



HOUSING COMMISSION AGENDA
Regular Meeting: October 11, 2017
Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541

The public is welcome at all Housing Commission meetings. If you wish to speak on a matter NOT on the Agenda, please file a Public Comment card with the Commission Clerk. Upon recognition by the Chairperson during Public Comment, state your name, comments and/or questions. Anyone wishing to address the Commission on an agenda item or on business introduced by the Housing Commission may do so when the Chairperson calls for comments on the agenda item. Please be brief and limit your comments to the specific subject under discussion. NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.

To allow the opportunity for all to speak, a time limit of 3 minutes has been set for public speakers wishing to address the Housing Commission. The Chairperson has the discretion to further limit this time if warranted by the number of speakers.

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, October 5, 2017 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

AMERICANS WITH DISABILITIES: In compliance with the Americans with Disabilities Act, if special assistance to participate in this meeting is needed, please contact the Housing Authority office at (510) 727-8511. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

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MINUTES
September 13, 2017



**HOUSING COMMISSION MINUTES
REGULAR MEETING: SEPTEMBER 13, 2017
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Vice Chairperson Hannon called the meeting to order at 8:04 a.m.

Roll Call

Present: Cmr. Ballew, Biddle, Buckholz, Gacoscos, Hannon and Maass

Entered after Roll Call: Cmr. Steiner

Excused: Cmr. Gerry, Patz and Peixoto

2. CLOSED SESSION

*Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda
Labor Negotiations Pursuant to Government Code 54957.6*

The Housing Commission entered into a closed session at 8:05 a.m. and reconvened in open session at 8:15 a.m. Vice Chairperson Hannon reported that no reportable actions were taken in the closed session.

3. ACTION: APPROVAL OF THE MINUTES OF THE JULY 26, 2017 HOUSING COMMISSION MEETING

Motion/Second: Biddle/Gacoscos.

Ayes: 6; 1 abstention: Cmr. Steiner. Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT – ON MATTERS NOT ON THE AGENDA

None.

5. NEW BUSINESS

5-1. RESOLUTION NO. 11-17: APPROVING A MEMORANDUM OF UNDERSTANDING WITH SEIU LOCAL 1021

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that the Memorandum of Understanding (MOU) between HACA and SEIU Local 1021 (SEIU) expired on June 15 and that HACA and SEIU reached a tentative agreement for a successor MOU on September 5. A copy of the signed tentative agreement was distributed to the Commissioners and the public. Ms. Freckmann described a substantive change to Section 12 of the MOU with regard to wages and indicated that all other terms and provisions remain the same.

Recommendation: Adopt Resolution No. 11-17 approving a Memorandum of Understanding with SEIU Local 1021 for Fiscal Year 2017-2018 as presented at the meeting.

Motion/Second: Biddle/Maass

Ayes: All. Motion passed. Motion passed. **APPROVED AS RECOMMENDED.**

5-2. ACTION: APPROVE SECTION 8 HOUSING CHOICE VOUCHER PAYMENT STANDARDS

Christine Gouig, Executive Director, gave a brief introduction to this item. Ms. Gouig described how housing authorities use the Fair Market Rents that HUD publishes annually to set their Section 8 Benefit Payment Standards (BPS). She described the methodology that HUD uses to establish the Fair Market Rents and explained why this methodology negatively impacts housing authorities that are located in markets with rapidly rising rents, such as the Bay Area rental market. Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado described the factors that staff analyzed to determine HACA's Section 8 BPS, explained the results of the analysis and the proposed BPS.

Recommendation: Approve the proposed Section 8 Housing Choice Voucher Benefit Payment Standards as presented.

Commission Discussion: Cmr. Maass asked if the recent natural disasters in Texas and Miami would have an impact on the FMRs and Ms. Gouig indicated that an impact is unlikely. Cmr. Gacoscos commented that she is happy to see that the BPS proposed for the city of Union City is the same as those set for Fremont and Newark. Cmr. Ballew asked if the minimum wage rate is factored into the FMRs and Ms. Gouig indicated that it is not. Cmr. Buckholz and Ms. Gouig discussed the senior population with respect to the FMRs. Cmr. Hannon asked if the FMRs are regional and Ms. Gouig indicated that they can vary by county but that ours include both Alameda and Contra Costa counties. Cmr. Hannon and Ms. Gouig talked about the FMR survey that HACA and the other seven housing authorities in the two counties commissioned. Cmr. Hannon commented that HUD should bear the costs for that survey and Ms. Gouig indicated that HUD denied our requests for reimbursement.

