



**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, June 10, 2020-5:30 p.m.

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

The meeting was called to order at 5:31 p.m. by Chairperson Mark Palajac. Also present were Vice-Chairperson Wanda Hunter, Commissioners Marty McFadden, and Richard Knowles. Commissioner Maureen Hamm was not present and marked as an unexcused absence.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: MAY 13, 2020.**

Chairperson Palajac commented that the approval amount for Resolution No. 2020-03-20-A and wanted the amount verified and corrected if incorrect prior to finalizing minutes. A motion was made by Chairperson Palajac to approve the board meeting minutes of May 13, 2020. Commissioner Knowles seconded the motion and it passed with a vote of 3 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Wanda Hunter			X
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		

**3. PUBLIC COMMENT**

None.

**4. STAFF REPORTS**

**A. Audit Report FY19**

Executive Director D’Jon Paul Scott-Miller introduced John from JRB Accountancy who conducted the Independent Audit report for FY19. John walked through the 37 page report and noted there are no compliance findings, but noted there was a large vacancy gap between Executive Directors and there should be a written plan implemented for the future in the case that the position is vacated without a replacement.

Chairperson Palajac noted that he did not have any notes or questions since he and D’Jon reviewed the audit in great detail in January 2020 prior to the audit being finalized.

No action to take.

**B. Report from the Executive Director**

D’Jon reported there were 10 vouchers issued in the month of May 2020 for applicants pulled from the waiting list.

Commissioner McFadden inquired with there being 3 move-ins and 4 move-outs in the HCV program if that means that voucher becomes vacant and the person is no longer participating in the program. D’Jon advised that when a household’s participation is ended when they no longer qualify



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due to their income increasing, violating the program obligations, relinquishing their voucher, or moving out of the jurisdiction.

Public housing had 1 move-out, and there is 1 existing vacancy at Leahy Square. The Leahy move is apart of the “right sizing” of units to move those that are under-housed into a larger unit and those that are over-housed into a smaller unit.

Accounts Receivables for Las Posadas have decreased as residents are impacted by COVID-19. LHA will need to enter into repayment agreements for residents who do not have subsidies attached to their units once the county’s eviction moratorium lifts.

Annual Reexaminations are up to date.

There were 2 initial inspections conducted in April and 1 self-certification initial completed.

Ruben and Miguel have been great at keeping up with work orders so there is not a large backlog of work orders and only 1 outstanding work order for the month of May 2020.

**5. OLD BUSINESS**

**A. LHA Logo**

D’Jon advised that he came across a file with update LHA logos from March 2019 and wanted to know if these logos were approved by the Board and if they wished to move forward with implementation.

Chairperson Palajac and Commissioner Knowles could not recall seeing new logos previously. Vice-Chairperson Hunter was able to recall new logos being presented along with the mention of updating the website.

Chairperson Palajac was concerned with the potential cost of changing the logo and switching letterheads and envelopes with logos. D’Jon stated that if the logo was changed he would not throw the existing material away and instead would phase it out.

Commissioner Knowles noted that the logo marked as approved seemed to be very wide and was not sure how that would transfer over on various documents.

Vice-Chairperson Hunter inquired if the logo was previously put on the table and nothing was done, what is the point of bringing it up now. D’Jon advised that it may have fallen by the wayside with the approval being marked as March 2019 and the previous ED departing in April 2019 and wanted to check with Board if this was an item the Board wanted implemented and if so to complete the change prior to signage being created with the Leahy renovations.

Commissioners Knowles stated it did not matter to him either way. Chairperson Palajac stated he did not believe the Board was ready to make a decision on the item at the moment and wanted to table the item.



**6. NEW BUSINESS**

**A. Resolution No. 2020-06-10-A – Approval of Five-Year and Annual PHA Plan**

D’Jon advised that on an annual basis the PHA Annual Plan has to be updated and submitted to HUD, and every five years the PHA Five-Year Plan has to be updated and submitted to HUD. The plans are straight forward in stating the PHA plans to provide decent, sanitary, and safe affordable housing to participants. Added to the new Five-Year and Annual Plans is the inclusion of the anticipation of the Section 22 Voluntary Conversion for Leahy Square.

