



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
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**REGULAR
BOARD OF COMMISSIONERS
MEETING AGENDA
Wednesday, November 10, 2021 – 5:30 PM**

**Location:
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 & OCTOBER 13, 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 2021-11-10-A Annual Audit Services RFP Contract Award**
- 5. CLOSED SESSION**
 - A. Personnel Matters**
- 6. STAFF REPORTS**
 - A. Report from the Executive Director**
- 7. COMMUNICATIONS**
 - A. If Any**
- 8. REPORTS/ITEMS FROM COMMISSIONERS**
 - A. If Any**
- 9. COMMITTEE REPORTS**
 - A. If Any**
- 10. 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.*

Pursuant to Title II of the Americans with Disabilities Act (Codified at 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), the Livermore Housing Authority does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or sexual orientation in the provision of any services, programs, or activities. To arrange an accommodation in order to participate in this public meeting, please call (925) 447-3600 or (800) 545-1833 ext. 917 TDD/TTY at least 72 hours in advance of the meeting.

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 August 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.



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, October 13, 2021-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:35 p.m. by Vice-Chairperson Matthew Graves. Also present were, Commissioners Heather Casey, and Maureen Hamm. Chairperson Mark Palajac and Commissioner Christine Stuart had excused absences. Commissioner Karen Hutchinson was absent. Present from LHA were Executive Director D'Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

No quorum for meeting.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: September 13, 2021.

Due to lack of quorum, no vote was taken.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Introduction of Commissioners and LHA Staff
Commissioners and LHA staff introduced themselves.

5. STAFF REPORTS

A. Report from the Executive Director

There were 3 housing choice vouchers issued in September and the success rate increased from 69% to 70%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (16), Port-Ins (5), Project-Based (67), Tenant Based (420), and VASH (8) totaling 517 vouchers currently leased. In the month of September 2021 Housing Assistance Payments (HAP) HAP totaled \$772,479.51.

D'Jon provided an update on VASH vouchers, as discussed at a previous meeting there was a conversion with the VA to allow applicants to port out of Livermore and utilize their voucher in another jurisdiction without having that receiving housing authority absorb their voucher. D'Jon was contacted by the VA who advised they have 5 veterans who would like to port to Alameda County and the housing authority has agreed to bill LHA for the vouchers.

The overall occupancy rate increased to 98.80% with 1 move-in. Tenant Accounts Receivables are overall 104.94%. Las Posadas had a lower receivable rate over the last two months due to a tenant in arrears of \$15,000. The tenant made a payment of \$5,000 in the beginning of October and is working with The Emergency Rental Assistance Program (ERAP) for assistance with the remainder.



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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 he reached out to the HUD representative who is reviewing the Section 22 Streamlined Voluntary Conversion application for an update on the status of the application. The rep advised that the application is currently under review by the Office of Fair Housing and Equal Opportunity (FHEO) and once he receives their OK he can complete his review.

There will be revisions done to the Housing Choice Voucher (HCV) Administrative Plan which will go out for public comment within the next month and projected to be effective on January 1, 2022.

D'Jon advised the total amount spent on the Leahy renovations was \$2,400,393.12. An application was submitted to Energy Savings Assistance for Common Area Measurements (ESA CAM) for reimbursement on upgrading lights, windows, thermostats, and appliances which was approved, and a check was received in the amount of \$70,014. Monica worked on an application to our insurer, The HAI Group for a program to provide reimbursement for work completed to increase security with the cameras and lighting installed. The application and reimbursement were approved in the amount of \$46,400.

D'Jon provided an update on the Homekey project and advised there is a meeting scheduled for the following day with the City and the State Representatives who are conducting the application process. The purpose of the meeting is to "pick their brain" and find out what types of applications would be the strongest and if best to submit applications individually or jointly.

6. COMMUNICATIONS

None.

7. REPORTS/ITEMS FROM COMMISSIONERS

None.

8. COMMITTEE REPORTS

None.

9. ADJOURNMENT

The board meeting adjourned at 6:11 p.m.

