



**HOUSING AUTHORITY OF THE CITY OF
LIVERMORE**
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**REGULAR
BOARD OF COMMISSIONERS
MEETING MINUTES**
Wednesday, November 9, 2022 – 5:30 PM

Location:
3203 Leahy Way, Livermore CA, 94550

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 5:31 p.m. by Chair Karen Hutchinson. Also present were, Vice-Chair Mark Palajac, Commissioners Charanjit Walia, Christine Stuart, Heather Casey, and Maureen Hamm. Marvin Evans arrived after item 2. Present from LHA were Executive Director Sarah Ramler, Housing Choice Voucher Manager Katherine Keller, and Accountant Jenny King.

2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF OCTOBER 12, 2022

Update by Maureen to include Katherine Keller in Section 1. CALL TO ORDER. Mark proposed an update to 4.D on the fourth line to include “some rafters” rather than “the rafters” and 5.A the last line in the first paragraph to include “windows on the front have been done”. Maureen proposed 4.B to correct “foregoing” spelling and under E. to correct “agendize”. Mark moved to adopt the minutes as amended and the motion was seconded by Maureen. All approved, Marvin Evans was excused for the first part of the meeting and did not 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		
Maureen Hamm	X		
Marvin Evans			X

3. PUBLIC COMMENT

None

4. NEW BUSINESS

No New Business

5. STAFF REPORTS

A. Report from Matt Graves, Project Manager for Bluebell

Matt was unable to attend the meeting. Mark provided the update, the roof is complete and AC units in place and assumed they are functioning. Matt and Mark have spoken about Matt speaking with Ranatto

from Wright Brothers regarding damage to the rain gutter on the front side of the building. Scratch coat is on so they should be ready to put on the next coat and there are a total of three coats. Mark believes that one of the next things they will do are the windows and sliders on the back side of the building. Karen asked what the timeline was. Mark said that Ranatto plans to be done at the end of November but the original schedule had a February completion date. Ranatto mentioned that there was a shortage of the type of window he was originally wanting to use but Mark is unsure if there are delays due to this. Karen and Christine got together to select the paint color which is called Slate Blue and a darker blue trim. Sarah provided an update regarding the rest of Bluebell. LHA received quotes for 1031 Bluebell roof replacement but in speaking with Matt decided LHA needs to ensure there is an “apple to apple” comparison and this holds true for all of the procurements in process now. Staff are re-evaluating the quote process since the departure of Diana, all quotes and procurements have been assigned to the Housing Analyst and they are getting a clear scope to request all new quotes. Expect that by the end of following week will have the scope and then will need to be sure how to select. Mark asked if there may be differences in the bids because of the scope and Marvin also said materials could cause differences and Sarah confirmed this was the case. Sarah made a recommendation for the Board to prioritize the \$1.5M loan from Fremont Bank to prioritize needed work versus spending on an as-needed basis such as the roof at 1031. Karen asked how many quotes we have, Sarah said that we have 3 quotes and explained that some of the quotes were received for multiple buildings. Mark asked if for the other quotes outside of 1031 if the vendors accounted for different roof types. Sarah said that this will be addressed in the updated scoping process. Marvin asked what the ages are of the roofs and Sarah said she did not know but located a needs assessment that was likely outdated but would have information that could be helpful. Mark stated that it would be worthwhile to go through each property to evaluate all the roofs, electrical, plumbing and other details. Sarah said she would add the prioritization to the agenda for next month but would not have a matrix of the items Mark mentioned.

B. Report from the Executive Director

Sarah provided a general update including NorCal NAHRO conference in Napa, then shared Commissioner training opportunity “Guiding, Monitoring and Oversight” on December 6-8 and “Commissioner Fundamentals” in January. Sarah said she was not clear on what trainings have already occurred with Commissioners so wanted to offer these options. December training attendees were Karen, Mark, Marvin, and Christine. January Commissioner Fundamentals interested attendees are Karen, Christine, Marvin, Heather. Sarah shared the current committee memberships via handout and informed Commissioners that the January meeting will have an opportunity to choose new committees. Sarah shared a handout that Mark created with a brief description of what each of the committees do.

1. Review of Section 8 Management Assessment Program

Sarah explained that the last month received a pre-report from the auditors that we will not have any audit findings but due to the SEMAP ‘Troubled’ rating for Section 8 for FYE June 2022 the audit will reflect a finding. Christine asked if there was anything that needed to occur to avoid this occurring in the future. Mark commented that his perspective was that the reason this occurred was a combination of circumstances one being that due to COVID a lot of normal requirements were suspended and that there was ambiguity regarding what was suspended and what was being put back in place combined with D’Jon being overtaxed with his LHA role and the Section 8 work in San Francisco but that under normal circumstances this would not have happened. Marvin asked if there were any penalties for this. Sarah responded that housing authorities who are troubled may not qualify for future funding, second according to HUD we’ll be on a watch list and need to work more closely with them. Kathy, the Section 8 Manager worked with the HUD field office closely and they have agreed to allow us to submit our certification upon completion of the review to have our designation updated and anticipates this could occur in early 2023. Mark asked if this would have any bearing on the tenant protection vouchers for Leahy Square, Sarah confirmed that no, per the leasing schedule provided to HUD earlier in 2022 the vouchers were to be used in June so HUD has