Motion/Second: Biddle/Buckholz.

Ayes: All. Motion passed. **APPROVED AS RECOMMENDED.**

5-3. INFORMATION: FSS PROGRAM REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported on the Family Self-Sufficiency (FSS) annual Health & Resource Fair held on August 19. He also reported that staff has submitted HACA's application for FSS funding.

Commission Discussion: Cmr. Steiner and Mr. Taylor discussed the upcoming FSS event, "It's Your Time to Shine." They also discussed the status of the national FSS study that HACA is participating in. Ms. Gouig commented that it is not yet known what HUD will do with the results of this study.

6. COMMITTEE REPORTS

None.

7. COMMISSIONER REPORTS

Com. Steiner announced that the City of Pleasanton’s anti-poverty housing group will be holding an event on October 26.

Com. Hannon announced that the City of Newark is celebrating its 62nd birthday on September 16-17 and invited all to attend the festivities. Com. Hannon also reported that the city celebrated the ground breaking of an affordable housing project in Newark. Com. Steiner and Com. Biddle discussed some of the challenges that cities are facing when dealing with the state regulations on housing and business development.

8. COMMUNICATIONS

Ms. Gouig reported that HACA has completed its conversion to new housing and financial software and that the system went live on Monday, September 11.

Ms. Gouig reported that staff is currently reviewing a number of internal operational policies and will present proposed policy updates at future Commission meetings. She also reported that staff will present an updated version of its “Who do We House and How do We House Them” presentation at the October Commission meeting.

Ms. Gouig reported that HACA will apply for additional Veterans Affairs Supportive Housing (VASH) vouchers by the October 31 deadline.

9. ADJOURNMENT

There being no further business to discuss, Vice Chairperson Hannon adjourned the meeting at 9:15 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Mark Gerry
Housing Commission Chairperson

NEW BUSINESS

October 11, 2017

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 11, 2017

Subject: Salary Adjustment for Non-Management, Non-Bargaining Unit Employees

Exhibits Attached: None

Recommendation: Approve Salary Adjustment for Non-Management, Non-Bargaining Unit Employees

Financial Statement: \$7,000 approximate cost

BACKGROUND

The negotiated Memorandum of Understanding (MOU) between the Housing Authority of the County of Alameda and SEIU Local 1021 covers all full time, non-confidential, non-management employees. The Housing Authority has two classifications that are not management and are not part of the bargaining unit represented by SEIU. One classification is a part-time Administrative Clerk and the other classification is Secretary, which is classified as confidential and is in the Human Resources Department. There is one employee in each of these classifications.

It has been the Housing Authority’s standard practice to implement the same terms and conditions of employment for these classifications as those that were negotiated for the bargaining unit.

RECOMMENDATION

Staff recommends your Commission approve the same terms and conditions of employment for non-management, non-bargaining unit classifications, consistent with standard practice and as reflected in the Total Tentative Agreement approved for a successor MOU for the bargaining unit by your Commission on September 13, 2017. This includes the \$3,500 lump sum payment for two employees to be paid by October 19, 2017.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 11, 2017

- Subject: Management Class Annual Comparability Adjustment (COLA)
 - Exhibits Attached: 2017 Management Class Comparability Survey Results – Cost of Living Adjustment (COLA)
 - Recommendation: Approve recommended annual salary adjustment of 3.1% retroactive to June 16, 2017, the beginning of the first pay period of the fiscal year, and continue the Management Compensation Policy
 - Financial Statement: \$43,720 approximate cost
-

BACKGROUND

Thirty-one years ago, in June of 1986, the Housing Commission adopted various components for setting and maintaining compensation for management employees. Taken together, these components are referred to as the Management Compensation Policy. In 2003, the Commission appointed a sub-committee to review the various methodologies used for setting and maintaining compensation. The sub-committee affirmed the Management Compensation Policy and its practices with a few recommended changes regarding the then-existing comparability pool. Over the years, the comparability pool has been adjusted a few times, adding and deleting agencies. However, the underlying practice of maintaining and implementing the various components of the management compensation policy has remained consistent.

