



**HOUSING AUTHORITY OF THE CITY OF  
LIVERMORE**  
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**REGULAR  
BOARD OF COMMISSIONERS  
MEETING MINUTES**  
**Wednesday, December 14, 2022 – 5:30 PM**

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

**1. CALL TO ORDER / ROLL CALL**

The meeting was called to order at 5:31 p.m. by Chair Karen Hutchinson. Also present were, Vice-Chair Mark Palajac, Commissioners, Christine Stuart, Marvin Evans, Heather Casey, and Maureen Hamm. Commissioner Charanjit Walia was excused. Present from LHA were Executive Director Sarah Ramler, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 9, 2022**

Update by Heather to include her vote on item 2 of the agenda from 11/9/2022 meeting. Maureen moved to adopt the minutes as amended and the motion was seconded by Christine. All approved.

<b><u>VOTING</u></b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>ABSTAIN</u></b>
Charanjit Walia			
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Maureen Hamm	X		
Marvin Evans	X		

**3. PUBLIC COMMENT**

None

**4. NEW BUSINESS**

**A. Discussion regarding updates to the Livermore Housing Authority Personnel Policy regarding 2023 Office Schedule**

Sarah presented the proposed update to the LHA Personnel Policy language that would modify the office hours to accommodate a 9/80 working schedule for all staff. The 9/80 schedule would require that staff work eight 9-hour days, one 8-hour day and zero hours every other Friday. Sarah explained the current schedule accommodates multiple variations of the 9/80 schedule along with a traditional five day 8-hour shift which has created operational challenges. In order to address the operational challenges a standard 9/80 schedule would prove most efficient but would require the office to close on alternating Fridays in addition to weekends and holidays. Add a line to the personnel policy that would include “and designated office

closure Friday's" and "office hours are subject to change and must be posted on the website and at 3203 Leahy". Maureen asked clarifying questions to the days that staff would be present. Marvin asked if this was a standard schedule with other agencies. Sarah clarified the closed days and provided examples of other area housing authorities with the same schedule. Maureen asked how staff would be affected for those who would be required to change their schedule. Sarah responded that she has met with staff and the feedback was positive and that some staff have tried the schedule to see how they would adjust and received no negative feedback. Sarah offered the staff present to answer questions, but none were asked. Mark asked if there were other documents that reflected the office ours, Sarah did not believe there were. Mark expressed that the office hours should be codified in one location. Mark also suggested the adoption of core hours, Sarah advised that core hours currently exist under the current schedule and no changes would be required. Marvin asked if HUD places requirements on when offices should remain open and Sarah responded that there were no HUD rules reflecting this. Sarah clarified that the approval need by the board was the office closure alternating Fridays and not approval regarding work schedules since work schedules are an Executive Director decision. Maureen asked how clients will be informed, Marvin said the website should be updated and Sarah agreed and added that a calendar would be posted on the website along with posting it at the office and informing the residents.

Mark moved to adopt the resolution and the motion was seconded by Maureen. All approved and motion passed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia			
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Maureen Hamm	X		
Marvin Evans	X		

**B. Discussion regarding end of year recognition of LHA staff**

Sarah began the discussion by stating that she would like to pay an end of year recognition bonus, not based on performance, and at a rate that is similar to the prior year rate or alternatively by applying a uniform percentage to all staff's year to date earnings. Sarah acknowledged that prior year bonuses were paid out of CARES act funding and that this is an unusual circumstance but the salary savings due to having half the number of staff as the prior year would fund the bonus. Maureen asked if this was something to expect in the future. Sarah explained that this is a one time recognition for staff due to taking on additional duties due to being short staffed. Christine emphasized that it is important to be clear with staff that this is one time recognition that would not be provided next year or the following. Mark agreed and Sarah agreed and explained she would make the one-time nature of the bonus clear to staff. Christine commented that she agrees as long as this is explained to staff. Marvin asked how the percentage would be determined, Sarah said she is open to discussing. Mark agreed with the same percentage being applied across the board with a not to exceed amount was best. Christine agreed that a percentage amount applied across the board is best. Mark provided context for last years bonus structure which totaled \$75,000. Maureen asked if a percentage could be picked and base it off of the total pot amount. Mark proposed a range of \$50-\$70k and Sarah would determine the percentage that would be applied. Karen agreed and said that a total amount should be determined by the board and the percentage determined by Sarah. Mark moved to authorize Sarah to determine the dollar value between

\$50-75k to be allocated equitably across the population of employees, seconded by Karen. All in favor and the motion passed.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia			
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Maureen Hamm	X		
Marvin Evans	X		

## 5. STAFF REPORTS

### A. Report from the Executive Director

Sarah has administrative clerk resumes to review who will work in reception. Sarah will be posting a Housing Specialist position in the near future. There is a decision point for the board to consider around the property management position. Last month Sarah mentioned an organizational assessment to be done by an outside consultant after Maureen brought up the staffing levels and based on an overall discussion on the state of the organization. The assessment would cover staffing levels, structure, policies, procedures, operational components and provide a report to the board with recommendations. This will inform the strategic planning process for next year including out of date policies and other items needed. In addition will provide a good baseline to assist the board in evaluating the Executive Directors performance. Part of the deliverables include a proposed organizational chart including a recommendation of the functions that should be outsourced. Marvin asked if the report needs to be done prior to anyone being hired. Sarah responded that there is an immediate need and does not believe that the consultant will provide information that is different from the immediate positions that would be hired. Karen added that the consultant report would provide gaps in the organization. Mark added that the assessment would explore other decisions such as whether to contract out the property management functions.

