



**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, July 14, 2021-5:30 p.m.

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

The meeting was called to order at 5:32 p.m. by Chairperson Mark Palajac. Also present were, Vice-Chairperson Matthew Graves, and Commissioners Karen Hutchinson, Heather Casey, Maureen Hamm, and Christine Stuart. Present from LHA were Executive Director D’Jon Scott-Miller, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: June 9, 2021.**

A motion was made by Commissioner Hamm to approve the board meeting minutes of June 9, 2021. Vice-Chairperson Graves seconded the motion and it passed with a vote of 4 ayes and 1 abstention. Commissioner Hutchinson was not present during the vote.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Maureen Hamm	X		
Heather Casey	X		
Matthew Graves	X		
Christine Stuart			X

**3. PUBLIC COMMENT**

None.

**4. NEW BUSINESS**

**A. Brown Act Overview/Refresher – Burnham and Brown**

Attorney Aimee Hamoy with Burnham and Brown gave the Board of Commissioners an overview of the Brown Act and discussed best practices when conducting meetings and correspondence between members of the Board. Aimee advised that she and D’Jon discussed having a more in depth training session once the vacant position is filled and the new Board member is sworn in.

Aimee advised to beware of having “serial” meetings, which is when a topic may have been discussed at an open meeting and the conversation carries on outside of the meeting between two or more Board members. Chairperson Palajac added that members have to also be careful when sending emails and topics of discussion that could trigger the Brown Act.

**B. In-Person Board Meetings**

The emergency order put in place by Governor Newsome is coming to an end as of September 30, 2021, which would have Board meetings return to in-person meetings. D’Jon wanted to discuss with the Board on whether they wished to return October 2021 or in August/September.

Commissioner Stuart stated she would like to meet in-person as soon as we can. Chairperson Palajac inquired if members would prefer attendees to be masked or not. Commissioner Stuart advised that she is fine with



those vaccinated not being masked. Vice-Chairperson Graves, and Commissioners Hamm, Casey, and Hutchinson all stated they are comfortable returning to in-person meetings for the August 2021 meeting.

## **5. STAFF REPORTS**

### **A. Report from the Executive Director**

There were 4 housing choice vouchers issued in May and the success rate increased from 67% to 71%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (7), Port-Ins (6), Project-Based (56), Tenant Based (456), and VASH (8) totaling 534 vouchers currently leased. In the month of June 2021 Housing Assistance Payments (HAP) HAP totaled \$817,281.

The overall occupancy rate increased to 97.60% with 1 move-in. Tenant Accounts Receivables are overall 91.99% with Las Posadas being lower due to rent credits granted to the tenants who were affected by the mold and sewer backup causing their units to be uninhabitable. Monica and Diana received approximately \$15,000 through the rental assistance program for tenants in arrears.

D'Jon advised there is a Request for Proposals (RFP) currently out for Annual Audit Services with proposals due in by July 21, 2021. D'Jon would like the Audit Committee to be on the review panel for submission scoring and award recommendation.

D'Jon advised the lobby opened back to the public on July 6, 2021. Although Administrative Clerk, Ita Pollard would usually assist visitors when the lobby was officially closed, it is now fully open with the reception window no longer covered. Masks are still required for all visitors regardless of vaccination.

D'Jon advised there will be an implementation for online rent payments, available to those residents who are interested. D'Jon, Diana, Jenny, and Monica had previously met with several vendors to explore online pay options and ultimately decided against it due to the cost being too high, the administrative burden for staff, and costs placed on residents. Recently LHA was contacted by MRI who owns the operating system to discuss their online pay option. Because the online platform is housed with the same software company, the interface is simple and the cost to LHA is less than \$0.99 per resident monthly. Chairperson Palajac expressed concern with the number of residents at Leahy Square who have access to the internet and would benefit from online rent payment options. D'Jon advised that the website is accessible from any smartphone and for the last year there have been tablets and hotspots made available to all residents free of charge but were not utilized. Staff also conducted a study by calling residents and the majority were interested in the option to pay online.

D'Jon advised the Section 22 Streamlined Voluntary Conversion was submitted to the Special Application Center at the end of June. The reviewer responded that the application was received, and a decision should be made within 60-Days.

## **6. COMMUNICATIONS**

None.



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**7. REPORTS/ITEMS FROM COMMISSIONERS**

Commissioner Stuart would like LHA to explore working with the Farmer's Market to provide fresh produce to our locations. Would like to discuss in more detail during next month's meeting and will do research beforehand.

**8. COMMITTEE REPORTS**

None.

**9. ADJOURNMENT**

The board meeting adjourned at 6:38 p.m.