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

RESOLUTION NO. 2021-11-10-A

**RESOLUTION AUTHORIZING APPROVING THE AWARD OF ANNUAL AUDIT SERVICES CONTRACT TO
SMITH MARION & CO. CPAS**

WHEREAS, the Livermore Housing Authority (LHA) issued a Request for Proposals (RFP) for Annual Audit Services on June 16, 2021, which closed on July 21, 2021; and

WHEREAS, a total of two (2) responsive proposals were received and therefore the deadline to submit was extended through August, 25, 2021; and

WHEREAS, a total of five (5) responsive proposals were received and evaluated by LHA staff and the audit committee; and

WHEREAS, Smith Marion & Co. CPAs was deemed as the top-rated responsive and responsible proposer; and

WHEREAS, the evaluation panel concluded due diligence activities for the top-rated firm, Smith Marion & Co. CPAs, and recommends the Board authorize the execution of a contract for an initial term of one year, with 4 additional one-year option periods, for a maximum total of 5 years; and

WHEREAS, funds to cover the annual audit services contract for the initial term are provided in the Fiscal Year 2022 Operating Budget.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Livermore, hereby approves the award of annual audit services contract to Smith Marion & Co. CPAs, subject to the availability of funds thereof, as set forth above, and authorizes the Executive Director or his designee to take all necessary and appropriate actions relating to such contract.

DATED: November 10, 2021

(SEAL)

ATTEST:

HOUSING AUTHORITY OF THE CITY OF LIVERMORE

D'JON PAUL SCOTT-MILLER
EXECUTIVE DIRECTOR

MARK PALAJAC,
CHAIRPERSON, BOARD OF COMMISSIONERS

Notice of Successful Offerors (Proposer)
REQUEST FOR PROPOSALS (RFP) No. P21001, Annual Audit Services

We are pleased to announce that, as a result of our evaluation of the proposals received in response to the above noted RFP, we are in the process of completing an initial award to the top-rated responsive and responsible proposer.

Following is listed for all proposers, where each placed as the result of our evaluation, and the Total Calculated Costs proposed for that Lot:

Name of Proposer	Final Rank	Average Points Awarded	Total Calculated Costs
Smith Marion & Co. CPAs	1	78.8	\$130,598.00
Barbacane, Thorton & Company	2	78.6	\$90,200.00
Dooley & Vicars CPAs, LLP	3	74.2	\$99,000.00
Aprio, LLP	4	65.2	\$145,501.00
JRB Accountancy	5	54.6	\$50,020.00



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

October
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 October 2021.

Vouchers Looking
2

Vouchers Success Report

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

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
71.18%	38.98%	06.78%	05.08%	20.34%

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	\$6,443.00
Project Based	63	\$98,909.00
Tenant Based	413	\$613,731.00
VASH	8	\$11,633.00
Total	506	\$760,834.00

Moves

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

HCV	
In	Out
4	3
PM	
In	Out
0	0

Portability

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

HCV Ports	
In	Out
1	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 October 2021.

New Admissions	End of Participations
0	3

Occupancy Rate

The following are PM occupancy rates for October 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 October 2021.

Tenant Account Receivables			
Property	Charged	Paid	Rate
Bluebell	\$37,722.00	(\$32,936.00)	87.31%
Chestnut	\$7,803.00	(\$8,834.00)	113.21%
Las Posadas	\$9,969.00	(\$15,172.00)	152.19%
Leahy Square	\$80,821.00	(\$86,634.50)	107.19%
Total	\$136,315.00	(\$143,576.50)	105.33%

AnnuaIs Reexaminations

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

HCV Annuals Processed/Pending	
Completed	34
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 October 2021.

HCV Interims Processed	
Completed	49
PM Interims Processed	
Completed	13

Inspections

The following are HCV inspections completed during the month of October 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	1	0	0
Total	3	0	0

Work Orders

The following are Work Orders opened in October 2021.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	5	5	0
Chestnut	2	2	0
Las Posadas	3	3	0
Leahy Square	52	49	3
Total	62	59	3