



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, March 9, 2022 – 5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:31 p.m. by Chairperson Karen Hutchinson. Also present were, Vice-Chairperson Mark Palajac, Commissioners Charanjit Walia, Christine Stuart, Heather Casey, 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. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: February 9, 2022.

Vice-Chairperson had a correction to the meeting minutes on page 3 in the first sentence of the final paragraph to read that he “does not” like the term “employee share”. Commissioner Hamm had a correction the third paragraph on page 2 to read “lien” and not “lean” in reference to Bluebell Apartments.

A motion was made by Vice-Chairperson Palajac to approve the board meeting minutes of February 9, 2022. Commissioner Stuart seconded the motion and it passed with a vote of 5 ayes. Commissioner Casey was not present during this vote.

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

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Resolution 2022-03-09-A – Authorization of Letter of Agreement with City of Livermore

D’Jon advised that as LHA has been working with the City of Livermore for an agreement to subordinate on the Fremont Bank loan for Bluebell Apartments the City Council has to approve the subordination. Fran Reisner drafted a letter which LHA needs to review and edit as needed to go back to the City for final draft.

Vice-Chairperson Palajac does not want 1023 Bluebell included in the letter as it does not have a loan attached to it and the regulatory agreement is set to expire in 2028. He would also like to remove or change the language that the approval would be after construction has commenced as construction could not happen without loan approval and loan approval cannot happen without the subordination. Additionally, the new loan agreements is stating at 3% but the current interest rate is 0%, would like to



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know the reasoning for the increase. D’Jon stated that we will remove the language that LHA will explore the possibility of converting market rate units at Bluebell to affordable units as LHA is not open to that.

A motion was made by Commissioner Hamm to approve Resolution 2022-03-09-A. Commissioner Stuart seconded the motion and it passed with a vote of 5 ayes and 1 abstention.

<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		
Maureen Hamm	X		

B. Resolution 2022-03-09-B – Approval of Management Agreement Between Livermore Housing and Livermore Affordable Housing (Nonprofit)

D’Jon advised that the Executive Committee met on March 3rd and reviewed the existing management agreement which went into effect August 1, 2021. The Committee simplified the existing agreement and removed language that did not need to be included and did not pertain to LHA and the Nonprofit. The Executive Committee is making a recommendation to the Board to approve the amended agreement to go into effect April 1, 2022.

A motion was made by Vice-Chairperson Palajac to approve Resolution 2022-03-09-B. Commissioner Hamm seconded the motion and it passed with a vote of 5 ayes and 1 abstention.

<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		

C. Executive Director CY22 Goals

D’Jon advised that Personnel Committee met on February 23rd to revise the 2022 Executive Director goals and included start and end dates for each goal. The Personnel Committee is making a recommendation to the Board to approve the goals for 2022.

Commissioner Hamm inquired what the meaning of Dependencies is and what a RACI is. Commissioner Stuart would like the language changed surrounding the training goal as it is not clear currently and should rather read “Determine the training plan for new hires and existing staff for the year”.

A motion was made by Commissioner Hamm to approve Resolution 2022-03-09-C. Commissioner Stuart seconded the motion and it passed with a vote of 6 ayes.



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<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. STAFF REPORTS

A. Report from the Executive Director

There were 3 housing choice vouchers issued in January and the success rate increased from 62% to 71%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (23), Port-Ins (6), Project-Based (61), Tenant Based (407), and VASH (7) totaling 505 vouchers currently leased. In the month of February 2022 Housing Assistance Payments (HAP) totaled \$779,195.74.

The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 96% overall. Commissioner Hamm inquired how vacancies for Bluebell are advertised. D’Jon advised that for the market rate units, we advertise on Craigslist, GoSection8, Apartments.com and in the local newspaper. For the transitional vacancies, we receive referrals from partnering agencies. Vice-Chairperson added that Bluebell will continue to have 1-2 vacancies as we are renovating units and transferring existing tenants into units once completed.

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. There were 41 Housing Quality Standard inspections that passed, 6 that failed and 4 no-shows.

D’Jon advised that he and Monica are working with the City of Livermore on a joint Homekey application for units that become vacant at Leahy post conversion. Each unit will have case management attached to it and non Homekey tenants at Leahy will receive resident services.

6. COMMUNICATIONS

A. Nelrod Conference

Vice-Chairperson Palajac stated that he intends to attend the conference coming up in April 2022 and encourages other commissioners to attend as well. Commissioner Walia is also interested in attending the conference along with Vice-Chairperson Palajac and Commissioner Casey.

7. REPORTS/ITEMS FROM COMMISSIONERS

Commissioner Stuart advised that she and Monica met regarding the signage of the Mission, Vision, and Values which will be going up in the lobby area. The sign is being finalized and should be going up within the month.

8. COMMITTEE REPORTS



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9. ADJOURNMENT

The board meeting adjourned at 6:31 p.m.