



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, May 11, 2022 – 5:30 p.m.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:30 p.m. by Chairperson Karen Hutchinson. Also present were, Vice-Chairperson Mark Palajac, and Commissioners Charanjit Walia, Christine Stuart, and Maureen Hamm. Commissioner Heather Casey had an excused absence. 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, Housing Specialist Regina Cortez, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: April 13, 2022.

A motion was made by Vice-Chairperson Palajac to approve the board meeting minutes of April 13, 2022. Commissioner Hamm seconded the motion and it passed with a vote of 4 ayes and 1 abstention.

<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. Family Homelessness Challenge and Homekey Grants (Non-Actionable)

D’Jon introduced Grace Streltsov, an Analyst with the City of Livermore whom D’Jon and Monica have been working with on joint applications for various homeless grants. Grace provided an update on the work the work that LHA and the City have done following the Request for Information that the City issued in the Summer of 2021 in which LHA responded to with the willingness to set aside vacant Leahy units for the purposes of housing homeless families.

Grace stated the working name of the project is “Leahy Supportive Housing Program” and it will provide local families with patient long term bridge house and robust support. The City and LHA have been in discussion with the Livermore School District who have indicated there are currently over 100 students that are homeless who can benefit from the supportive housing program. An application was recently submitted an application for the Family Homelessness Challenge grant which would cover a 5 year operating reserve grant and dedicated intensive case management services.



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The City and LHA has also been in discussion with LifeSteps which is an organization that provides intensive case management and resident supportive services. The case management services with the five-year supportive housing plan and is going to allow the families exiting homelessness the opportunity to get their footing and recover from the trauma of being homeless for the first year of being housed, then going into year two, work on setting goals and planning for the future, while creating stability. D’Jon mentioned that there will be an update to the HCV Administrative Plan which will allow households exiting the supportive housing following 5 years to be placed on the HCV waiting list and receive a Tenant Based Voucher to secure housing outside of Leahy.

Vice-Chairperson inquired if multiple students who are “couch surfing” can be housed in 1 four-bedroom unit. D’Jon advised that each unit will be for a family where the parent/guardian of the homeless student will be the head of household and lease holder. Vice-Chairperson Palajac requested something in writing that outlines the pluses and minuses of the various programs along with what each one provides, the requirements, and funding associated with them. Grace advised that they will flush out all of that and come back to the Board with detailed information for official review and approval.

B. FY21 Audit Report Out (Non-Actionable)

D’Jon introduced Douglass (Doug) Englehart with Smith Marion and Co. who conducted the Audit report for FY21. Doug provided an Executive summary of the overall report which included and audit of the Financial Statements, Governmental Auditing, Transaction Cycles (Cash Receipts, Cash Disbursements, Payroll), Internal Controls, Section 8, and Capital Funds. Doug stated the Governmental Audit had a finding due to a previous loan from the early 1990’s having a payable note to the City of Livermore that was not shown on prior year’s books which resulted in a prior year adjustment for \$1.6 million. All other areas that were tested had unmodified opinions which means there were no audit findings in those areas. Doug stated there are good controls put in place by LHA and commended the staff on the assistance they provided with the Audit.

5. STAFF REPORTS

A. Report from the Executive Director

There were 9 housing choice vouchers issued in April and the success rate decreased from 71% to 62%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (27), Port-Ins (6), Project-Based (63), Tenant Based (412), and VASH (6) totaling 515 vouchers currently leased. In the month of April 2022 Housing Assistance Payments (HAP) totaled \$784,561.

The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 90% overall.

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 173 Housing Quality Standard (HQS) inspections that passed, 109 that failed and 41 no-shows. Vice-Chairperson Palajac stated he found it disturbing that the failure and no-show rates are so high. D’Jon advised the increase in the failure rate is due to COVID-19 and there being no HQS inspections being conducted over the last 2 years along with property owners/managers not



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conducting their owner inspections of the units. The no-shows are also higher due to the fear of allowing someone into the unit with the potential of COVID-19 exposure and Inspectors not going into units where someone may have recently come into contact with COVID-19. Vice-Chairperson Palajac inquired if we knew the nature of the failures and Regina stated the majority is due a non-operable smoke detector along with stove and miscellaneous items that tenants were not reporting to the property owner/manager.

D'Jon advised that the Executive Director recruitment closes on the May 16, 2022, and according to the recruiter there are qualified candidates that have submitted applications. A survey will be going out to the Board and LHA staff which will be used to seek the ideal candidate.

D'Jon advised that he and Vice-Chairperson Palajac have signed the Fremont Bank loan documents and are waiting for City Manager Marc Roberts to sign the subordination agreement for loan funding to be completed. D'Jon reached out to contractors Wright Brothers to provide an updated proposal and once received it will either go to the Executive Committee or full Board for approval. Vice-Chairperson suggested reaching out to previous Vice-Chairperson Matthew (Matt) Graves on the possibility of being the project manager of the Bluebell construction work. D'Jon reached out to Matt and he is interested in doing the project management.

6. COMMUNICATIONS

Vice-Chairperson Palajac has prepared a presentation to go over LHA's financials which go over the fundamental aspects of the finances.

7. REPORTS/ITEMS FROM COMMISSIONERS

None.

8. COMMITTEE REPORTS

None.

9. ADJOURNMENT

The board meeting adjourned at 6:46 p.m.