



BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, April 13, 2022 – 5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:30 p.m. by Vice-Chairperson Mark Palajac. Also present were, 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, Housing Analyst Monica LiMarzi, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: March 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 Commissioner Walia to approve the board meeting minutes of March 9, 2022. Commissioner Casey seconded the motion and it passed with a vote of 4 ayes. Commissioner Hamm was not present during this vote.

<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		

3. PUBLIC COMMENT

None.

4. STAFF REPORTS

A. Report from the Executive Director

There were 5 housing choice vouchers issued in February and the success rate remained to 71%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (25), Port-Ins (6), Project-Based (61), Tenant Based (406), and VASH (5) totaling 504 vouchers currently leased. In the month of February 2022 Housing Assistance Payments (HAP) totaled \$778,127.

The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 105% overall. Vice-Chairperson Palajac inquired about the excess of \$10,000 received for Bluebell Apartments and how many households it covered. Diana and Jenny advised it was funds provided from ERAP for two households. Vice-Chairperson also inquired on the underpayment for Leahy Square and if the residents in arrears can receive funds from ERAP. Diana advised there are multiple households who



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either have not paid or did not pay in full. Both Diana and Monica advised that ERAP is backed up on processing applications. Vice-Chairperson Palajac inquired if those tenants in arrears could be negatively impacted with the transition of Leahy Square while owing monies in unpaid rent. D'Jon advised it would not negatively impact them and make them ineligible for the transition.

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 114 Housing Quality Standard inspections that passed, 28 that failed and 21 no-shows.

D'Jon discussed the HUD Two-Year Tool and projections for the HCV program. Vice-Chairperson Palajac inquired what the current reserve is projected to be at year end. D'Jon advised that at calendar year end of 2021 there was \$1.4 million in reserves which consisted of \$900k of unspent HAP and \$500k of existing reserves. The current year end projection for 2022 is \$2 million in reserves. D'Jon advised that with the 25 units coming online for PBV site Avance it drops the reserves to \$1.8 million at 2022 year end. Kathy has been conducting waitlist pulls to increase numbers and pulled 50 applicants in the last month. Vice-Chairperson Palajac would like to be more aggressive to get between 0-4% of reserves as possible, D'Jon and Kathy advised they did start being more aggressive in conducting large waitlist pulls.

Commissioner Hamm inquired if the State law prohibiting denial of an applicant based on having a Section 8 voucher has helped those searching. D'Jon advised that it has helped but applicants still get denied based on suitability, credit scores, and the unit rent being higher than the payment standard. D'Jon further stated that he plans to look into increasing the payment standard beyond the increase which went into effect August 2021 to make voucher holders more competitive in the market.

D'Jon advised that the Livermore City Council approved the subordination for the Fremont Bank loan, and he is working with the City and bank to complete the paperwork and have the loan funded.

D'Jon advised that he submitted the Tenant Protection Voucher (TPV) application to HUD and that a notice and intake packet will be posted to every Leahy resident to complete to start the intake process to receive a voucher. HUD requires 60-days' notice for the TPVs making the expected issuance to be July 1, 2022.

D'Jon notified the Board that he is unable to continue to be split between LHA and his consulting company and will need to depart LHA. D'Jon has contracted with the recruiter and the posting is expected to go out within the week and be posted for a month. D'Jon would like to schedule a meeting with Stan Quy (recruiter) and the Personnel Committee to discuss the ideal candidate and the recruiting process overall.

5. COMMUNICATIONS

Commissioner Stuart announced that she and Monica finalized the Mission, Vision, and Values statement to be posted in the lobby. Commissioner Stuart remarked on how collaborative the process was with the entire staff and Board providing input and the work put in by Monica to complete the project.



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Commissioner Hamm inquired on how the ribbon cutting for Vineyard was that Vice-Chairperson and D'Jon attended earlier in the day. Vice-Chairperson Palajac stated there were approximately 100 attendees of those who were involved in bringing the project to fruition and overall, it was a great event. The expected completion date is June 2023. Commissioner Stuart inquired on the number of units the project will have, D'Jon answered there are 24 units total with 12 being Project Based.

6. 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.

Commissioner Hamm announced that the Tr-Valley Food Pantry has moved next to the thrift store on N L and Railroad. The pantry is now a "client choice" model where patrons are able to pick what they need/want instead of being handed a bag of food without a choice.

7. COMMITTEE REPORTS

A. Nelrod Report Out

Vice-Chairperson Palajac advised he, and Commissioners Casey, and Walia attended the Nelrod conference in Las Vegas the prior week. Both Commissioners Casey and Walia stated they enjoyed the conference and found it to be very informative. Vice-Chairperson Palajac stated he attended mostly Executive Director and Finance sessions and he found the conference to be great and the information was able to be easily absorbed instead of going over his head like previous conferences.

B. Personnel Committee

Vice-Chairperson Palajac advised that the Personnel Committee met to discuss the employee pension contribution change that has happened yearly and continuing with the trend of increasing by 1% until the Classic CalPERS employees are responsible for the full 7% contribution.

8. ADJOURNMENT

The board meeting adjourned at 6:39 p.m.