



HOUSING AUTHORITY OF THE CITY OF LIVERMORE
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BOARD OF COMMISSIONERS
REGULAR BOARD MEETING MINUTES
Wednesday, December 11, 2019-5:30 p.m.

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

The meeting was called to order at 5:30 p.m. by Chairperson Mark Palajac. Also present were Commissioners Maureen Hamm, Richard Knowles, Vice-Chairperson Marty McFadden, and Commissioner Wanda Hunter.

2. **APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING OF NOVEMBER 13, 2019.**

There were no comments on the draft minutes from the Commissioners. Commissioner Hamm then moved to approve the minutes. Commissioner McFadden seconded the motion and it was passed with a vote of 5 ayes and none opposed.

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

3. **PUBLIC COMMENT**

A Livermore Housing Authority employee addressed the Board regarding the search for a new Executive Director. Specifically, this employee noted that there was an agenda item at tonight's meeting that would allow the negotiation of a contract with a specific individual. This employee then referenced several provisions of the Livermore Housing Authority Personnel Policy which required that all open job positions be posted on bulletin boards throughout the Authority's offices so as to encourage qualified employees to submit their resumes and an application for the open position. This employee believed that the ED position had never been properly posted at the Authority's offices and that, as a result, qualified senior staff did not have the opportunity to apply for the position. Commissioner Palajac thanked the employee for their comment and indicated the matter would be taken under advisement.

4. **UNFINISHED/OLD BUSINESS**

Commissioner Hamm addressed the Board and announced that after a long and thorough search for a qualified person for the Executive Director position, the Personnel Committee had conducted an interview with a person whom the Committee believed to be qualified to serve as the Executive Director for the Livermore Housing Authority. Commissioner Hamm also stated that the Committee was working with the search firm to prepare an offer letter to D'Jon Paul Scott-Miller, and that an offer letter should be extended shortly.

In response, Commissioner Hunter queried why she had not been notified of the interview with Mr. Scott-Miller in light of the fact that she had participated in the previous rounds of interviews. Board Chair Palajac explained that all of the interviews were the responsibility of the Personnel



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Committee and that she had participated in the last round of interviews as a substitute for a Personnel Committee member who was unable to attend the last round.

5. NEW BUSINESS

A. Appointment of Executive Director

Interim Executive Director began discussion of this agenda item by informing the Commissioners that when the agenda was prepared, he assumed that the negotiations for the Executive Director position would have been concluded. Given Commissioner Hamm’s report that the offer had not yet been formally extended, Ammarell suggested that the Commissioners vote to substitute a resolution that would delegate to the Personnel Committee the full authority to negotiate a contract with Mr. Scott-Miller to be effective without further vote of the Board. Ammarell advised the Commissioners that otherwise, the appointment of the new Executive Director would have to be brought for a vote at the next Board of Commissioners meeting in January, with a commencement date well after that. Ammarell stated his belief that it was in the best interests of the Authority to have a new Executive Director in place as soon as possible, and possibly prior to the January meeting. Accordingly, Ammarell introduced Resolution No. 2019-12-11-A – Resolution Authorizing Personnel Committee to Negotiate Employment Contract with D’Jon Paul Scott-Miller as Executive Director.

Commissioner Hamm then moved that the Board approve the substitution of the Resolutions and approve the Resolution as presented at the meeting by Interim Executive Director Ammarell. Commissioner Knowles seconded the motion. Prior to voting, Commissioner McFadden asked what the outcome would be if the Personnel Committee was unable to conclude negotiations prior to the January Board of Commissioners meeting. Interim Executive Director responded that in such an event a superseding resolution would be brought to the January meeting. A vote was then held which resulted in 4 votes to approve the motion and one abstention.

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

Board Chair Palajac then noted that an attorney for the Livermore Housing Authority was in attendance at the meeting for the purpose of joining the Board’s Closed Executive Session regarding personnel matters and recommended that the Board approve a motion to reorder the Agenda to move Item 10A, Executive Session 10A ahead of Item 5B, Discussion of October Financials. Commissioner Hamm then moved that the Board approve such a reorder and Commissioner Knowles seconded the motion. All Commissioners voted in favor of the motion.

