



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

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**REGULAR
BOARD OF COMMISSIONERS
MEETING AGENDA
Wednesday, October 13, 2021 – 5:30 PM**

3203 Leahy Way, Livermore CA, 94550

- 1. CALL TO ORDER / ROLL CALL**
- 2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF SEPTEMBER 8, 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. Introduction of Commissioners and LHA Staff**

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, September 8, 2021-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:33 p.m. by Vice-Chairperson Matthew Graves. Also present were, Commissioners Karen Hutchinson, Heather Casey, Maureen Hamm, and Christine Stuart. Chairperson Mark Palajac had an excused absence. Present from LHA were Executive Director D’Jon Scott-Miller, Housing Analyst Monica LiMarzi, and Public Housing Manager Diana Thomas.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: August 11, 2021.

A motion was made by Commissioner Hamm to approve the board meeting minutes of August 11, 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>
Matthew Graves	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 decreased from 72% to 69%. D’Jon made mention that Chairperson Palajac emailed and inquired about a signification increase in the success rate between 0-30 days. D’Jon advised the increase was due to the issuance and lease up of project based vouchers and Mainstream voucher holders who receive housing navigation services, assisting with the search and securing of units.

There are six (6) voucher types currently, Homeownership (1), Mainstream (15), Port-Ins (6), Project-Based (58), Tenant Based (425), and VASH (8) totaling 513 vouchers currently leased. In the month of August 2021 Housing Assistance Payments (HAP) HAP totaled \$775,877.

The overall occupancy rate increased to 98.80% with 1 move-in. Tenant Accounts Receivables are overall 105.51%. D’Jon advised that more funds have been received from The Emergency Rental Assistance Program (ERAP) for residents in arrears.

Annual reexaminations for HCV and Public Housing are up to date with Interim reexaminations being processed throughout the month. Work orders continue to be addressed and closed timely.



D'Jon advised there has been no update on the Section 22 Streamlined Voluntary Conversion application submitted to the Special Application Center in June. It is currently still under review.

5. COMMUNICATIONS

None.

6. REPORTS/ITEMS FROM COMMISSIONERS

None.

7. COMMITTEE REPORTS

A. Personnel Committee

Committee Chairperson Stuart advised there were two committee meetings to conduct a mid-year review of the Executive Director goals for calendar year 2021. During the second meeting, D'Jon was present and provided comments on the goals that were set along with the completion status. Most of the goals have been met with the exception to a loan with Fremont Bank for renovations at Bluebell Apartments

B. Strategic Planning Committee

Committee Chairperson Graves advised there was a committee meeting that included staff members from the City of Livermore to discuss California's upcoming Notice of Funding Availability (NOFA) for Homekey funds and how the City and LHA can partner to utilize funds to house homeless families.

Possible uses of the funds include (1) purchase of Chestnut Apartments, Las Posadas Apartments, and affordable buildings at Bluebell Apartments, (2) rehabilitation of Chestnut Apartments, Las Posadas Apartments, and affordable buildings at Bluebell Apartments, (3) purchase of rent restrictions of Leahy Square vacant units, post conversion and (4) purchase of vacant buildings and adding project based vouchers.

The meeting was informational and exploratory to see if there was interest in partnering on an application to the State and maximize housing opportunities for homeless families. D'Jon advised he will be submitting a letter of interest to the City which will outline the projects that LHA is willing to partner on and will likely submit an individual application to the State along with joint applications.

8. ADJOURNMENT

The board meeting adjourned at 6:00 p.m.



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

September
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 September 2021.

Vouchers Looking
3

Vouchers Success Report

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

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
70.01%	42.86%	08.57%	04.29%	14.29%

Vouchers Leased

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

Vouchers Leased		
Voucher Type	Voucher Count	HAP Spent
Homeownership	1	\$915.00
Mainstream	16	\$29,203.00
Port-In	5	\$6,433.00
Project Based	67	\$101,208.00
Tenant Based	420	\$622,813.51
VASH	8	\$11,907.00
Total	517	\$772,479.51

Moves

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

HCV	
In	Out
3	10
PM	
In	Out
1	0

Portability

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

HCV Ports	
In	Out
0	1

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 September 2021.

New Admissions	End of Participations
2	4

Occupancy Rate

The following are PM occupancy rates for September 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 September 2021.

Tenant Account Receivables			
Property	Charged	Paid	Rate
Bluebell	\$35,615.00	(\$37,439.75)	105.12%
Chestnut	\$7,803.00	(\$7,465.00)	95.67%
Las Posadas	\$9,969.00	(\$7,258.00)	72.81%
Leahy Square	\$80,715.00	(\$88,569.01)	109.73%
Total	\$134,102.00	(\$140,731.76)	104.94%

AnnuaIs Reexaminations

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

HCV Annuals Processed/Pending	
Completed	56
Pending	0
PM Annuals Processed/Pending	
Completed	11
Pending	0

Interim Reexaminations

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

HCV Interims Processed	
Completed	39
PM Interims Processed	
Completed	10

Inspections

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

Inspections Completed/Scheduled			
	Pass	Fail	No Show
Inspection Type			
Annual Inspections	0	0	0
Initial Inspections	6	0	0
Quality Control Inspections	0	0	0
Self-Certifications	1	0	0
Total	7	0	0

Work Orders

The following are Work Orders opened in September 2021.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	4	2	2
Chestnut	0	0	0
Las Posadas	1	1	0
Leahy Square	42	40	2
Total	47	43	4