



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
 3203 LEAHY WAY  
 LIVERMORE, CALIFORNIA 94550  
 www.livermoreha.org

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**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
 Wednesday, November 18, 2020-5:30 p.m.

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

The meeting was called to order at 5:33 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Wanda Hunter, and Commissioners Marty McFadden, Maureen Hamm, Richard Knowles, and Matthew Graves and Christine Stuart. Present from LHA was Executive Director D'Jon Scott-Miller.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: OCTOBER 14, 2020.**

A motion was made by Commissioner Hamm to approve the board meeting minutes of October 14, 2020. Commissioner Knowles seconded the motion and it passed with a vote of 7 ayes.

<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		
Wanda Hunter	X		
Christine Stuart	X		

**3. PUBLIC COMMENT**

None.

**4. NEW BUSINESS**

**A. Resolution 2020-11-18-A – Fee Accountant Services Contract Award**

A Request for Proposals (RFP) was issued on September 2, 2020 with a close date of October 7, 2020. LHA received three (3) proposals in response to the RFP and a review was conducted by D'Jon Scott-Miller, Jenny King and Monica LiMarzi. Consultant Mike Gifford conducted a review and scoring of the price proposals separate from review conducted by D'Jon, Jenny and Monica.

Hawkins and Ash had the highest score and were also the lowest bidder. The initial contract term is a year with two options for renewal. The proposed pricing would increase from the current monthly rate of \$2,350 to \$2,400 in the first year and \$2,450 in the second year and \$2,500 in the third year.

Chairperson Palajac commented that once the Public Housing conversion is concluded it will cause a change in the scope of work for Hawkins and Ash as the monitoring would shift and the fee accountant would need to conduct monitoring of the nonprofit being created.

A motion was made by Chairperson Palajac to approve Resolution 2020-11-18-A. Commissioner Stuart seconded the motion and it passed with a vote of 7 ayes.



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<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		
Wanda Hunter	X		
Christine Stuart	X		

**B. Resolution 2020-11-18-B – Nonprofit Creation Approval**

D’Jon prefaced the discussion by letting the Board know that the creation of the nonprofit will be an ongoing discussion and the approval of this resolution would not be approving the actual creation of the nonprofit and instead is authorizing the Executive Director to begin working with the legal consultant to create the nonprofit.

A nonprofit affiliate needs to be created for the conversion of Leahy Square under Section 22. The nonprofit will have the same Board as LHA and will also need to have a mission statement, goals, and by laws created. As we proceed with the creation, we will likely need to have Executive or Special Board meetings so not to slow the process of conversion to wait for a regular board meeting. As a 501 (c)(3) nonprofit it would have the same tax exemptions as the housing authority and following the creation of the nonprofit LHA will need to decide the management structure of the three (3) additional properties.

Commissioner Hamm inquired about the benefit to creating a nonprofit for the conversion process. D’Jon advised that LHA must create the nonprofit for conversion and include it in the application process to have a separation between the LHA voucher program and the properties themselves.

Chairperson Palajac commented that there is a lot that needs to happen before this can come to fruition and there will need to be additional meetings conducted in-between the regular board meetings so we do not hold up the conversion process in any way. D’Jon added that we need to come up with a name for the nonprofit and please send them over if any come to mind.

Vice-Chairperson Hunter inquired if this would affect the tenants. D’Jon advised that the conversion would affect the tenants but not in a negative way. D’Jon explained that if and when HUD approves conversion of the property, the 125 households will receive a tenant protection voucher under the HCV program. The household then has the choice to either remain at Leahy and project base their voucher or move out of Leahy to another unit in or outside of Livermore. LHA hopes that all tenants decide to remain in place and project base their vouchers.

Vice-Chairperson Hunter commented that this is a good change for the tenants at Leahy and for the housing authority. D’Jon agreed and commented that one of the most important aspects is going to be communication with the tenants and advising them of their options because hearing “conversion” can be scary for tenants and lead them to believe they may be losing their housing. Vice-Chairperson volunteered to speak with the tenants to help educate and answer any questions from the perspective of a Commissioner and housing participant. Commissioner Stuart also volunteered to assist with communications to the tenants. D’Jon advised there will be upcoming



sessions with the tenants, and it would be great to have their participation. D’Jon will put together an FAQ and informational sheet for the tenants and will circulate to the Board for feedback and input prior to posting.

A motion was made by Vice-Chairperson Hunter to approve Resolution 2020-11-18-B. Commissioner Hamm seconded the motion and it passed with a vote of 7 ayes.

<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		
Wanda Hunter	X		
Christine Stuart	X		

**5. STAFF REPORTS**

**A. Report from the Executive Director**

D’Jon provided an update of the construction going on at Leahy. The abatement of the office started and decomposed granite was installed behind the maintenance workshop and in front of the office surrounding the tree. The playground is scheduled to start installation on November 23<sup>rd</sup>, Camera installation is scheduled to begin December 2<sup>nd</sup> and furniture for the clubhouse will be delivered on December 9<sup>th</sup>.

Flu shots for Leahy tenants will be administered on Friday November 20<sup>th</sup>. Flu shots will be free for the tenants.

D’Jon submitted an application to HUD to receive 40 Mainstream vouchers. Mainstream vouchers are for families that are homeless, non-elderly and have at least one (1) disabled household member. The vouchers are effective January 1, 2021 and come with \$735,360 HAP dollars. The Admin Plan will need to be updated to include the Mainstream vouchers, and new preference points for homeless, and mainstream preference. The waiting list will need to be opened for this preference as soon as possible.

D’Jon looked into the possibility of applying project based vouchers at Bluebell, Chestnut and Las Posadas and in doing so came across a proposal that was submitted during an RFP opening in late 2016 and approved by the Board in January 2017. Previous Executive Director also received approval from HUD for HACA to act as the Independent Entity to conduct inspections for those units. D’Jon reached out to HUD to inquire if award was stale or if LHA could move forward with a HAP contract and HUD advised there is no time limit between the award and execution of the HAP and therefore LHA could proceed with the award from 2017. D’Jon will work Diana Thomas, Public Housing Manager, and Katherine Keller, Housing Choice Voucher Manager on identifying families that income qualify at the properties and move forward with the project base offer.

**6. COMMUNICATIONS**



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None.

**7. REPORTS/ITEMS FROM COMMISSIONERS**

None.

**8. COMMITTEE REPORTS**

**A. Personnel Committee**

The committee met on October 28, 2020 and D'Jon suggested that the committee meet with staff to include their feedback and input in the evaluation for the Executive Director. The committee will be meeting with staff on December 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> for one on one interviews which will be confidential. Commissioner Hamm will send a memo to LHA staff for them to sign up for the interviews and D'Jon will post the sign up sheet in the clubhouse for staff to complete. The committee will have a follow up meeting on December 14, 2020 to discuss the interviews held with staff.

**9. ADJOURNMENT**

The board meeting adjourned at 6:55 p.m.