



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

**BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING MINUTES**  
Wednesday, March 11, 2020-5:30 p.m.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 5:37p.m. by Chairperson Mark Palajac. Also present were Vice-Chairperson, Marty McFadden, Commissioners, Maureen Hamm, Wanda Hunter. Excused absences; Commissioner Richard Knowles.

**2. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF:  
DECEMBER 11, 2019, JANUARY 8, 2020, AND FEBRUARY 12, 2020.**

A motion was made by Commissioner Hamm to approve the board meeting minutes of December 11, 2019, Chairperson Palajac seconded the motion and it passed with a vote of 3 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Wanda Hunter			X

A motion was made by Chairperson Palajac to approve the board meeting minutes of January 8, 2020, Vice-Chairperson McFadden seconded the motion and it passed with a vote of 3 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Marty McFadden	X		
Maureen Hamm	X		
Wanda Hunter			X

There were no comments on the draft minutes of February 12, 2020, from the Commissioners. However, because there was no quorum of commissioners present during the February meeting, the Board meeting minutes of February 12, 2020 could not be approved and was tabled until the next scheduled regular board meeting.

**3. PUBLIC COMMENT**

There was no public comment.

**4. NEW BUSINESS**

**A. Election of Board Chair and Vice-Chair**

Chairperson Palajac called out for any nominations on the floor for Chairperson. Commissioner Hamm nominated Mark Palajac for Chairperson. Mark Palajac accepted the nomination. A motion



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

was made by Commissioner Hamm to nominate Mark Palajac to continue as Chairperson, motion seconded by Vice-Chairperson McFadden and it passed with a vote of 3 ayes and 1 no.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Marty McFadden	X		
Mark Palajac	X		
Wanda Hunter		X	

Chairperson Palajac called out are there any nominations on the floor for Vice-Chairperson. Chairperson Palajac nominated Wanda Hunter as Vice-Chairperson, Commissioner Hamm seconded the motion, and it passed with a vote of 4 ayes. Wanda Hunter as Vice-Chairperson.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Maureen Hamm	X		
Wanda Hunter	X		
Marty McFadden	X		

**B. Resolution No. 2020-03-11-A – Approval of Expenditure Authority for Executive Director**

Executive Director D’Jon Paul Scott-Miller discussed the resolution requesting board approval for any contract or expenditure in excess of \$50,000 shall need board approval, and any contract or expenditure below that level authorizes the Executive Director approval, and anything in excess of \$10,000 not in the operating budget will need board approval. A motion was made by Commissioner Hamm to approve resolution No. 2020-03-11-A, Chairperson Palajac seconded the motion, and it passed with a vote of 4 ayes. (D’Jon, I don’t recall what happens with an amount of exactly \$50,000. We man need to look back at last year’s resolution so we get this right.)

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty McFadden	X		
Wanda Hunter	X		

**C. Resolution No.2020-03-11-B – Authorization for Chair and Executive Director to Establish New Banking Accounts**

D’Jon explained the situation that LHA has numerous bank accounts, and none of them pay or bear interest. This resolution authorizes the Executive Director and Chairperson to establish new accounts, and terminate existing accounts as appropriate, to better serve the Housing Authority for the appropriate segregation of funds and earning interest on deposits as may be possible. This resolution authorizes the Executive Director and Chairperson to do that with Fremont bank.



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

A comment was made by Commissioner Hamm to make corrections to resolution no. 2020-03-11-B in the first paragraph to state “area bank.” No further comments made.

A motion was made by Commissioner McFadden to approve Resolution No.2020-03-11-B, Chairperson Palajac seconded the motion and it passed with a vote of 4 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Marty McFadden	X		
Mark Palajac	X		
Maureen Hamm	X		
Wanda Hunter	X		

**D. Resolution No. 2020-03-11-C – Approval of amendment to the Personnel Policies, Rules and Procedures. Specifically, 11.01 Attendance and Hours of Work and 11.21 Holidays**

D’ Jon explained that most of our employees are currently on the 9/80 work week schedule, working nine (9) hours a day and off every other Friday. This will (I’m not clear on what “this” represents.) allow everyone to be on the 9/80 work week schedule and the office to be closed to the public every Friday. Being closed every Friday will allow front-end and back-end staff to work with less interruptions, and allow for staff to have nine (9) hours of holiday pay when a holiday falls on a day other than Friday, staff will be paid nine(9) hours instead of making up one (1) hour on the Friday that they normally work (8) hours.

Currently the office is open Monday-Thursday 8:30 a.m. to 5:00 p.m., Fridays from 8:30 a.m. to 4:30 p.m., the idea is to have all staff on the same schedule being off on the same Friday, unlike now we have two groups; A and B and it rotates the Friday off. D’Jon does not foresee any impacts and concerns to be a burden. The LHA has a secured drop-box for documents, and staff will be advised about scheduling appointments, and to not make documents due from the client on Friday’s.

