any edits/additions back to D'Jon who will compile and provide to Chris as the Chair of the personnel committee to get them finalized.

D'Jon advised the Board he will be presenting to the City Council during the March 22nd meeting, providing an update on what the housing authority has done over the last year and future plans.

D'Jon advised a contract for legal services was signed with Bill Ford. The second firm, Burnham and Brown did not provide the accurate insurance information and once received a contract will be signed with them.

D'Jon advised the Board over the last month there was unexpected work that came up at Las Posadas. Initially a tenant submitted a work order request for the shower faucet leaking which was replaced. Another work order was opened for continued leaking and suspected mold. Following the report of suspected mold, Diana contacted a specialist to test, and mold was found to be present in the halls and entering neighboring units. The mold was then abated and retested. During the time of work being done on the bathrooms of the effected units, there was a sewer back up which caused sewage to enter 4 units. Following the back up the plumber inspected the pipes with a camera and found tree roots blocking 80% of the pipes and advised it will happen again until the pipes are replaced, and the tree is removed. To date there has been \$30,000 expended on the repairs and one quote for the pipes came in at \$10,000 with two other quotes pending.

6. COMMUNICATIONS

None.

7. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac informed the Board he spoke with Charla Freckman, Director of Human Resources with HACA who assists LHA with HR needs. Charla is assisting with the salary survey for an increase in pay for the Executive Director. Once received it will go to the personnel committee for review then to the Board for final review.

8. COMMITTEE REPORTS

None.

9. ADJOURNMENT

The board meeting adjourned at 6:52 p.m.

**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
ALAMEDA COUNTY, CALIFORNIA**

RESOLUTION NO. 2021-04-14-A

AUTHORIZATION OF LEAHY SQUARE SECTION 22 STREAMLINED VOLUNTARY CONVERSION

WHEREAS, The Housing Authority of the City of Livermore (LHA) wishes to implement Section 22 of the United States Housing Act of 1937, Streamlined Voluntary Conversion via 24 CFR 972, subpart B; and

WHEREAS, LHA included the proposed conversion in the PHA Annual Plan adopted June 10, 2020; and

WHEREAS, LHA has engaged with the residents of Public Housing per 24 CFR 972.227(c); and

WHEREAS, HUD requires a copy of the Board of Commissioner Resolution approving the removal action to be submitted as part of the Inventory Removals Application; and

WHEREAS, LHA consulted with necessary local officials per 24 CFR 972.227(b); and

WHEREAS, LHA will submit the proposed Future Use plan per 24 CFR 972.230(a); and

WHEREAS, LHA will submit a conversion plan to HUD in the Inventory Removals Submodule of IMS/PIC under "Streamlined VC", and will upload completed forms HUD-52860 and HUD-52860-E;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Livermore hereby approves the Section 22 Streamlined Voluntary Conversion and removal action.

DATED: April 14, 2021

(SEAL)

ATTEST:

HOUSING AUTHORITY OF THE CITY OF LIVERMORE

D'JON PAUL SCOTT-MILLER
EXECUTIVE DIRECTOR

MARK PALAJAC
CHAIRPERSON, BOARD OF COMMISSIONERS



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

March 2021

Monthly Progress and Productivity Report

A snapshot of the activity and productivity for the Livermore Housing Authority.

MONTHLY ACTIVITY

Vouchers Issued

The following are Housing Choice Vouchers (HCV) that were issued during the month of March 2021.

Vouchers Looking
12

Vouchers Success Report

The following is the success rate for vouchers issued between; Aril 2020 through Feb March 2021.

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
73.61%	04.17%	45.83%	11.11%	12.50%

Vouchers Leased

The following are vouchers leased in the month of March 2021.

Success Rate		
Voucher Type	Voucher Count	HAP Spent
Homeownership	2	\$1,503.00
Mainstream	0	\$0.00
Port-In	8	\$10,742.00
Project Based	55	\$87,285.00
Tenant Based	470	\$715,002.00
VASH	8	\$12,001.00
Total	543	\$826,533.00

Moves

The following are unit move ins and outs for HCV and Property Management (PM) during the month of March 2021.

HCV	
In	Out
7	10
PM	
In	Out
1	0

End of Participations

The following are end of participations for the HCV program that were processed during the month of March 2021.

End of Participations
2

Occupancy Rate

The following are PM occupancy rates for March 2021.

Occupancy			
Property	Total Units	Occupied	Rate
Bluebell	27	23	85.19%
Chestnut	6	6	100.00%
Las Posadas	9	9	100.00%
Leahy Square	125	122	97.60%
Total	167	161	96.41%

Tenant Account Receivables

The following are TARs for March 2021.

Tenant Account Receivables			
Property	Charged	Paid	Rate
Bluebell	\$24,814.00	(\$28,242.00)	113.81%
Chestnut	\$7,803.00	(\$7,845.00)	100.54%
Las Posadas	\$9,969.00	(\$8,872.00)	89.00%
Leahy Square	\$74,174.00	(\$72,821.00)	98.18%
Total	\$116,760.00	(\$117,780.00)	100.87%

Annuals Reexaminations

The following are the HCV and PM annual reexaminations completed/pending during the month of March 2021.

HCV Annuals Processed/Pending	
Completed	43
Pending	1
PM Annuals Processed/Pending	
Completed	7
Pending	0

Interim Reexaminations

The following are the HCV and PM interim reexaminations completed during the month of March 2021.

HCV Interims Processed	
Completed	29
PM Interims Processed	
Completed	21

Inspections

The following are HCV inspections completed during the month of March 2021.

Inspections Completed/Scheduled			
	Pass	Fail	No Show
Inspection Type			
Annual Inspections	0	0	0
Initial Inspections	9	0	0
Quality Control Inspections	0	0	0
Self-Certifications	2	0	0
Total	11	0	0

Work Orders

The following are Work Orders opened in March 2021.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	9	8	1
Chestnut	4	4	0
Las Posadas	2	2	0
Leahy Square	58	54	4
Total	73	68	5