



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
 3203 LEAHY WAY
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
 Wednesday, August 10, 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, and Commissioners Charanjit Walia, Marvin Evans, Heather Casey, Christine Stuart and Maureen Hamm. Present from LHA were Executive Director D’Jon Scott-Miller, 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: July 13, 2022.

A motion was made by Commissioner Hamm to approve the board meeting minutes of July 13, 2022. Commissioner Walia 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		
Marvin Evans	X		
Maureen Hamm	X		

3. PUBLIC COMMENT

During public comment, Executive Director candidate Sarah Ramler introduced herself to the Board members she had not met during the interview process and expressed how excited and thankful she was for the opportunity to work at Livermore Housing Authority.

4. NEW BUSINESS

A. Resolution 2022-08-10-A – Approval of Long-Distance Commissioner Travel

D’Jon advised there is an upcoming NAHRO National Conference from September 21st September 24th, 2022, which will be held in San Diego California. 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.

A motion was made by Commissioner Hamm to approve Resolution 2022-08-10-A. Commissioner Evans 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		



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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 increased from 48% to 69%.

There are six (6) voucher types currently, Homeownership (1), Mainstream (31), Port-Ins (6), Project-Based (79), Tenant Based (405), and VASH (6) totaling 528 vouchers currently leased. In the month of June 2022 Housing Assistance Payments (HAP) totaled \$810,358.

The HCV department had twenty five (25) move-ins in the month of July with eighteen (18) being New Admissions. The large increase was due to the lease up of project-based site Avance which is a partnership with MidPen, housing developmentally disabled adults. Kathy worked hard to get all units inspected and applicants approved for lease up.

The overall occupancy rate is currently at 97.60% with one (1) vacancy at Leahy Square and three (3) vacancies at Bluebell. Tenant Accounts Receivables are 93.36% overall. The recent Bluebell move-out was a new project-based transitional unit that became available once the household received a tenant based voucher and relocated to another unit in the city of Livermore.

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 33 initial Housing Quality Standard (HQS) inspections that were completed and passed. Sterling began inspecting the units at Leahy in accordance with HQS guidelines for the voluntary conversion. Of the inspections, 51 units passed, 60 units failed, 4 units were no-shows, and 10 units were rescheduled.

D'Jon advised that a Request for Proposals will be going out for intensive case management and resident services that will be attached to Leahy Square with the Family Homeless Assistance grant. There were previously twelve (12) Leahy tenants who indicated they would be interested in moving from Leahy with the Tenant Protection Voucher.

D'Jon advised that Leahy will need to have an affordability covenant will need to be applied in accordance with the Streamlined Voluntary Conversion approval. Within the next two weeks the Executive Committee meeting will need to meet to review, edit, and approve the covenant.

D'Jon advised there is a current RFP posted for Landscape Services and a pre-bid conference was held earlier in the day for which three (3) contractors attended.

D'Jon advised that the annual auditors Smith Marion and Co. will begin conducting the FY22 audit and will be onsite Wednesday October 5th through Friday October 7th.



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6. COMMUNICATIONS

Vice-Chairperson Palajac advised that while at Leahy Square recently he saw Livermore Police Department (LPD) patrol the property. Commissioner Casey stated there has been an increase in graffiti tagging recently. Monica advised that she, Diana and Regina recently attended a crime prevention training which led to LPD connecting with LHA and conducting a property assessment.

7. REPORTS/ITEMS FROM COMMISSIONERS

None.

8. COMMITTEE REPORTS

A. Finance Committee

Vice-Chairperson Palajac advised that the Finance Committee met to go over the financial statements and this year has been the best in terms of cashflow, but he does not understand why there is a surplus. D'Jon advised the surplus is due the voucher program being under-leased which will cause HAP reserves for the next year if unspent by year's end.

9. ADJOURNMENT

The board meeting adjourned at 6:21 p.m.