



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550

www.livermoreha.org

(925) 447-3600
Fax (925) 447-0942
TDD/TTY (800) 545-1833 x917

**REGULAR
BOARD OF COMMISSIONERS
MEETING AGENDA
Wednesday, January 12, 2022 – 5:30 PM**

**Location:
3203 Leahy Way, Livermore CA, 94550**

1. CALL TO ORDER / ROLL CALL

- i. Casey, Heather
- ii. Graves, Matthew (Vice-Chair)
- iii. Hamm, Maureen
- iv. Hutchinson, Karen
- v. Palajac, Mark (Chair)
- vi. Stuart, Christine
- vii. Walia, Charanjit

2. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

3. COMMITTEE APPOINTMENTS

- A. Executive Committee
- B. Finance Committee
- C. Personnel Committee
- D. Audit Committee
- E. By Law Committee
- F. Strategic Planning Committee (Ad-Hoc)
- G. Policies Committee (Ad-Hoc)

4. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 10, 2021

5. 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.

6. NEW BUSINESS

- A. Resolution 2022-01-12-A – Authorization to Contract with Recruiting Firm
- B. Resolution 2022-01-12-B – Approval of Long-Distance Commissioner Travel

7. STAFF REPORTS

- A. Report from the Executive Director

8. COMMUNICATIONS

- A. If Any

9. REPORTS/ITEMS FROM COMMISSIONERS

A. If Any

10. COMMITTEE REPORTS

A. If Any

11. 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, November 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, Commissioners Charanjit Walia, Christine Stuart and Heather Casey. Commissioners Karen Hutchinson, and Maureen Hamm had excused absences. Present from LHA were Executive Director D’Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: November 10, 2021.

A motion was made by Chairperson Graves to approve the board meeting minutes of November 10, 2021. Commissioner Stuart seconded the motion and it passed with a vote of 2 ayes and 3 abstentions.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Matthew Graves			X
Christine Stuart			X
Charanjit Walia	X		
Heather Casey			X

3. PUBLIC COMMENT

None.

4. CLOSED SESSION

A. Executive Director Salary Structure

Closed session began at 5:34 p.m. and ended at 6:24 p.m. No reports out.

5. STAFF REPORTS

A. Report from the Executive Director

There were 9 housing choice vouchers issued in November and the success rate decreased from 71% to 62%. Through December 31, 2021 LHA will be utilizing CARES Act funds to assist voucher holders with their security deposits.

There are six (6) voucher types currently, Homeownership (1), Mainstream (16), Port-Ins (5), Project-Based (62), Tenant Based (411), and VASH (8) totaling 503 vouchers currently leased. In the month of November 2021 Housing Assistance Payments (HAP) totaled \$768,134.

The overall occupancy rate remains 98.80%. There are two vacancies at Bluebell Apartments, one in a market rate building, and one in a below market rate building. D’Jon intends to transfer an existing tenant into the renovated unit(s) once completed, then renovate the newly vacant unit(s), and continue until all units have been renovated, without needing to temporarily displace residents. Tenant Accounts Receivables are 93.35% overall. Diana submitted additional applications to ERAP



for rental assistance for residents currently in arrears. Within the last day LHA received two checks from ERAP, one in the amount of \$7,000 and the second for \$12,000.

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.

HCV has restarted annual Housing Quality Standards (HQS) inspections, which were halted in March 2020 due to COVID-19. HUD allowed housing authorities to waive HQS inspections through December 31, 2021 and require that any outstanding annuals due in 2020 be completed by June 30, 2022, and inspections due in 2021 be completed by December 31, 2022. LHA is on track to meet the required deadline.

A survey was posted to Leahy residents, requesting a response by December 10, 2021. The survey is to get an idea of how many residents may want to move out of Leahy with their tenant protection voucher post conversion. The information will be useful with the Homekey application to the State of California, in partnership with the City of Livermore to purchase rent covenants on vacant Leahy units. To date, 41 surveys have been returned and 7 of the residents intend to move.

D'Jon provided an update on the loan process for Bluebell Apartments and advised there were two property inspections conducted within the last week, one was environmental and the second was for appraisal. Fremont Bank also advised there are liens showing against the property from the early 90's and D'Jon has reached out to the City of Livermore to assist in determining if they are true liens or if they should be cleared.

6. COMMUNICATIONS

Chairperson Palajac advised that the National Association of Housing and Redevelopment Officials (NAHRO) will not be hosting their annual Northern California conference in Napa for the second year due to COVID-19. Chairperson Palajac encourages all commissioners to attend a conference once they resume.

