



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
3203 LEAHY WAY
LIVERMORE, CALIFORNIA 94550
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, January 12, 2022 – 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, Heather Casey, Karen Hutchinson, and Maureen Hamm. 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. ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

A nomination was made by Chairperson Palajac to appoint Commissioner Hutchinson as the new Chairperson. Vice-Chairperson Graves seconded the nomination and it passed with a vote of 7 ayes.

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

A nomination was made by former Chairperson Palajac to appoint himself as Vice-Chairperson. Vice-Chairperson Graves seconded the nomination and it passed with a vote of 7 ayes.

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

3. COMMITTEE APPOINTMENTS

A. Executive Committee

Karen Hutchinson, Mark Palajac, Charanjit Walia, Heather Casey (Alternate)

B. Finance Committee

Mark Palajac, Charanjit Walia

C. Personnel Committee

Mark Palajac, Christine Stuart, Karen Hutchinson, Charanjit Walia (Alternate)



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D. Audit Committee

Karen Hutchinson, Mark Palajac, Christine Stuart

E. By Law Committee

Maureen Hamm, Mark Palajac, Heather Casey

F. Strategic Planning Committee (Ad-Hoc)

Maureen Hamm, Heather Casey, Christine Stuart, Karen Hutchinson (Alternate)

G. Policies Committee (Ad-Hoc)

Maureen Hamm, Karen Hutchinson

4. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: December 8, 2021.

A motion was made by Vice-Chairperson Palajac to approve the board meeting minutes of December 8, 2021. Commissioner Graves seconded the motion and it passed with a vote of 5 ayes and 2 abstentions.

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

5. PUBLIC COMMENT

None.

6. NEW BUSINESS

A. Resolution 2022-01-12-A – Authorization to Contract with Recruiting Firm

Vice-Chairperson Palajac provided background that when the Board was conducting the recruitment for Executive Director in December 2019 and an offer was made to D’Jon that it was disclosed that he owns and operates a consulting business which prompted the Personnel Committee to include language in his employment contract that precluded him from operating his business during normal LHA business hours. Vice-Chairperson Palajac stated that D’Jon has now submitted a resignation notice due to his business growing which will require him to devote time to his company during LHA’s normal business hours.

Vice-Chairperson Palajac further stated that in thinking of strategies on how best to proceed following the submittal of the resignation notice, he believes it would be best to keep D’Jon on as the Executive Director and amend the current contract to allow for him to operate his consulting business as needed. To achieve this and not have LHA suffer in any way, the Personnel Committee would need to meet and establish goals that are to be met throughout the year. The Personnel Committee would meet with D’Jon on a quarterly basis to ensure set goals are being met. If at any time goals are not being met or LHA is suffering for a lack of an Executive Director working



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full-time during normal business hours, remedies will need to be explored which will be spelled out in the amended contract.

Commissioner Stuart stated that she liked the idea and expressed a concern about staff having the adequate access and support of an Executive Director without D’Jon being in the office regularly. Commissioner Hamm echoed the sentiments regarding staff support and stated that LHA’s relationship with the City of Livermore has improved a great deal and although meetings with them may not be frequent, she would like to know if those will still be possible following an amendment to the contract.

D’Jon stated that he can devote at least one day a week in the office and when he is not onsite physically that he will be available to staff via cell phone, email, and video chat while continuing to join various meeting virtually during the week. D’Jon further stated that he meets with the City of Livermore frequently and will continue to do so.

A motion was made by Commissioner Walia to amend Resolution 2022-01-12-A which would allow for the Personnel Committee to meet and negotiate D’Jon’s contract and once agreed by both parties, execute the new contract. Commissioner Stuart seconded the motion and it passed with a vote of 7 ayes.

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

B. Resolution 2022-01-12-B – Approval of Long-Distance Commissioner Travel

D’Jon advised there is an upcoming Nelrod Consortium Annual Conference on April 6, 2022, which will be held in Las Vegas Nevada. D’Jon sent an invitation to all commissioners and there has been interest expressed. LHA’s personnel policy states that any long distance travel by a commissioner must be approved by the Board.

Chairperson Hutchinson inquired what expenses are included, D’Jon advised that LHA would pay for the conference, flight, parking, and daily per diem.

A motion was made by Commissioner Hamm to approve Resolution 2022-01-12-B. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 7 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia	X		
Christine Stuart	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		



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Matthew Graves	X
Maureen Hamm	X

7. STAFF REPORTS

A. Report from the Executive Director

There were 4 housing choice vouchers issued in December and the success rate decreased from 62% to 58%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (20), Port-Ins (6), Project-Based (62), Tenant Based (407), and VASH (7) totaling 503 vouchers currently leased. In the month of December 2021 Housing Assistance Payments (HAP) totaled \$766,057.74.

The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 108% overall. Within the last day LHA received a check from ERAP, in the amount of \$5,000.

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. Housing Quality Standard inspections resumed in December and there were 55 units that passed, 13 that failed, and 2 no-shows.

D’Jon provided an update on the loan process for Bluebell Apartments and advised that the liens showing against the property from the early 90’s are accurate and were applied when LHA purchased the buildings from the City of Livermore. During the purchase there was an interest free loan that will be due in 2025 for a total amount of approximately \$600,000. D’Jon advised that he reached out to the City of Livermore and requested they subordinate on the loan which would allow LHA to proceed with Fremont Bank and they agreed. Vice-Chairperson Palajac would like the City of Livermore to consider allowing the monies to be paid under the loan go into a fund to refurbish Chestnut and Las Posadas.

D’Jon advised that Monica is currently working on issuing Request for Proposals for IT Services, Pest Control, Landscape, and Security.

8. COMMUNICATIONS

Commissioner Graves announced that he is unable to continue on the Board as he is moving of Livermore making him ineligible to participate.

9. REPORTS/ITEMS FROM COMMISSIONERS

None.

10. COMMITTEE REPORTS

None.

11. ADJOURNMENT

The board meeting adjourned at 6:51 p.m.