



**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, December 8, 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, Vice-Chairperson Matthew Graves, Commissioners Charanjit Walia, Christine Stuart and Heather Casey. Commissioners Karen Hutchinson, and Maureen Hamm had excused absences. Present from LHA were Executive Director D’Jon Scott-Miller, Public Housing Manager Diana Thomas, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: November 10, 2021.**

A motion was made by Vice-Chairperson Graves to approve the board meeting minutes of November 10, 2021. Commissioner Stuart 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		
Matthew Graves			X
Christine Stuart			X
Charanjit Walia	X		
Heather Casey			X

**3. PUBLIC COMMENT**

None.

**4. CLOSED SESSION**

**A. Executive Director Salary Structure**

Closed session began at 5:34 p.m. and ended at 6:24 p.m. No reports out.

**5. STAFF REPORTS**

**A. Report from the Executive Director**

There were 9 housing choice vouchers issued in November and the success rate decreased from 71% to 62%. Through December 31, 2021 LHA will be utilizing CARES Act funds to assist voucher holders with their security deposits.

There are six (6) voucher types currently, Homeownership (1), Mainstream (16), Port-Ins (5), Project-Based (62), Tenant Based (411), and VASH (8) totaling 503 vouchers currently leased. In the month of November 2021 Housing Assistance Payments (HAP) totaled \$768,134.

The overall occupancy rate remains 98.80%. There are two vacancies at Bluebell Apartments, one in a market rate building, and one in a below market rate building. D’Jon intends to transfer an existing tenant into the renovated unit(s) once completed, then renovate the newly vacant unit(s), and continue until all units have been renovated, without needing to temporarily displace residents. Tenant Accounts Receivables are 93.35% overall. Diana submitted additional applications to ERAP



**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

for rental assistance for residents currently in arrears. Within the last day LHA received two checks from ERAP, one in the amount of \$7,000 and the second for \$12,000.

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.

HCV has restarted annual Housing Quality Standards (HQS) inspections, which were halted in March 2020 due to COVID-19. HUD allowed housing authorities to waive HQS inspections through December 31, 2021 and require that any outstanding annuals due in 2020 be completed by June 30, 2022, and inspections due in 2021 be completed by December 31, 2022. LHA is on track to meet the required deadline.

A survey was posted to Leahy residents, requesting a response by December 10, 2021. The survey is to get an idea of how many residents may want to move out of Leahy with their tenant protection voucher post conversion. The information will be useful with the Homekey application to the State of California, in partnership with the City of Livermore to purchase rent covenants on vacant Leahy units. To date, 41 surveys have been returned and 7 of the residents intend to move.

D'Jon provided an update on the loan process for Bluebell Apartments and advised there were two property inspections conducted within the last week, one was environmental and the second was for appraisal. Fremont Bank also advised there are liens showing against the property from the early 90's and D'Jon has reached out to the City of Livermore to assist in determining if they are true liens or if they should be cleared.

## **6. COMMUNICATIONS**

Chairperson Palajac advised that the National Association of Housing and Redevelopment Officials (NAHRO) will not be hosting their annual Northern California conference in Napa for the second year due to COVID-19. Chairperson Palajac encourages all commissioners to attend a conference once they resume.

Chairperson Palajac reminded the Board that during January's regular meeting a new Chair and Vice-Chair will have to be chosen. Due to by-law changes Chairperson Palajac is unable to continue for another term. Committee memberships will also be chosen during the January meeting.

## **7. REPORTS/ITEMS FROM COMMISSIONERS**

None.

## **8. COMMITTEE REPORTS**

None.

## **9. ADJOURNMENT**

The board meeting adjourned at 6:48 p.m.