A motion was made by Commissioner Knowles to approve Resolution No. 2020-06-10-A. Commissioner McFadden seconded the motion and it passed with 4 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Wanda Hunter	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		

**B. Resolution No. 2020-06-10-B – Approval of Housing Analyst job classification**

D’Jon requested to create a new job classification for a Housing Analyst that would report directly to the Executive Director. The Housing Analyst would assist with amending policies, writing grant applications, procurement, and would be the designated 504 and VAWA coordinator. D’Jon advised that he intended opening the position as an internal recruitment. Chairperson Palajac clarified that if no internal applicants qualified that the position would be opened for external recruitment.

Vice-Chairperson Hunter requested the job duties be repeated. D’Jon advised of the job duties and noted that having a 504 and VAWA coordinator it reduces the chance of inconsistencies between programs with applicants/participants are requesting reasonable accommodations or needing protections under VAWA.

Chairperson Palajac inquired about the percentage of time the Housing Analyst would spend on various functions. D’Jon advised that he could not say the amount time that would be spent and it will vary as projects come up. D’Jon indicated that he believes there will be a lot of assistance needed for the Leahy rehabilitation project and Section 22 Voluntary Conversion.

Vice-Chairperson Hunter inquired if a previously laid off employee was considered for this new position. D’Jon indicated the transfer into this position was not considered at that time.

Chairperson Palajac commented that this position is much needed at LHA and the previous Deputy Director conducted the functions under this classification but the Deputy position is not needed for a housing authority the size of LHA.

Commissioner Knowles inquired what the pay range is for the position. D’Jon advised the salary tops out at around \$75k.

A motion was made by Chairperson Palajac to approve Resolution No. 2020-06-10-B. Commissioner Knowles seconded the motion and it passed with 3 ayes and 1 no.



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<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Wanda Hunter		X	
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		

**C. Resolution No. 2020-06-10-C – Approval of COLA increase and CalPERS employee contribution change**

D’Jon advised that a motion was made by the Personnel Committee to approve a cost of living (COLA) increase for Classic CalPERS members in the amount of 3% and an increase for the PEPRA members in the amount of 2.88%.

Classic members will also have an increase in their employee contribution from 2% up to 3%. PEPRA members are already contributing the full employee amount of 6.75%.

Chairperson Palajac added the increase in employee contributions is a continuation of a decision made two years ago to increase the employee contribution by one percent on an annual basis until LHA is no longer paying the employee’s contribution to CalPERS.

A motion was made by Commissioner Knowles to approve Resolution No. 2020-06-10-C. Commissioner McFadden seconded the motion and it passed with 3 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Wanda Hunter			X
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		

**D. Resolution No. 2020-06-10-D – Approval of FY20-21 Operating Budget**

D’Jon advised that a motion was made by the Finance Committee to approve the operating budget for FY21. D’Jon noted that the drafted budget includes additional funds received through the CARES Act and also takes into account lowered accounts receivables for Leahy with reduced incomes due to COVID-19.

D’Jon also advised that line items are based on current trends and what is projected to change in the coming year. There are no major variances aside from the legal line item decreasing and the insurance rates increasing for the coming year. D’Jon noted that previous legal expenses were high due to the contracted attorney being used to assist in creating contracts and LHA policies.

A motion was made by Commissioner McFadden to approve Resolution No. 2020-06-10-D. Chairperson Palajac seconded the motion and it passed with 3 ayes and 1 abstention.



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<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Wanda Hunter			X
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		

**7. COMMUNICATION**

Chairperson Palajac advised that Chris Stuart submitted her application for the vacant Tenant Commissioner seat. Chairperson Palajac stated that he reached out to Marie with the City and was informed that the process is expected to be finalized in July.

Commissioner Knowles noted that when a new Commissioner comes on board you have to be mindful of the term period for the vacant seat as it could potentially be immediately following the appointment.

**5. REPORTS/ITEMS FROM COMMISSIONERS**

None.

**6. COMMITTEE REPORTS**

None.

**7. ADJOURNMENT**

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