



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
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**REGULAR
BOARD OF COMMISSIONERS
MEETING AGENDA
Wednesday, September 8, 2021 – 5:30 PM**

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

<https://us02web.zoom.us/j/88178449098>

Via Telephone:

Number: (669) 900-6833

Meeting ID: 881-7844-9098

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF AUGUST 11, 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. STAFF REPORTS**
 - A. Report from the Executive Director**
- 5. COMMUNICATIONS**
 - A. If Any**
- 6. REPORTS/ITEMS FROM COMMISSIONERS**
 - A. If Any**
- 7. COMMITTEE REPORTS**
 - A. Personnel Committee**
 - B. Strategic Planning Committee**
- 8. 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, August 11, 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, Commissioners Karen Hutchinson, Heather Casey, Maureen Hamm, and Christine Stuart. Vice-Chairperson Matthew Graves had an excused absence. Present from LHA were Executive Director D’Jon Scott-Miller, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: July 14, 2021.

A motion was made by Commissioner Stuart to approve the board meeting minutes of July 14, 2021. Commissioner Hamm 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		
Maureen Hamm	X		
Heather Casey	X		
Karen Hutchinson	X		
Christine Stuart	X		

3. PUBLIC COMMENT

None.

4. STAFF REPORTS

A. Report from the Executive Director

There were 7 housing choice vouchers issued in July and the success rate increased from 71% to 72%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (12), Port-Ins (6), Project-Based (57), Tenant Based (441), and VASH (8) totaling 525 vouchers currently leased. In the month of July 2021 Housing Assistance Payments (HAP) HAP totaled \$793,298.

The overall occupancy rate increased to 98.20% with 1 move-in. Tenant Accounts Receivables are overall 105.63%. We received funds from ERAP for residents that were in arrears and have been brought current. Commissioner Hamm inquired where LHA stands with the eviction moratorium coming to an end. D’Jon advised that for all tenants in arrears we have been working with them to submit ERAP applications, however when the moratorium does end, we will work with tenants to set up repayment agreements to retain their housing and repay LHA.

D’Jon advised that in the coming months the HCV department will recommence annual Housing Quality Standard (HQS) inspections. HUD waivers have allowed for the inspections to be foregone due to the Pandemic through December 31, 2021 and require LHA to be caught up on all inspections by June 30, 2022. Chairperson Palajac inquired if these are the inspections completed



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by a third party contractor. D'Jon advised that yes, the annual HQS inspections are completed by Sterling, while Kathy conducts the initial and quality control HQS inspections.

D'Jon advised the Section 22 Streamlined Voluntary Conversion submitted to the Special Application Center in June is still under review. The reviewer contacted D'Jon and requested a copy of the property appraisal along with the impact analysis narrative which were both sent over immediately.

D'Jon advised the Project Based Voucher (PBV) contract for Bluebell has been made effective August 1, 2021 for five (5) units total. Initially there were seven (7) units identified who income qualified for the program, however one was over-housed and did not qualify for a two-bedroom voucher and the second has an ineligible non-citizen in the household which would have increased their rent by over \$600 causing them to decline the voucher offer.

D'Jon advised that the Annual Audit Services RFP deadline has been extended by 30-days due to low response and only receiving two (2) proposals. Monica is now conducting extensive outreach to auditors who are working with other housing authorities across Northern California to encourage them to submit proposals.

Commissioner Hamm inquired on the status of the loan with Fremont Bank and renovations for Bluebell Apartments. D'Jon advised that Fremont Bank was waiting on confirmation of the PBV unit contract to determine how high of a loan can be serviced. Once the contract was completed the documents were sent over and it is being submitted to underwriting for review.

