



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, October 14, 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, and Commissioners Marty McFadden, Maureen Hamm, Richard Knowles, and Matthew Graves. Commissioner Christine Stuart was an excused absence. Present from LHA were Executive Director D'Jon Scott-Miller, Public Housing Manager Diana Thomas, and Housing Analyst Monica LiMarzi.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: SEPTEMBER 16, 2020.

A motion was made by Commissioner McFadden to approve the board meeting minutes of August 12, 2020. Commissioner Knowles seconded the motion and it passed with a vote of 6 ayes. Vice-Chairperson Hunter joined the meeting at 5:35 p.m. and therefore was not present to vote on this item.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Richard Knowles	X		
Matthew Graves	X		

3. PUBLIC COMMENT

None.

4. STAFF REPORTS

A. Report from the Executive Director

D'Jon advised that the voucher success rate for lease ups has increased to over 90% in the month of September. Occupancy rates have remained the same with 3 vacancies at Bluebell and 1 vacancy at Leahy. For unit being renovated at Bluebell there were issues with the floors buckling in unit #2. D'Jon and Diana met with the flooring manager and floors were reinstalled in unit #2. A different team was used for install in unit #3 and both units turned out well. D'Jon invited the commissioners to view the completed units.

Tenant account receivables over all are higher than previous months since the start of COVID-19 and tenants in arrears continue to come current. Commissioner Hamm inquired if those in arrears are being caused fully or in part by COVID-19. D'Jon stated that he does believe the unpaid rents are being caused by COVID-19.

Commissioner McFadden inquired if 60 work orders being opened at Leahy Square is a normal amount for a month or if it is an anomaly. D'Jon pulled up previous months and there were 69 opened in January and 64 opened in February.



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During the Finance Committee meeting there was a question regarding how much has been expended from the additional CARES Act funds received. D'Jon advised there has been \$31,506 spent on PPE and electronic equipment to get staff set up to work from home.

There was a property walk done at Leahy Square with REDS and Commissioner Stuart attended. Roofing was completed in the previous week, asphalt will be completed within a week, abatement for clubhouse has begun, striping and concrete work on trip hazards throughout the property has been completed, painting on the outside of both the office and clubhouse has been completed. The gate leading to the employee parking area will need to be changed due to the fence opening into the parking area and blocking parking spaces. Chairperson Palajac stated that initially there were plans to remove the fence line all together and D'Jon advised that due to the area being designated for staff only, removing the fence would allow for open access to maintenance shop.

D'Jon advised there is over \$200,000 budgeted for contingencies and so far none have needed to be spent as well as ESA Cam reimbursement will come back for all windows being installed at the clubhouse and office, the ac unit for the office and lighting at the clubhouse.

D'Jon provided an update on getting flu shots for the residents at Leahy. The City was able to connect LHA with the Bay Area Community Health organization who can provide the shots.

The RFP for Fee Accountant closed on October 7th and 3 proposals were received. Legal Services RFP closed on October 14th but is being extended through October 21st. Commissioner Hamm inquired if there was a rule that LHA has to change accountants periodically. D'Jon advised there is no rule that we have to change accountants, rather we must conduct procurement periodically but it is good practice to change the accountants who conduct the yearly audit periodically which is separate from the Fee Accountant.

Chairperson Palajac stated that he visited Leahy Square over the weekend since he was unable to attend the property walk and the company has done a great job blending the asphalt and concrete throughout the property.

5. COMMUNICATIONS

Commissioner Hamm advised the Personnel Committee would be meeting to discuss the goals and objectives for the Executive Director with D'Jon.

6. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac would like to schedule committee meetings for Strategic Planning, Leahy, and Finance.

7. COMMITTEE REPORTS

A. Finance Committee

The committee met and the close out report for FY 20 and discussed the increase in health benefits from previous years as well as ensuring the capitalization policy is being followed especially with the extensive work being conducted at Leahy and Bluebell.

8. ADJOURNMENT



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The board meeting adjourned at 6:15 p.m.