



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, February 10, 2021-5:30 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 Matthew Graves, and Commissioners Marty McFadden, Karen Hutchinson, and Christine Stuart. Commissioner Maureen Hamm had 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: January 13, 2021.

A motion was made by Vice-Chairperson Graves to approve the board meeting minutes of January 13, 2021. Chairperson Palajac seconded the motion and it passed with a vote of 4 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Matthew Graves	X		
Christine Stuart	X		
Marty McFadden	X		
Karen Hutchinson			X

3. PUBLIC COMMENT

None.

4. CLOSED SESSION

A. Executive Director Annual Evaluation

Closed Session commenced at 5:36 p.m. and adjourned at 6:00 p.m.

A report out from the closed session are objectives for the Executive Director for calendar year 2021. D’Jon’s objectives are the Leahy voluntary conversion, Bluebell apartment renovations, project basing units at Bluebell, Las Posadas, and Chestnut, leasing the new Mainstream vouchers, and increasing the allotment of voucher overall.

5. STAFF REPORTS

A. Report from the Executive Director

There were 4 housing choice vouchers issued in January and the success rate increased from 85% to 88% for the month of December.

The tenant living in the transitional unit in Bluebell vacated after receiving extensions to stay and one tenant in the market rate building transferred to one of the newly renovated unit.

Tenant accounts receivables are at 90.56% across the 4 properties. The eviction moratorium for non-payment of rent has been extended through June 30, 2021.



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
www.livermoreha.org

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

The HCV waiting list was open for Mainstream vouchers. The cap on the waiting list placement was for 500 applicants and there was a total of 510 received which were all placed. The HCV team is working with Alameda County for the 25 set aside Mainstream referrals. There has been a discussion surrounding using the CARES money received by HUD to provide assistance with security deposits for the Mainstream applicants searching.

Chairperson Palajac inquired what the status of the HCV waiting list purge is and the number of responses received. D'Jon advised there were 700 responses received through the website and 400 received via mail. The new waiting will consist of the 1,100 from the existing list along with the 510 added for Mainstream. The previous waiting list had 13,000 applicants. Commissioner Hutchinson inquired how frequently we will conduct purges going forward. D'Jon advised the new waiting list platform allows for periodic check-ins with the applicants and will request updates to the applications on a regular basis.

D'Jon advised that second interviews are scheduled for the Administrative Clerk position, interviews are taking place the following day and the panel will consist of D'Jon, Diana, and Kathy. There will be two offers made, one for Public Housing to backfill Monica's position and one for HCV to provide support to the department.

There is a Leahy resident meeting scheduled for the upcoming Friday and agenda items will be construction update, feedback on what work residents want done at the property, update on office hours, COVID prevention and vaccines, Clubhouse update, and Leahy conversion. Commissioner Hutchinson inquired if a survey will be given to residents to collect the data. D'Jon advised there was a survey issued to all residents prior to the start of the work at Leahy and the two major asks were creating parking spaces and renovating the inside of their units. Notes will be taken from the meeting to keep track of the needs.

To date there has been \$2,036,000 paid out and a pending amount of \$364,000. The pending items are security monitors, exterior cameras with solar panels and lights, and the motor for the gate entering the employee parking and maintenance shop. Confirmation was received for the ESA Cam rebate program that \$70,000 will be issued to LHA for windows, lighting, thermostats, and refrigerator.

D'Jon advised that Diana identified households that would income qualify to have a project based voucher at the LHA owned below market properties. There are 5 families at Chestnut, 4 families at Las Posadas, and 14 families at Bluebell. We will be reaching out to the families that qualify and educate them on the program and offer the project based voucher to them.

6. COMMUNICATIONS

Commissioner Stuart went over the objectives and goals for the Executive Director. Previously there was no documentation outlining the process for setting the objectives, and the timing of reviewing the objectives and how they have been achieved.

Commissioner Stuart offered to Monica that she is happy to assist with creating signs for the mission vision and values to be displayed at the office. Monica let Commissioner Stuart know she would send her an email to connect.



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
www.livermoreha.org

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

Chairperson Palajac notified the Board there are committees that need to be addressed and each committee has 3 standing members and 1 alternate. Chairperson Palajac requested that commissioners think on which committee they would like to be apart of as they will be decided at the next meeting. Commissioner Hutchinson inquired if there are written descriptions for each committee and D'Jon advised there is a brief description that will be provided in the new by-laws being sent out within the next couple of days.

7. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac informed the Board he attended a PHADA conference and encouraged the commissioners to attend the future conferences because it provided great information. He also stated that he would like to share the documents with the Board and D'Jon advised that he will share the materials in the Dropbox for other commissioners to review.

8. COMMITTEE REPORTS

A. Strategic Planning

Committee met and discussed the physical needs assessment conducted in 2015 for Bluebell apartments. It was identified the exteriors of 1057 and roofing for other buildings were the first priorities that need to be addressed. Once 1057 is addressed the market rents can be adjusted and work can be done on the other buildings with the additional revenue.

9. ADJOURNMENT

The board meeting adjourned at 7:09 p.m.