



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, May 12, 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, 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: April 14, 2021.

A motion was made by Vice-Chairperson Graves to approve the board meeting minutes of April 14, 2021. Commissioner McFadden seconded the motion and it passed with a vote of 5 ayes. Commissioner Hamm 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		
Matthew Graves	X		

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Resolution 2021-05-12-A – Adding Maintenance On-Call & Stand-By Pay to Personnel Policy

Currently the maintenance staff receive on-call pay at a rate of 1 x ½ the normal pay when responding to after hours emergency work order calls, although not written in the personnel policy. Stand-By pay is not currently being paid to the maintenance staff when having to remain available overnight and on weekends when on-call.

The amendment to the policy would allow for a flat weekly rate when on stand-by. D’Jon contacted neighboring housing authorities to determine who has stand-by and the amounts. All housing authorities contacted do have a policy that allows for stand-by pay with amounts varying from \$250-\$590 a week. The proposed weekly amount for LHA is \$300 and would alternate between the 2 maintenance technicians for the week they are on stand-by.

Chairperson Palajac commented that stand-by pay is very appropriate and the maintenance technicians being on-call provides a benefit to the housing authority and because the employees are required to be on stand-by they should be compensated. Vice-Chairperson Graves echoed the comments by Chairperson Palajac.



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A motion was made by Chairperson Palajac to approve Resolution 2021-05-12-A. Vice-Chairperson Graves seconded the motion and it passed with a vote of 5 ayes. Commissioner Hamm 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		
Matthew Graves	X		

B. Upcoming FY22 Budget

D’Jon advised that he would be working on the FY22 budget for LHA and wanted some feedback from the Board if they had any items, they would like addressed in the budget. D’Jon also advised there will need to be a Personnel Committee meeting to discuss suggested COLA increases for the next fiscal year and CalPERS allocations. Once the Personnel Committee approves the COLA and CalPERS there will be a Finance Committee meeting to review the entire budget, make any edits and suggest approval to the full Board once edits are made.

D’Jon also advised he and Mark discussed how best to address the Leahy conversion, and project-based units at Bluebell in the budget and decided to adopt a budget that did not include the additional revenue from the conversion and project-based units but make an alternate budget projecting what it would be with the additional revenues.

Chairperson Palajac added that he would like to see an overlay on the revenue side for the Leahy conversion and project-based units at Bluebell and later into the fiscal year the budget can be revised once the conversion is completed.

5. STAFF REPORTS

A. Report from the Executive Director

There was 1 housing choice voucher issued in April and the success rate decreased from 74% to 68%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (0), Port-Ins (7), Project-Based (55), Tenant Based (465), and VASH (8) totaling 543 vouchers currently leased. In the month of April 2021 Housing Assistance Payments (HAP) HAP totaled \$821,552.

The overall occupancy rate increased to 97% with 1 move-in for Bluebell and 1 move-in for Leahy, leaving 3 vacancies at Bluebell and 2 at Leahy. There is a move-in scheduled for Bluebell on June 1st and Sophia is working with applicants from the Public Housing waiting list to fill the vacant Leahy units.

D’Jon advised that HUD announced the waivers offered at the beginning of the COVID-19 Pandemic have been extended through December 31, 2021 (previously set to expired June 30, 2021). Some of the waivers that LHA adopted included: not conducting annual and initial inspections, SEMAP and



PHAS scoring, community service for public housing residents, etc. D'Jon will update the notice issued in April 2020, outlining the waivers adopted along with the new expiration dates.

D'Jon advised he had a call with Matt Cooper of Fremont Bank to discuss the loan for Bluebell and Matt expects to have the loan services by the end of June. D'Jon is working on updated quotes from the Wright Brothers on the cost to complete the work at Bluebell and once received will schedule a meeting with Fremont and Chairperson Palajac to discuss the loan amount. D'Jon also had a call with the City of Livermore to discuss the transitional units and wanting to project-base those units which would cause LHA to be out of compliance with the one-year time limit following the initial contract execution, but in the long run will benefit the residents and LHA. The City of Livermore was onboard with the amendment.

D'Jon advised that within the past week there was a vehicle that ran into the front of a unit at Bluebell causing damage to the property. Diana is working with the insurance company to cover the costs and the Wright Brothers will also provide a quote for the repairs while onsite to update the other quotes.

D'Jon will be sending the draft Leahy conversion application packet within the next day for Board review and any suggested edits and will also send to EJP consulting for review and comment prior to sending to the local HUD field office for a courtesy review.

6. COMMUNICATIONS

Chairperson Palajac received the contact information for the consultant working with HACA on the salary structure review and will be reaching out to him to discuss the review of the Executive Director salary range.

Chairperson Palajac stated he has been working with the Equity and Inclusion Committee with the City of Livermore and during a presentation by Eric Uranga it was mentioned that the housing authority has provided project-based vouchers for new projects within the City and Eric was effusive in stating LHA's participation was critical in making the project financially viable.

Chairperson Palajac advised that the auditor submitted the revised FY21 draft which included the comments by the Audit Committee and would now be submitted to HUD no later than June 30, 2021.

Chairperson Palajac encouraged everyone to attend the City Council meeting on Monday June 24th at 7p.m. and speak out in support (for those in favor) of the Downtown Livermore project.

7. REPORTS/ITEMS FROM COMMISSIONERS

D'Jon advised there was a new application submitted for the vacant commissioner slot and the applicant should be chosen and in place by the next BOC meeting.

8. COMMITTEE REPORTS

A. Personnel Committee

Nothing to report.



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9. ADJOURNMENT

The board meeting adjourned at 6:40 p.m.