Vice-Chairperson Hunter expressed concerns about the office being closed to the public every Friday. It was further expressed that documents have been lost in the past and a large number of participants do not feel safe leaving documents in the drop-box and like to receive receipts when submitting documentation. It was suggested that the office be open a half day on Fridays so there is an option to personally hand in documents. D’Jon responded that he would like the office to be closed every Friday.

Chairperson Palajac asked what the notification process to the customers and suggested sending a notice to all participants that the office will be closed every Friday and documents will not be required to be submitted on Fridays. D’ Jon replied, the letter requesting the documents will have the due date and the clients would let us know of any issues. The idea of closing the office on Friday’s is for staff to be able to focus on desk work.

Commissioner McFadden stated this effectively represents a 20% reduction in availability, and because of the streams of people, this will be noticed, and it feels like a larger change, and how will the clients be impacted. He further stated that if employees on a 9/80 work schedule are paid for 9 hours when a holiday falls on a non-Friday, they would get paid for working an hour less than those



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

who work five days a week at 8 hours a day. Commissioner McFadden suggested that an equitable fix for those working an 8-hour schedule would be floating holiday hours.

Commissioner Hamm stated the way the resolution and amended policy read it was not clear whether all employees would be off on the same day, and that the office would be closed to the public every Friday.

Commissioners agreed to pull the resolution and table until a future board meeting once details could be ironed out. There was no further discussion.

**E. Resolution No. 2020-03-11-D – Approval of modification to existing REDS contract**

Commissioners, discussed resolution 2020-03-11-D to amend the Development Consulting Contract with Real Estate Development Services (REDS) to include modifications to the scope of work, to extend the contract option from 3/12/2020 to 3/11/2021, and to include REDS as the construction manager of the project at Leahy Square. Chairperson Palajac stated the concern is in the implementation of everything we do and to be successful we will need a solid scope of work, and milestones set in place, along with working very closely with RED’s as to limit change orders from the contractors which could drive the price of the project up. No further discussion.

A motion was made by Chairperson Palajac, to amend the development consulting services contract with Real Estate Development Services (REDS), Commissioner Hamm seconded the motion, and it passed with a vote of 3 ayes and 1 abstention.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Mark Palajac	X		
Maureen Hamm	X		
Marty Mc Fadden	X		
Wanda Hunter			X

**F. Resolution No. 2020-03-11-E – Authorization for Executive Director to amend Carmen Avenue PBV HAP contract**

D’Jon discussed there are 12 Project Based Voucher (PBV) units at Carmen Avenue Apartments, of which the current contract lists 5 units being designated for disabled families. Satellite Affordable Housing Associates (SAHA) has informed LHA due to regulatory requirements 10 of the 12 PBV units need to be designated for persons who are disabled/ homeless. A motion was made by Commissioner Hamm to authorize the Executive Director to execute an amendment of the existing PBV HAP contract with SAHA, Chairperson Palajac seconded the motion, and it was passed with a vote of 4 ayes.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Maureen Hamm	X		
Mark Palajac	X		
Marty Mc Fadden	X		
Wanda Hunter	X		



**HOUSING AUTHORITY OF THE CITY OF LIVERMORE**  
3203 LEAHY WAY  
LIVERMORE, CALIFORNIA 94550

**LEAHY SQUARE**  
Phone: (925) 447-3600  
Fax: (925) 447-0942  
TDD/TTY (800) 545-1833 x917

**SECTION 8 PROGRAMS**  
Phone: (925) 447-0288  
Fax: (925) 447-0942

www.livermoreha.org

**5. STAFF REPORTS**

**A. Report from the Executive Director**

D'Jon reported no section 8 vouchers were issued this month. Section 8 had 8 move-outs, and 6 move-ins.

Public housing had 1 move-out, and 1 vacancy at Leahy Square.

Bluebell has 2 vacant market rate units that need to be renovated. D'Jon advised the board that a request for bids was issued and came in on March 10, 2020. D'Jon stated there would need to be an Executive Committee meeting convened in the coming weeks to approve the bid and move forward with the work in units 2 and 3 at 1063 Bluebell.

**6. COMMUNICATION**

None

**5. REPORTS/ITEMS FROM COMMISSIONERS**

None

**6. COMMITTEE REPORTS**

**A. Selection of committee members**

Chairperson Palajac asked if any board members are interested in being on a committee, and called out the all committee members as follows:

**Audit Committee:**

Richard Knowles, Marty McFadden, Mark Palajac

**Executive Committee:**

Wanda Hunter, Mark Palajac, Maureen Hamm (Alternate)

**Finance Committee:**

Wanda Hunter, Mark Palajac, Marty McFadden

**Personnel Committee:**

Maureen Hamm, Richard Knowles, Wanda Hunter

**7. ADJOURNMENT**

The board meeting adjourned at 7:26 p.m.