Sarah reminded everyone to get ready for committee assignments for the January board meeting and Chara will no longer be a part of the board and Parag will be joining.

Sarah reminded the board that the NAHRO Napa conference is in January and there is a separate Commissioner track on Sunday the 22nd and everyone needs to let Sarah know if they would like to attend.

Sarah reviewed the contents of the report provided in the Board Packet. Highlighted that the HCV funding is under-utilized. Marvin asked if there were any implications to not meeting the goals. Sarah said yes, not meeting utilization goals affects the points received for SEMAP and in addition would impact the funding provided by HUD. HUD funds on a calendar basis based on what previous year spending. There were discussions regarding the specific numbers provided in the report and answered by Sarah. Mark asked what our strategy needs to be in order to meet the goal next year, Sarah said that we need to aggressively lease next year to spend the funds provided by HUD. Mark said that the priority should be hiring, Sarah explained that the Leahy conversion is going to take a lot of staff time but agreed that a new hire is important. Marvin suggested hiring a temp and Karen agreed, Sarah agreed and said that she will move forward doing this. Sarah explained that there was an unexpected departure within the past

couple weeks so that impacted a lot of the operations and pulled resources away from HCV. Sarah confirmed that this is a solvable problem and that a plan in place to address this for next year and once the agency has the bandwidth to move forward will do so.

Sarah discussed the occupancy rate at Bluebell and the current vacancies and explained the strategy for keeping the units vacant. The fact that Leahy will be transitioned to the non-profit requires compliance with the Uniform Relocation Act and part of the requirements is finding comparable units for families that are in the wrong size unit at Leahy. At Leahy, approximately one third of the residents are in the wrong size unit, staff have not done the mapping of which households need which units but from a preliminary look there is a high need for 2-bedroom units. Part of the strategy to satisfy the requirements under the Uniform Relocation Act would be to allow Leahy residents to move to Bluebell for people who need a 2-bedroom unit. Mark pointed out that the number of units at Bluebell does not meet the need of the number of households needing 2-bedroom units and asked if they are able to stay in place if there aren't available units. Sarah said she believes there are a total of 9 units that will be available between Leahy and Bluebell. Sarah pointed out that there are several rules related to the Uniform Relocation Act that should be reviewed with our attorney to get clarification. Mark said that if there are a high number of work orders then it is important to complete the work at Bluebell and that an additional maintenance person would be warranted. Sarah agreed and said other strategies should also be considered. Sarah also said that since there is not an immediate need to relocate families then the timing is not so critical. In addition, LHA committed to the city to dedicate 12 units as part of the Family Homelessness Grant and if there are not enough units at Leahy the city is open to utilizing the Bluebell units to satisfy the 12-unit commitment.

**B. Report from Matt Graves, Project Manager for Bluebell**

Matt was not able to attend the board meeting but provided Karen, Mark, and Sarah an update. Karen presented that the project is 75% billed out and 80% completed with the work. Matt suggested that no final payments be made until work is completely done. All members agreed. At the current rate should be done with the project in January or February and cost \$550k. The report from Matt noted that the tenants seem to be happy with the work. Mark updated on the specific doors and windows that have been replaced to date. Karen expressed concern that there is not a cohesive checklist or plan but gathers that three items may be outstanding which are windows, stucco, and painting. Marvin noted that all windows should have been done in one order. Mark added that while walking the site and speaking with residents they seem to be happy. Mark expressed concern regarding a water leak which should be discussed with Miguel and Ruben. Mark also mentioned that while walking the site the fire department had recently left to address a fire in the back of a unit at 1063. Marvin asked if a policy is in place to address issues like fire hazards, Sarah said that a notice is being drafted to all residents to clean back patio areas. Mark asked if we have standards to include in the notice, Sarah said the fire department provided some key bullets to include. Heather asked if there was damage to the property, Mark said that it was between the fences rather than the building.

**6. COMMITTEE REPORTS**

**A. Executive Committee Meeting Updates from December 5, 2022**

Mark provided an update regarding the property at 3<sup>rd</sup> and K and explained the context in which the parcel was donated to LHA. Maureen asked if there was concern with pollution, and Mark said he did research with the historic society and confirmed there is no evidence of any. Maureen asked if this was a donation and that the housing authority did not need to pay for it, Karen and Mark confirmed. Maureen asked if this could be used as a land trust, Sarah

confirmed that yes, the board can decide what direction to go in and that the donors only asked that the land be used for affordable housing and that could mean directly or indirectly.

## 7. REPORTS/ITEMS FROM COMMISSIONERS

Heather brought up the suggestion to refer to the Livermore Affordable Housing/LAH to anything other than LAH to avoid confusion. Mark said that D'Jon, the previous Executive Director would refer to LAH as the "non-profit". Everyone agreed that LAH should be referred to as the "non-profit" moving forward.

Mark asked if proposals were received for the replacement wall at Las Posadas. Sarah said that three bids were received but all with a varying scope and cost. Staff went back and clarified the scope and resent to proposers but have not received a sufficient response. Sarah said that more outreach efforts are needed to get a sufficient number of responses.

Sarah shared that tree trimming at Leahy was completed and gutters were cleaned.

## 8. ADJOURNMENT

Meeting was adjourned by Karen at 7:07pm

*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.