



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
 3203 LEAHY WAY
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, April 14, 2021-5:30 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 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: March 10, 2021.

A motion was made by Commissioner McFadden to approve the board meeting minutes of March 10, 2021. Commissioner Stuart seconded the motion and it passed with a vote of 5 ayes. Vice-Chairperson Graves was absent during the vote.

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

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Resolution 2021-04-14-A – Authorization of Leahy Square Section 22 Conversion

As a requirement of the Section 22 application there must be an accompanying resolution signifying the Board of Commissioners is in agreement to dissolve Public Housing and convert Leahy Square to Project-Based/Market Rate housing. LHA has engaged with residents via newsletters, mailers, and a resident meeting. There will be another resident meeting solely to discuss the conversion, scheduled for Thursday April 22nd where HUD will be in attendance.

Along with the resolution, the application packet must also include letters of support from local government officials, a future use plan, environmental review, and a property appraisal. D’Jon is currently working on the future use plan which will be shared with the Board for review and an appraisal is being completed by Valbridge Property Advisors. Once the packet is complete D’Jon will share with EJP consulting group for input and suggestions on edits. Once the draft is finalized it will be sent to the local HUD field office for a courtesy review and comments prior to online submittal through HUD’s Special Application Center.

Chairperson Palajac inquired on the timeline for review, submittal, and approval. D’Jon advised the application and review process should be completed within 2 months, once submitted to HUD they have a turnaround time of 90-Days.



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Chairperson Palajac inquired how well attended the first resident meeting was and if we received any feedback following the meeting. D’Jon advised there were around 30 residents who attended the virtual meeting and following the meeting there have been inquiries regarding the conversion from residents who were not in attendance. There has been excitement from the residents on the improvements at the property within the last year and what is to come after the conversion.

Commissioner Hutchinson inquired if presentation materials for the upcoming resident meeting would be included with the invitation flyer. D’Jon advised there will be a PowerPoint presentation printed and posted to each household prior to the meeting.

A motion was made by Chairperson Palajac to approve Resolution 2021-04-14-A. Commissioner Hutchinson seconded the motion and it passed with a vote of 5 ayes. Vice-Chairperson Graves was absent during the vote.

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

5. STAFF REPORTS

A. Report from the Executive Director

There were 12 housing choice vouchers issued in January and the success rate decreased from 87% to 74% from February to March. A decrease in success rate always happens as a result of a large number of new vouchers being issued.

There are six (6) voucher types currently, Homeownership (2), Mainstream (0), Port-Ins (8), Project-Based (55), Tenant Based (470), and VASH (8) totaling 543 vouchers currently leased. In the month of March 2021 Housing Assistance Payments (HAP) HAP totaled \$826,533.

Commissioner Hutchinson inquired about the total number of VASH vouchers allotted to LHA. D’Jon advised the total amount is 14 and referrals come directly from the Veteran’s Affairs (VA) office. HCV Manager Kathy is proactive with connecting potential applicants with the VA when she is aware of their veteran status. D’Jon coordinated a meeting between the VA and housing providers across the Tri-Valley in an effort to increase the VASH lease up but a major hurdle is the VA being understaffed and not being able to meet the need. Commissioner Hutchinson inquired if LHA has a liaison who is able to work directly with the VA on increasing lease up. D’Jon advised that aside from himself and Kathy there is not anyone else at LHA who coordinates with the VA.

The overall occupancy rate is 96% with 3 vacancies at Leahy and 4 at Bluebell. Chairperson Palajac expressed concern with the vacancies at Bluebell and inquired if all 4 vacancies were the refurbished units and if the difficulty in leasing is due to the higher rental amount. D’Jon advised that 3 of the 4 vacancies are for refurbished units and 1 is for a transitional unit. There has been



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difficulty in applicants completing the process but not a lack of interest. Diana has had many showings and applicants either lease elsewhere or go through and do not meet the eligibility requirements. The rent was recently reduced from \$2,500 to \$2,140 to be in line with allowable rent through the HCV program. There was also a recent move-in, making the total vacancies for the month of April to 3 instead of 4.

A letter was sent to 8 residents at Bluebell who income qualifies to be on the HCV program through the project-based program. The letter provided information on the HCV program and invited those interested to complete the packet and return to the office. Once the packets are returned LHA can proceed with qualifying the households and applying the vouchers to the units.

Tenant accounts receivables are at 100% across the 4 properties. Alameda County hosted a webinar to discuss the American Rescue Plan Act and how the application process was going to be administered. The County is allowing housing providers to submit bulk application on behalf of all residents who are in arrears instead of requiring individual applications from the residents. Diana and Monica are working together to submit the application.

D'Jon advised within the coming months there are plans to do a wait list opening for a project-based list. Currently the HCV department is pulling applicants from the tenant-based waiting list which does not provide all the information needed to determine if the household meets the criteria for the available project-based unit. Having a separate waiting list for each bedroom size would save staff time on filling vacant units.

Chairperson Palajac inquired on the status of the rehabilitation at Leahy and outstanding items. D'Jon advised that all the lights and associated solar panels for lighting have been installed and are working properly. The outstanding items currently are installation of a few cameras and a large solar panel positioned at the rear entrance of the property. Initially the panel was to be housed atop a 20' pole but it was determined to be too high and dangerous in terms of winds and a new 6' pole was installed without notification. After the installation of the 6' pole, REDS suggested installing a fence around the panel and battery box to avoid tampering or vandalism with the equipment being so low to the ground. D'Jon advised he was not interested in installing a fence and was trying to determine an alternative. Chairperson Palajac scheduled a time to stop by and walk the site with D'Jon to come up with a solution.

Commissioner Hutchinson inquired what the outstanding work for the vacant Bluebell units is. Diana advised that 1045 Bluebell #3, and 1053 Bluebell #4 had asbestos removed this week and will need to be cleaned and have minor items updated before a new transitional resident can move in. All market rate units are ready for move-in.

6. COMMUNICATIONS

Chairperson Palajac advised he contacted Charla Freckman, Director of Human Resources with HACA who assists LHA with HR needs and requested assistance with a salary survey for the Executive Director position. Charla informed Chairperson Palajac that HACA is in the process of using a consultant for their salary structure and LHA could piggyback off the same contract and pay a prorated cost for our needs.



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7. REPORTS/ITEMS FROM COMMISSIONERS

Commissioner Stuart inquired if LHA has explored administering COVID-19 vaccinations at Leahy Square, like the flu shots that were given in 2020. D'Jon advised that City Manager, Marc Roberts sent over information for free vaccines being administered by the City and the sign up information was distributed to all residents.

8. COMMITTEE REPORTS

A. Audit Committee

The committee met with JRB Accountancy to review the FY 20 audit report draft and provided the accountant, John with edits to the draft report. Once the edits are complete, John will send a second draft for review and once approved the report will be submitted to HUD.

9. ADJOURNMENT

The board meeting adjourned at 7:00 p.m.