Chairperson Palajac reminded the Board that during January's regular meeting a new Chair and Vice-Chair will have to be chosen. Due to by-law changes Chairperson Palajac is unable to continue for another term. Committee memberships will also be chosen during the January meeting.

7. REPORTS/ITEMS FROM COMMISSIONERS

None.

8. COMMITTEE REPORTS

None.

9. ADJOURNMENT

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

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

RESOLUTION NO. 2022-01-12-A

RESOLUTION AUTHORIZING THE PERSONNEL COMMITTEE TO SELECT A RECRUITING FIRM

WHEREAS, the current Executive Director has submitted a resignation notice with their last date of regular full-time employment being February 28, 2022; and

WHEREAS, a search for a successor needs to be started as soon as possible; and

WHEREAS, the current Executive Director has reached out to other housing authorities and received three referrals for reputable firms for quotes; and

WHEREAS, the Personnel Committee will meet to review the quotes and decide which firm to contract with to conduct the search;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Livermore hereby authorizes the Personnel Committee to select a recruiting firm and proceed with contracting to begin the search for a new Executive Director.

DATED: January 12, 2022

(SEAL)

ATTEST:

HOUSING AUTHORITY OF THE CITY OF LIVERMORE

D'JON PAUL SCOTT-MILLER
EXECUTIVE DIRECTOR

CHAIRPERSON, BOARD OF COMMISSIONERS

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

RESOLUTION NO. 2022-01-12-B

RESOLUTION APPROVING LONG DISTANCE COMISSIONER TRAVEL

WHEREAS, the Executive Director sent an invitation to attend the Nelrod Consortium Annual Conference to be held in Las Vegas Nevada, April 6th 2022 through April 8th 2022; and

WHEREAS, the conference will be geared toward housing authority commissioners; and

WHEREAS, section 18.02 of the personnel policy requires that long distance travel be approved by the Board; and

WHEREAS, there has been interest expressed to attend the conference;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Livermore hereby approves the long distance travel for any commissioner interested in attending the Nelrod conference in April 2022.

DATED: January 12, 2022

(SEAL)

ATTEST:

HOUSING AUTHORITY OF THE CITY OF LIVERMORE

D'JON PAUL SCOTT-MILLER
EXECUTIVE DIRECTOR

CHAIRPERSON, BOARD OF COMMISSIONERS



LHA Monthly Report

Presented by D'Jon Paul Scott-Miller

December
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 December 2021.

Vouchers Looking
4

Vouchers Success Report

The following is the success rate for vouchers issued between; January 2021 through Feb December 2021.

Success Rate				
Overall	0 – 30 Days	31 – 60 Days	61 – 90 Days	91 + Days
58.06%	30.65%	09.68%	03.23%	14.50%

Vouchers Leased

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

Vouchers Leased		
Voucher Type	Voucher Count	HAP Spent
Homeownership	1	\$915.00
Mainstream	20	\$33,525.00
Port-In	6	\$7,284.00
Project Based	62	\$96,163.00
Tenant Based	407	\$612,214.74
VASH	7	\$10,956.00
Total	503	\$766,057.74

Moves

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

HCV	
In	Out
4	1
PM	
In	Out
0	0

Portability

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

HCV Ports	
In	Out
3	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 December 2021.

New Admissions	End of Participations
3	2

Occupancy Rate

The following are PM occupancy rates for December 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 December 2021.

Tenant Account Receivables			
Property	Charged	Paid	Rate
Bluebell	\$37,722.00	(\$32,727.00)	86.76%
Chestnut	\$7,803.00	(\$5,814.00)	74.51%
Las Posadas	\$9,969.00	(\$28,167.00)	282.55%
Leahy Square	\$81,500.00	(\$82,349.11)	101.42%
Total	\$136,994.00	(\$149,057.11)	108.81%

AnnuaIs Reexaminations

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

HCV Annuals Processed/Pending	
Completed	29
Pending	0
PM Annuals Processed/Pending	
Completed	8
Pending	0

Interim Reexaminations

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

HCV Interims Processed	
Completed	48
PM Interims Processed	
Completed	6

Inspections

The following are HCV inspections completed during the month of December 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	0	0	0
Total	6	0	0

Work Orders

The following are Work Orders opened in December 2021.

Work Orders			
	Opened	Closed	Remaining Open
Property			
Bluebell	8	8	0
Chestnut	1	1	0
Las Posadas	1	1	0
Leahy Square	43	42	1
Total	53	52	1