The core components of the Management Compensation Policy are:

- 1. Annual Cost of Living Adjustment**
Conduct annual cost of living adjustment (COLA) surveys by assessing cost of living adjustments granted to management employees in the comparability pool, calculating the mean (average) of those adjustments and applying it to both employees’ salaries and HACA’s salary range structure;
- 2. Triennial Salary Survey of Management Positions**
Conduct triennial surveys to review HACA’s management positions and compare them to similar positions within our comparability pool to insure that they are assigned a pay range at the median (middle) rate of comparable positions within the pool or are tied to another classification internally; and

3. Triennial Survey of Management Total Compensation

As part of the triennial survey, review total compensation (i.e., salary and benefits) for management classifications to make sure that HACA's compensation is competitive.

DISCUSSION and ANALYSIS

The annual COLA comparability survey is usually conducted in the Fall of each year because public agencies adopt their annual budgets prior to granting management employee increases and often the increase is not known until July, August or even later. The results of HACA's annual survey are attached. At the October 8, 2014 meeting, with respect to COLAs, your Commission modified the methodology to allow rounding of the survey results to the nearest tenth of a percent. The average adjustment for the agencies in the pool this year is 3.1%. The proposed management employee COLA is retroactive to June 16, 2017, the first pay period in the fiscal year.

Staff recommends that your Commission approve the COLA as described above. Along with accepting the results of the survey and directing staff to implement the results, it has been your Commission's practice to direct staff to continue the practices and procedures of the Management Compensation Policy going forward.

Housing Authority of the County of Alameda

Management Cost of Living Adjustment (COLA)
Fiscal Year 2107-2018

SURVEY SUMMARY

	AGENCY	COLA	DATE
1	City of Alameda Housing Auth.	4.0%	effective 7/1/17
2	City of Fremont	3.0%	effective 6/26/17
3	City of Hayward	3.0%	effective 7/1/17
4	City of Richmond Housing Auth.	3.0%	effective 1/1/17
5	City of San Leandro	3.0%	effective 1/1/17
6	City of San Mateo	4.0%	effective 5/7/17
7	Contra Costa County Housing Auth.	2.5%	effective 1/1/17
8	County of Alameda	3.0%	effective 1/3/17
9	Oakland Housing Authority	3.5%	effective 7/1/17
10	San Mateo County Housing Auth.	3.0%	effective 10/8/17
11	Santa Clara County Housing Auth.	2.5%	effective 7/3/17

Total agencies: **11**

Average COLA: 3.13%

HACA COLA: 3.1%

(Rounded to the nearest tenth)

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 11, 2017

Subject: Resolution Approving Revisions to HACA Personnel Rules re:
Management Class Vacation Adjustment

Exhibits Attached: 1. Section 3.17 redline summary revisions
2. Resolution No. 12-17

Recommendation: Approve recommended revisions to the Personnel Rules

BACKGROUND

Personnel Rule 1.2 states that the Personnel Rules may be amended by a resolution adopted by the Housing Commission on the recommendation of the Personnel Committee. At its meeting today the Personnel Committee considered changes to the Personnel Rules, as described below. If the Personnel Committee makes a favorable recommendation to your Commission, your Commission is requested to adopt a resolution approving the changes.

DISCUSSION and ANALYSIS

The Housing Authority's Personnel Rule 3.17 contains provisions regarding benefits for management employees. Personnel Rule 3.17 currently does not contain a specific provision regarding vacation accrual for management staff. Currently, managers accrue vacation under Personnel Rule Section 18, Vacation Leave, which is the same provision that applies to non-management staff.

At your July 26, 2017, meeting, your Commission accepted the management survey compensation results developed by Koff & Associates. HACA's Management Compensation Policy calls for this survey to be completed every three years (although due to salary freezes and budget constraints the last survey was done in 2009). Twelve governmental comparators are surveyed regarding salaries, fringe benefits and administration of the pay for performance plan. The 12 are as follows:

1. City of Fremont
2. City of Hayward
3. City of San Leandro
4. City of San Mateo
5. County of Alameda
6. Housing Authority of the City of Alameda
7. Oakland Housing Authority
8. City of Richmond Housing Authority
9. Contra Costa Housing Authority
10. Marin Housing Authority
11. Santa Clara County Housing Authority
12. San Mateo County Housing Authority

DISCUSSION AND ANALYSIS

Among other benefits, the fringe benefit analysis determined comparability with regard to administrative leave and vacation. The survey results indicated that all 12 comparators in our comparability pool receive paid administrative/management leave in varying amounts. On average, the survey indicated that management staff in the pool received 40 hours of such leave.

