



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
 3203 LEAHY WAY
 LIVERMORE, CALIFORNIA 94550
 www.livermoreha.org

Phone: (925) 447-3600
 Fax: (925) 447-0942
 TDD/TTY (800) 545-1833 x917

BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, November 10, 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, Commissioners Maureen Hamm, Charanjit Walia, and Karen Hutchinson. Commissioners Christine Stuart and Heather Casey had excused absences. Vice-Chairperson Matthew Graves was absent. 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: September 8, 2021, and October 13, 2021.

A motion was made by Commissioner Hamm to approve the board meeting minutes of September 8, 2021. Commissioner Hutchinson seconded the motion and it passed with a vote of 2 ayes and 2 abstentions.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac			X
Maureen Hamm	X		
Karen Hutchinson	X		
Charanjit Walia			X

A motion was made by Commissioner Hamm to approve the board meeting minutes of October 13, 2021. Commissioner Hutchinson seconded the motion and it passed with a vote of 2 ayes and 3 abstentions.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac			X
Maureen Hamm	X		
Karen Hutchinson			X
Charanjit Walia			X

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Resolution 2021-11-10-A – Annual Audit Services RFP Contract Award

D’Jon advised that LHA has been in contract with JRB Accountancy who has been conducting the mandatory annual financial audit and whose contract expired. A Request for Proposals (RFP) was issued on June 16, 2021 with a close date of July 21, 2021. Following the closure of the RFP there were only 2 responses received which prompted Monica to extend the closure to August 25, 2021 and conduct an extensive outreach to accounting firms. Following the second closure there were 5 responses received timely and 1 that was submitted after the deadline and thereby rejected.



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
 3203 LEAHY WAY
 LIVERMORE, CALIFORNIA 94550
 www.livermoreha.org

Phone: (925) 447-3600
 Fax: (925) 447-0942
 TDD/TTY (800) 545-1833 x917

A panel was convened to review the proposals which consisted of D’Jon, Jenny, Commissioner Hutchinson, Chairperson Palajac, and Vice-Chairperson Graves. Of the proposals received, Smith Marion & Co. CPAs were the highest ranked proposer and therefore D’Jon is seeking approval to enter into a contract for an initial term of 1 year with 4 additional extension options.

Commissioner Walia inquired if the current budget supported the cost of the contract. D’Jon advised that the FY21-22 does support the cost of the contract and while drafting the budget an increase in the overall audit cost was factored in as LHA intended to expand the scope of the audit from just a financial audit to an audit of HUD program compliance.

A motion was made by Chairperson Palajac to approve Resolution 2021-11-10-A. Commissioner Walia seconded the motion and it passed with a vote of 4 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Maureen Hamm	X		
Karen Hutchinson	X		
Charanjit Walia	X		

5. CLOSED SESSION

A. Personnel Matters

D’Jon presented **Resolution 2021-11-10-B – Resolution Authorizing Prepayment for CalPERS Employer Paid Member Contributions**. D’Jon advised that LHA has \$155,000 in unspent CARES Act funding that has to be spent by December 31, 2021 or be returned to HUD. An allowable use of the funds are any operation expenses for which LHA would use Administrative Fees to pay. LHA currently has a balance of \$79,940 in unfunded liabilities for FY21 and a projected liability of \$212,232 for FY22. Prepaying the pension liabilities saves LHA in associated fees.

A motion was made by Commissioner Hamm to approve Resolution 2021-11-10-B. Commissioner Hutchinson seconded the motion and it passed with a vote of 4 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Maureen Hamm	X		
Karen Hutchinson	X		
Charanjit Walia	X		

Closed session ended at 6:04 p.m.

6. STAFF REPORTS

A. Report from the Executive Director

There were 2 housing choice vouchers issued in October and the success rate increased from 70% to 71%.



HOUSING AUTHORITY OF THE CITY OF LIVERMORE

3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
www.livermoreha.org

Phone: (925) 447-3600
Fax: (925) 447-0942
TDD/TTY (800) 545-1833 x917

There are six (6) voucher types currently, Homeownership (1), Mainstream (16), Port-Ins (5), Project-Based (63), Tenant Based (413), and VASH (8) totaling 506 vouchers currently leased. In the month of October 2021 Housing Assistance Payments (HAP) HAP totaled \$760,834.

D'Jon provided an update on VASH vouchers, as discussed at a previous meeting there was a conversion with the VA to allow applicants to port out of Livermore and utilize their voucher in another jurisdiction without having that receiving housing authority absorb their voucher. D'Jon was contacted by the VA who advised they have 5 veterans who would like to port to Alameda County and the housing authority has agreed to bill LHA for the vouchers. There were 2 VASH vouchers issued in October, and they are searching in Alameda County.

The overall occupancy rate remains 98.80% with 1 move-in. Tenant Accounts Receivables are overall 105.33%.

Annual reexaminations for HCV and Public Housing are up to date with Interim reexaminations being processed throughout the month. Work orders continue to be addressed and closed timely.

D'Jon advised he reached out to the HUD representative who is reviewing the Section 22 Streamlined Voluntary Conversion application for an update on the status of the application. The rep advised that the application is currently under review by the Office of Fair Housing and Equal Opportunity (FHEO) and once he receives their "OK" he can complete his review.

D'Jon advised that the waiting list for Avance apartments will be opening soon. The project is owned and managed by MidPen and located on First Street across from Safeway/Lowes. The site will consist of 45 total units ranging from 0-1 bedroom units and 25 of the 45 units will be project based. To qualify for the units the residents must have a developmental disability and be referred by the Regional Center. MidPen will handle the waiting list opening and ongoing management. The waiting list will open on November 29, 2021 and close on December 20, 2021. Move ins are expected to happen in June/July 2022.

D'Jon provided an update on the Homekey project and advised that there were discussions of doing rehab of the affordable units located at Bluebell, Chestnut and Las Posadas, however after further review, it was ruled out due to the displacement of low-income residents to house future residents. LHA intends to submit a joint application with the City of Livermore to purchase rent restrictions of Leahy Square units that are vacated post conversion.

D'Jon advised that Las Posadas had water intrusion from the roof and the window. There have been quotes received in the amounts of \$105,536, \$91,520, and \$49,140. We may conduct a full bid process to receive detailed bids for review as it may end up being higher once the work begins.

7. COMMUNICATIONS

Chairperson Palajac advised that he received the draft of the Executive Director salary structure from the consultant working with HACA. A personnel committee meeting will be scheduled to discuss and have a closed session during the December meeting for board review and approval.

8. REPORTS/ITEMS FROM COMMISSIONERS



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
www.livermoreha.org

Phone: (925) 447-3600
Fax: (925) 447-0942
TDD/TTY (800) 545-1833 x917

None.

9. COMMITTEE REPORTS

None.

10. ADJOURNMENT

The board meeting adjourned at 6:45 p.m.