<u>VOTING</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Richard Knowles	x		
Maureen Hamm	x		
Marty McFadden	x		



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Ammarell again informed the Commissioners that rent revenue at Bluebell would decrease beginning January 1, 2020 based on the new California Rent Control law and that staff was doing its best to plan around the decrease in income. He explained that staff was still moving forward to plan a modernization at the market rate units at Bluebell, after which higher rents would be available to the Authority. The Commissioners then discussed how that modernization would impact existing tenants and suggested that displaced tenants be given a first right of refusal to return to the refurbished units at the new rental rates set by the Authority.

6. STAFF REPORTS

A. Report from the Interim Executive Director

Interim Executive Director Ammarell reported on three topics – activities at Bluebell apartments; security issues at Leahy Square; and an update on the HCV program.

- 1) Bluebell - Ammarell reported that LHA had engaged an asbestos removal contractor to remove asbestos in two units at Bluebell and that as part of the planned modernization, all asbestos would be removed or encapsulated. He also reported that one of the transitional units would be leased in the very near future and informed that Board that LHA was still seeking to lease another transitional unit. Last, Ammarell informed the Board that LHA had received a notice to vacate from a market rate tenant and that LHA would be able to lease out that unit at market rate under the new California Rent Control law.
- 2) Security at Leahy Square – Ammarell reported that LHA had conducted an all staff training on the issue of front desk security and that said training proved useful as the following week LHA experienced a security incident in the reception area which required police to be called. He then informed the Commissioners that he had authorized the purchase of a security window to increase safety for the receptionist and had asked maintenance staff to close up the other window from reception to the office area as it was also a security risk. Ammarell then informed the Commissioners that staff had met with the security patrol company that was under contract to demand that contract provisions be honored and to explore additional patrol and security measures. Specifically, additional cameras and flood lights were mentioned as possible methods to decrease negative activity on-site.
- 3) HCV Program – Ammarell informed the Commissioners that HUD had authorized an additional \$74,000 in HAP grants for the months of January and February 2020 and gave credit to Kathy Keller, the HCV Manager, for pursuing the additional revenue and convincing HUD to grant it. Ammarell also reminded the Commissioners that LHA's HCV program was fully leased up – in other words that LHA was spending all of the grant revenue authorized by HUD, which would ensure that grant revenue continued at the current amount. He also informed the Commissioners that being leased up is based on the amount of dollars actually paid to landlords and not the number of families that were supported by vouchers. This is especially important as LHA supports approximately 550 vouchers in its HCV program, even though data shows that HUD has



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assigned over 700 vouchers to LHA. Given the fair market rental values in Livermore, HUD simply does not provide enough funding to support 700 vouchers.

7. COMMUNICATIONS

Commissioner Hamm announced that the City of Livermore was initiating a “safe parking program” for homeless individuals and families living in their cars. The plan is to allow such individuals and families to apply for permits that would allow them to park overnight in one of three rotational parking lots. Commissioner Hamm wanted staff to be informed of the program as a potential referral resource for people seeking housing resources from LHA.

Commissioner Hamm also informed the Board that the new California Rent Control law contained provisions that prohibited landlords from refusing to rent properties under the federal Housing Choice Voucher program based on the fact that the tenants were not paying the full rent. This is known as Source of Income Discrimination. Commissioner Hamm suggested that staff offer landlord training regarding the impact of the new provisions and consider creating an incentive program to entice landlords to participate in LHA’s program.

8. REPORTS/ITEMS FROM COMMISSIONERS

Commissioner Knowles informed the Board that he likely would be unable to attend the January Board of Commissioners meeting due to pre-existing travel plans.

9. COMMITTEE REPORTS

NONE

10. CLOSED EXECUTIVE SESSION

At approximately 7:15 p.m., Board Chair Palajac announced that the Board would again go into Closed Executive Session to discuss Real Estate Matters Relating to Leahy Square. The closed session adjourned at 7:48 p.m. and the Board Chair announced that there was nothing to report out.

11. ADJOURNMENT

The board meeting adjourned at 7:48 p.m.