



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, August 11, 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, Commissioners Karen Hutchinson, Heather Casey, Maureen Hamm, and Christine Stuart. Vice-Chairperson Matthew Graves had an excused absence. 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: July 14, 2021.

A motion was made by Commissioner Stuart to approve the board meeting minutes of July 14, 2021. Commissioner Hamm 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		
Maureen Hamm	X		
Heather Casey	X		
Karen Hutchinson	X		
Christine Stuart	X		

3. PUBLIC COMMENT

None.

4. STAFF REPORTS

A. Report from the Executive Director

There were 7 housing choice vouchers issued in July and the success rate increased from 71% to 72%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (12), Port-Ins (6), Project-Based (57), Tenant Based (441), and VASH (8) totaling 525 vouchers currently leased. In the month of July 2021 Housing Assistance Payments (HAP) HAP totaled \$793,298.

The overall occupancy rate increased to 98.20% with 1 move-in. Tenant Accounts Receivables are overall 105.63%. We received funds from ERAP for residents that were in arrears and have been brought current. Commissioner Hamm inquired where LHA stands with the eviction moratorium coming to an end. D’Jon advised that for all tenants in arrears we have been working with them to submit ERAP applications, however when the moratorium does end, we will work with tenants to set up repayment agreements to retain their housing and repay LHA.

D’Jon advised that in the coming months the HCV department will recommence annual Housing Quality Standard (HQS) inspections. HUD waivers have allowed for the inspections to be foregone due to the Pandemic through December 31, 2021 and require LHA to be caught up on all inspections by June 30, 2022. Chairperson Palajac inquired if these are the inspections completed



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by a third party contractor. D'Jon advised that yes, the annual HQS inspections are completed by Sterling, while Kathy conducts the initial and quality control HQS inspections.

D'Jon advised the Section 22 Streamlined Voluntary Conversion submitted to the Special Application Center in June is still under review. The reviewer contacted D'Jon and requested a copy of the property appraisal along with the impact analysis narrative which were both sent over immediately.

D'Jon advised the Project Based Voucher (PBV) contract for Bluebell has been made effective August 1, 2021 for five (5) units total. Initially there were seven (7) units identified who income qualified for the program, however one was over-housed and did not qualify for a two-bedroom voucher and the second has an ineligible non-citizen in the household which would have increased their rent by over \$600 causing them to decline the voucher offer.

D'Jon advised that the Annual Audit Services RFP deadline has been extended by 30-days due to low response and only receiving two (2) proposals. Monica is now conducting extensive outreach to auditors who are working with other housing authorities across Northern California to encourage them to submit proposals.

Commissioner Hamm inquired on the status of the loan with Fremont Bank and renovations for Bluebell Apartments. D'Jon advised that Fremont Bank was waiting on confirmation of the PBV unit contract to determine how high of a loan can be serviced. Once the contract was completed the documents were sent over and it is being submitted to underwriting for review.

D'Jon advised HUD released an opportunity to apply for additional Veterans Affairs Supportive Housing (VASH) vouchers with an application due date of August 31, 2021. D'Jon contacted the VA for a letter of support and also spoke with them to discuss ways to increase leasing of the VASH program. In a previous discussion the VA stated it was difficult to get veterans to relocate to the city of Livermore when their roots are elsewhere in the Bay Area. An idea D'Jon had was to allow the veterans to immediately port their vouchers out of Livermore to the jurisdiction where they have support and have an agreement with the receiving housing authority that they will administer and not absorb the voucher, that way it counts as a part of LHA's VASH program. The VA was willing to try this approach to get the vouchers leased. Commissioner Hutchinson advised there is a VA hospital in Livermore which are few and far in-between.

D'Jon advised that during a meeting with the city advisory boards it was discussed that the City Council has made the decision to switch from summary meeting minutes to action item meeting minutes which only goes over items that had a vote. A request was made that all commissions switch to action meeting minutes for uniformity and D'Jon wants to get the Board's thoughts on how they wish to receive meeting minutes going forward. Commissioner Stuart inquired if there can be a mix between the two where you have a summary and, in the beginning, or end of the minutes there is a separate action section. Commissioner Hutchinson stated she prefers action item minutes as that is what she is used to, and it is straight to the point. Commissioner Hamm stated she is not familiar with action item minutes and how they differ significantly from the summary meeting minutes. Chairperson Palajac stated that action item meeting minutes would focus on



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items that required an action and he would like to keep the summary style but would be open to having the action items included separately.

5. COMMUNICATIONS

Chairperson Palajac stated that he spoke with consultant Doug Johnson who is conducting the salary study for the Executive Director and indicated he is approximately two weeks out from completion. Chairperson Palajac also informed the Board he will be out of town for a little over a month and not present at the September and October Board meetings.

6. REPORTS/ITEMS FROM COMMISSIONERS

None.

7. COMMITTEE REPORTS

None.

8. ADJOURNMENT

The board meeting adjourned at 7:05 p.m.