



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, June 8, 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, Marvin Evans, Heather Casey, and Maureen Hamm. Commissioner Christine Stuart had an excused absence. Present from LHA were Executive Director D’Jon Scott-Miller, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF: May 11, 2022.

A motion was made by Vice-Chairperson Palajac to approve the board meeting minutes of May 11, 2022. 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		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Marvin Evans			X
Maureen Hamm	X		

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

A. Resolution 2022-06-08-A – Approving Submission of PHA Annual Plan FY23

D’Jon advised that on an annual basis the PHA Annual Plan has to be updated and submitted to HUD, and every five years the PHA Five-Year Plan has to be updated and submitted to HUD. The plans are straight forward in stating the PHA plans to provide decent, sanitary, and safe affordable housing to participants. In the new Annual Plan the language has been revised surrounding the conversion of Leahy Square since the approval of the Section 22 application.

Commissioner Hamm inquired about the goal to provide resident services and where LHA was with that goal. D’Jon advised that LHA has been working with the City of Livermore to partner with LifeSteps to provide case management to the homeless families they plan to house at Leahy and also provide resident services to all LHA residents.

A motion was made by Commissioner Hamm to approve Resolution 2022-06-08-A. Commissioner Casey 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>
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Charanjit Walia	X	
Heather Casey	X	
Karen Hutchinson	X	
Mark Palajac	X	
Marvin Evans		X
Maureen Hamm	X	

B. Resolution 2022-06-08-B – FY23 COLA Increase – CalPERS Employee Contribution

D’Jon reported the Personnel Committee met on June 1, 2022, and a recommendation was made for the Board to approve the Cost of Living Adjustment (COLA) increases as presented.

D’Jon advised that over the last 10+ years LHA’s COLA increases have been below the yearly Consumer Price Index (CPI) increase and over the last year there was an increase of 6.5% from the previous year. The committee is recommending an increase of 6.5% for FY23.

For CalPERS contributions Classic members will also have an increase in their employee contribution from 4% up to 5%. PEPRAs members are already contributing the full employee amount of 6.75%.

Vice-Chairperson Palajac added that by the calendar year end a salary survey will be conducted to review all employee salaries and make additional adjustments and increases as needed.

A motion was made by Vice-Chairperson Palajac to approve Resolution 2022-06-08-B. Chairperson Hutchinson seconded the motion and it passed with a vote of 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Marvin Evans	X		
Maureen Hamm	X		

C. Resolution 2022-06-08-C – Approval FY23 Operating Budget

D’Jon advised that a recommendation was made by the Finance Committee during a meeting held on June 2, 2022, to approve the operating budget for FY23. D’Jon noted there are no drastic changes between the FY22 budget and the FY23 overall except for a few line items.

D’Jon advised there is a large increase in revenues for the HCV program in both grants and fee income with the addition of the Tenant Protection Vouchers (TPV). Bluebell’s revenues have increased from the previous year by approximately \$70k due to the addition of Project Based Vouchers. Leahy has an increase in revenues of approximately \$2.5 million with the conversion of the property. There is an increase in legal fees for the next FY with the renovations being completed at Bluebell and conversion of Leahy, D’Jon wants to have the attorney involved in each step to ensure everything is being done correctly. There are increases in utility costs and insurance across programs.



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Vice-Chairperson Palajac added the revenue for Leahy may be higher than projected as the anticipated 12 units being set aside for the partnership with the City of Livermore to house homeless families is not included in the budget. D'Jon advised that he did not include expected grants in the budget to lean on the conservative side but revenues for Leahy will likely be higher than budget projections.

A motion was made by Commissioner Hamm to approve Resolution 2022-06-08-C. Vice-Chairperson Palajac seconded the motion and it passed with a vote of 6 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Charanjit Walia	X		
Heather Casey	X		
Karen Hutchinson	X		
Mark Palajac	X		
Marvin Evans	X		
Maureen Hamm	X		

5. STAFF REPORTS

A. Report from the Executive Director

There were no housing choice vouchers issued in April and the success rate decreased from 62% to 60%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (28), Port-Ins (6), Project-Based (62), Tenant Based (400), and VASH (6) totaling 503 vouchers currently leased. In the month of May 2022 Housing Assistance Payments (HAP) totaled \$784,600.

The overall occupancy rate remains 98.80%. Tenant Accounts Receivables are 98.68% 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 59 Housing Quality Standard (HQS) inspections that passed, 18 that failed and 14 no-shows.

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.

6. COMMUNICATIONS

Staff members and commissioners introduced themselves to the new Commissioner Marvin Evans.

7. REPORTS/ITEMS FROM COMMISSIONERS

Commissioner Hamm advised there will be a Juneteenth celebration in downtown Livermore on Sunday June 19th.



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Vice-Chairperson Palajac advised the Personnel Committee and D'Jon will be meeting with the executive recruiter Stan Quy to prepare for the ED interviews expected to occur in the coming weeks.

8. COMMITTEE REPORTS

D'Jon added Commissioner Evans to the Finance, and Policies Committee and an Alternate on the Personnel, Audit and By Law Committees.

9. ADJOURNMENT

The board meeting adjourned at 6:15 p.m.