already provided the vouchers and the funding. Sarah said that the first vouchers had just been issued to Leahy residents – 14 people were briefed in the last week. Families have 30 days to decide which programs they will use and beyond that the process could take several weeks for them to use the vouchers. Technically LHA should have received the vouchers and funding when they were needed and ready to be leased. Mark asked what the rate of issuing vouchers is moving forward. Sarah said that LHA will conduct 2-3 briefings a week with about 10 to 20 people. Kathy, said that in January vouchers will have been issued to all of Leahy residents. Sarah clarified that a briefing is only issuing a voucher not actually using the funds or leasing up. Charanjit asked if there was a timeline for when a voucher can be used. Sarah said 90 days is the normal time but LHA will be flexible if needed. Mark said that LHA is working with HUD to sell the property from LHA to LAH and asked what needed to occur to sell the property. Sarah confirmed escrow is open and listed the documents previously approved by the board that now need to be approved by HUD. Mark asked if the sales agreement is needed, Sarah said she didn't think so since HUD needs to approve the other documents before Leahy can be sold. Mark asked if the title company has found the parcel in the system, Sarah confirmed yes, then Mark asked if there are other impediments to moving forward. Sarah said that LHA is awaiting the title company in order to submit documents to HUD but the biggest hurdle in the process is operational in issuing the vouchers and getting people moving. There is no real urgency to transfer the property until families decide where they are going. Everyone needs to be closed out of Public Housing and moved into Section 8 and that will include creating the lease and tenant selection plan and other documents. Charanjit asked if there was a time limit to the transition. Sarah said that the vouchers were received in June 2022 and there was a target completion date of December 2022 but that is obviously not possible. The original hope was to complete before the end of the year since the Public Housing funding is provided on a calendar basis. Maureen asked which department Leahy will be under in the future. Sarah said that previously part of D'Jon's ED goals was to complete a reorganization after the Leahy transition. Sarah said that she shared last month that LHA is looking at engaging with a consultant that can provide a baseline assessment across all programs and the agency as a whole so this can help inform strategic planning sessions for next year and part of that will also include proposed organizational charts. Sarah said she has thoughts on the new structure and believes that one property manager responsible for day to day and maintenance oversight for affordable units and Leahy is needed. Maureen asked if that was how things were previously and Sarah clarified that any changes to income and family structure was completed by a Public Housing specialist and those functions will be transferred under Kathy since the property will be Section 8. Maureen pointed out that the Section 8 team is a two person team and asked if that was sufficient staffing. Sarah said no, there is already an existing vacancy on the team and anticipates the need for 2 Specialists and a Manager and is looking at shifting the Public Housing Specialist to the Section 8 vacancy. A normal caseload is anywhere from 200-400 people and LHA inventory will be around 600 so that would be an even split between two Specialists. Maureen asked if LHA is looking for a new property manager. Sarah said she was working on a job description that she is working to get posted. Sarah explained that the agency is very short staffed so would like to fill the positions promptly and recognized the Maintenance staff and Kathy for stepping up to cover a lot of duties.

Sarah explained a handout from HUD providing an overview of SEMAP indicators and how HUD scores LHA. Sarah said she would like to shift her monthly report to reflect these key areas to inform the board of how LHA is performing by HUD's standards. Sarah fielded technical questions regarding the indicators. Mark asked how LHA performed previously and Sarah confirmed that LHA was a 'High Performance' previously but hasn't been scored since 2019.

Sarah provided the monthly operations report and reviewed each of the tables and charts in

the board packet and answered questions related to the data reflected in the charts.

Sarah provided an update on work done at Leahy and the running expenses per the chart in the board packet.

Sarah informed the board that there was graffiti at Leahy and filed a police report and submitted video evidence and plans to meet with the PD Gang unit. LHA has already started working toward a Crime Free Property designation by LPD. Sarah worked with the night security company to update all new users and a new security guard, since joining the agency had understood that no staff had received any security updates from the company. Mark commented that there is a security company that is local that should be looked into hiring. Maureen asked why we weren't informed about the incidents by the company and Sarah clarified that all of the user and contact information was out of date but has since been rectified.

6. COMMUNICATIONS

None

7. REPORTS/ITEMS FROM COMMISSIONERS

A. If Any

Action item from Christine to meet with Diana to get a historical perspective from her time at LHA.

8. COMMITTEE REPORTS

A. Executive Committee Meeting Updates

Mark and Karen approved updated documents for HUD for the transfer of Leahy.

9. ADJOURNMENT

Meeting was adjourned by Karen at 7:11pm

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Procedure for Public Comment

Public Comment is an opportunity for the public to speak regarding items not listed on the agenda. Speakers are limited to a maximum of three minutes per person. The Chair may reduce the amount of time based on the number of persons wishing to speak. Please be aware that the Board of Commissioners is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Board of Commissioners may place it on a future agenda or direct staff to work with you and/or report to the Board of Commissioners on the issue.

Speaker Cards - If you wish to address the Board of Commissioners, you must complete a speaker card for each item about which you want to speak. Speakers are limited to a maximum of three minutes per person. The speaker card box is located in the West Wing entrance. Place your speaker card in this box before the item is to be considered. Staff will collect the cards and give the speaker cards to the Chair. The Chair will call speakers. No cards will be accepted once the presentation on that item has commenced.

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