D'Jon advised HUD released an opportunity to apply for additional Veterans Affairs Supportive Housing (VASH) vouchers with an application due date of August 31, 2021. D'Jon contacted the VA for a letter of support and also spoke with them to discuss ways to increase leasing of the VASH program. In a previous discussion the VA stated it was difficult to get veterans to relocate to the city of Livermore when their roots are elsewhere in the Bay Area. An idea D'Jon had was to allow the veterans to immediately port their vouchers out of Livermore to the jurisdiction where they have support and have an agreement with the receiving housing authority that they will administer and not absorb the voucher, that way it counts as a part of LHA's VASH program. The VA was willing to try this approach to get the vouchers leased. Commissioner Hutchinson advised there is a VA hospital in Livermore which are few and far in-between.

D'Jon advised that during a meeting with the city advisory boards it was discussed that the City Council has made the decision to switch from summary meeting minutes to action item meeting minutes which only goes over items that had a vote. A request was made that all commissions switch to action meeting minutes for uniformity and D'Jon wants to get the Board's thoughts on how they wish to receive meeting minutes going forward. Commissioner Stuart inquired if there can be a mix between the two where you have a summary and, in the beginning, or end of the minutes there is a separate action section. Commissioner Hutchinson stated she prefers action item minutes as that is what she is used to, and it is straight to the point. Commissioner Hamm stated she is not familiar with action item minutes and how they differ significantly from the summary meeting minutes. Chairperson Palajac stated that action item meeting minutes would focus on



items that required an action and he would like to keep the summary style but would be open to having the action items included separately.

5. COMMUNICATIONS

Chairperson Palajac stated that he spoke with consultant Doug Johnson who is conducting the salary study for the Executive Director and indicated he is approximately two weeks out from completion. Chairperson Palajac also informed the Board he will be out of town for a little over a month and not present at the September and October Board meetings.

6. REPORTS/ITEMS FROM COMMISSIONERS

None.

7. COMMITTEE REPORTS

None.

8. ADJOURNMENT

The board meeting adjourned at 7:05 p.m.

DRAFT



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

August 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 August 2021.

Vouchers Looking
7

Vouchers Success Report

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

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
69.23%	41.54%	09.23%	04.62%	13.84%

Vouchers Leased

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

Vouchers Leased		
Voucher Type	Voucher Count	HAP Spent
Homeownership	1	\$915.00
Mainstream	15	\$27,469.00
Port-In	6	\$8,212.00
Project Based	58	\$92,531.00
Tenant Based	425	\$635,192.00
VASH	8	\$11,558.00
Total	525	\$775,877.00

Moves

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

HCV	
In	Out
1	9
PM	
In	Out
1	1

Portability

The following are port ins and outs for HCV during the month of August 2021.

HCV Ports	
In	Out
0	0

New Admissions and End of Participations

The following are new admissions and end of participations for the HCV program that were processed during the month of August 2021.

New Admissions	End of Participations
1	2

Occupancy Rate

The following are PM occupancy rates for August 2021.

Occupancy			
Property	Total Units	Occupied	Rate
Bluebell	27	25	92.59%
Chestnut	6	6	100.00%
Las Posadas	9	9	100.00%
Leahy Square	125	125	100.00%
Total	167	165	98.80%

Tenant Account Receivables

The following are TARs for August 2021.

Tenant Account Receivables			
Property	Charged	Paid	Rate
Bluebell	\$31,227.00	(\$45,093.00)	144.40%
Chestnut	\$7,803.00	(\$7,434.00)	95.27%
Las Posadas	\$9,969.00	(\$7,756.00)	77.80%
Leahy Square	\$80,781.00	(\$76,650.00)	94.89%
Total	\$129,780.00	(\$136,933.00)	105.51%

AnnuaIs Reexaminations

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

HCV Annuals Processed/Pending	
Completed	40
Pending	1
PM Annuals Processed/Pending	
Completed	13
Pending	0

Interim Reexaminations

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

HCV Interims Processed	
Completed	40
PM Interims Processed	
Completed	9

Inspections

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

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

Work Orders

The following are Work Orders opened in August 2021.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	11	10	1
Chestnut	3	3	0
Las Posadas	3	3	0
Leahy Square	54	53	1
Total	71	69	2