



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, March 10, 2021-5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:30 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Matthew Graves, and Commissioners Marty McFadden, Karen Hutchinson, Christine Stuart, and Maureen Hamm. Present from LHA were Executive Director D’Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: February 10, 2021 and Special Board meeting of February 17, 2021.

A motion was made by Commissioner Hamm to approve the board meeting minutes of February 10, 2021. Commissioner Hutchinson seconded the motion and it passed with a vote of 5 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		
Maureen Hamm			X

A motion was made by Commissioner Hamm to approve the board meeting minutes of February 17, 2021. Commissioner Stuart seconded the motion and it passed with a vote of 5 ayes.

<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		
Maureen Hamm	X		

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Board of Commissioners Committee Appointments

Commissioners discussed Committees and selected members for each as follows:

Executive Committee:

Mark Palajac (Chair), Matt Graves, Karen Hutchinson, Maureen Hamm (Alternate)



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Finance Committee:

Mark Palajac (Chair), Matt Graves, Marty McFadden, Maureen Hamm (Alternate)

Personnel Committee:

Chris Stuart (Chair), Mark Palajac, Karen Hutchinson, Maureen Hamm (Alternate)

Audit Committee:

Mark Palajac (Chair), Matt Graves, Karen Hutchinson, Marty McFadden (Alternate)

Strategic Planning Committee:

Matt Graves (Chair), Chris Stuart, Maureen Hamm, Mark Palajac (Alternate)

Policies Committee:

Karen Hutchinson (Chair), Mark Palajac, Empty Slot, Chris Stuart (Alternate)

5. STAFF REPORTS

A. Report from the Executive Director

There were 3 housing choice vouchers issued in January and the success rate increased from 85% to 87% from January to February.

D'Jon included a new section in the monthly report at Chairperson Palajac's request, that gives a breakdown of the vouchers leased by voucher type. D'Jon encouraged the commissioners to let him know if there's data they would like to see included in the monthly report going forward.

There are six (6) voucher types currently, Homeownership (2), Mainstream (0), Port-Ins (8), Project-Based (55), Tenant Based (465), and VASH (8) totaling 538 vouchers currently leased. In the month of February 2021 Housing Assistance Payments (HAP) HAP totaled \$816,559.

Commissioner Hamm inquired how Homeownership vouchers work and D'Jon advised that participants were able to purchase a below market home and continue to pay 30% of their income towards their mortgage and the housing authority pays the difference directly to the participant.

Tenant accounts receivables increased to 101% across the 4 properties. Recently the White House Administration passed a new federal relief bill called the American Rescue Plan Act which will focus on housing the homeless and preventing homelessness for those currently housed. The County of Alameda will administer the funds to provide money to tenants who have been impacted by COVID-19 and are behind in rent payments. LHA will work with residents currently in arrears to apply for the funds and become current.

Additionally, the American Rescue Plan will make available emergency vouchers that will be administered by the County. Under the bill there is a total of \$27.4 billion, and \$60 million is available to the County of Alameda.

Two new Administrative Clerks will be started on March 15th, one for HCV and the other for PH.



D'Jon sent a list of what he would like to include in the Executive Director objectives for calendar year 2021. The Board should review the list and send any edits/additions back to D'Jon who will compile and provide to Chris as the Chair of the personnel committee to get them finalized.

D'Jon advised the Board he will be presenting to the City Council during the March 22nd meeting, providing an update on what the housing authority has done over the last year and future plans.

D'Jon advised a contract for legal services was signed with Bill Ford. The second firm, Burnham and Brown did not provide the accurate insurance information and once received a contract will be signed with them.

D'Jon advised the Board over the last month there was unexpected work that came up at Las Posadas. Initially a tenant submitted a work order request for the shower faucet leaking which was replaced. Another work order was opened for continued leaking and suspected mold. Following the report of suspected mold, Diana contacted a specialist to test, and mold was found to be present in the halls and entering neighboring units. The mold was then abated and retested. During the time of work being done on the bathrooms of the effected units, there was a sewer back up which caused sewage to enter 4 units. Following the back up the plumber inspected the pipes with a camera and found tree roots blocking 80% of the pipes and advised it will happen again until the pipes are replaced, and the tree is removed. To date there has been \$30,000 expended on the repairs and one quote for the pipes came in at \$10,000 with two other quotes pending.

6. COMMUNICATIONS

None.

7. REPORTS/ITEMS FROM COMMISSIONERS

Chairperson Palajac informed the Board he spoke with Charla Freckman, Director of Human Resources with HACA who assists LHA with HR needs. Charla is assisting with the salary survey for an increase in pay for the Executive Director. Once received it will go to the personnel committee for review then to the Board for final review.

8. COMMITTEE REPORTS

None.

9. ADJOURNMENT

The board meeting adjourned at 6:52 p.m.