Currently, HACA does not provide any administrative/management leave for management staff. However, HACA management employees do receive five floating holidays that must be used within the year (HACA’s non-management staff receive two floating holidays). The survey did not include the provision of floating holidays so staff does not know if the comparators that provide administrative/management leave also have floating holidays. As we do not have that information, we are not recommending the addition of administrative/management leave.

However, the survey results also indicated that, for most of the comparators, the rate of vacation accrual for management staff was at a higher level than for non-management staff. And, for those that had similar accrual rates for both management and non-management staff, management staff also received administrative/management leave. Staff is, therefore, recommending that management staff’s vacation accrual be adjusted to reflect an additional week (40 hours). For example, a new HACA management employee receives two weeks of vacation per year until year four, at which time vacation increases to three weeks. If your Commission approves the recommended change, a new employee would start with three weeks of vacation and in year four see this increase to four weeks. This would make the accrual rates for HACA management staff more competitive and consistent with the survey results. The recommended adjustment for management staff vacation accrual is as follows:

Years of Service	Current Hours Per Pay Period	Proposed Hours Per Pay Period	Proposed Annual Hours	Proposed Annual Weeks	New Cap (Hours)
Years 1-3	3.08 hours	4.62 hours	120	3	240
Years 4-10	4.62 hours	6.15 hours	160	4	320
Years 11-18	6.15 hours	7.69 hours	200	5	400
Years 19+	7.69 hours	9.23 hours	240	6	480

Staff recommends that your Commission consider the recommendation of the Personnel Committee and adopt a resolution approving the adjusted vacation accrual rates for management staff as described above.

Section 3.17 PERSONS IN "M" DESIGNATED CLASSIFICATIONS

Notwithstanding any other provision of these Rules, only persons occupying positions in classifications for which the schedule or salary includes the suffix "M" shall be subject to the provisions of this Section and following sub-Sections. The provisions of this Section are not intended to and do not establish vested or contractual rights and are subject at any time to change or repeal by the Housing Commission without the substitution of comparable benefits.

3.17.1 Salary:
Each employee shall receive the salary determined by the Housing Commission.

3.17.2 Work Week:
Each employee shall have a work week of 40 hours. The 80 hour pay period may be flexibly scheduled consistent with the operating needs of the Department, with the approval of the Executive Director.

3.17.3 Vacation Accrual:
For each pay period in a paid status, employees shall accrue vacation leave as follows:

Years of Service	Hours Per Pay Period	Annual Hours	Cap (Hours)
Years 1-3	4.62 hours	120	240
Years 4-10	6.15 hours	160	320
Years 11-18	7.69 hours	200	400
Years 19+	9.23 hours	240	480

Effective December 25, 1999, employees in "M" designated classes attaining a vacation balance of two times their annual accrual rate shall cease accruing vacation until their balance drops below said limit.

(The remaining paragraphs in this Section 3.17 were renumbered to account for the insertion of the new paragraph on vacation accrual.)

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
RESOLUTION NO. 12-17**

**RESOLUTION APPROVING REVISION TO THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA’S PERSONNEL RULES**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) has implemented Personnel Rules governing certain terms and conditions of employment for both management and non-management employees; and

WHEREAS, Section 1.2 of said Personnel Rules allow for amendment of these rules by resolution; and

WHEREAS, the triennial management compensation survey prepared by Koff & Associates found that HACA’s vacation accrual for management employees is low compared to the 12 comparators surveyed; and

WHEREAS, Section 3.17 of the Personnel Rules regarding management benefits should be revised to reflect recommended changes to management vacation accrual rates;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the recommended changes to vacation accrual for management employees at Personnel Rule 3.17 as presented at this meeting.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 11th day of October 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Mark Gerry
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: October 11, 2017

Subject: Revised Drug-Free Workplace Policy

Exhibits Attached: 1. Recommended Revised Drug-Free Workplace Policy
2. Resolution 13-17 Approving Drug-Free Workplace Policy

Recommendation: Adopt a resolution approving the recommended revisions to HACA's Drug-Free Workplace Policy

Financial Statement: None

BACKGROUND

HACA'S existing policy relating to the requirement of a drug-free workplace was created in 1990 and has not been updated since then. HACA is a federal grant recipient receiving annual grant funding from the U.S. Department of Housing and Urban Development (HUD) to fund HACA's Housing Choice Voucher and Family Self-Sufficiency (FSS) programs. HACA submits annual documents and/or applications for this grant funding and those documents must comply with the requirements of the Drug-Free Workplace Act of 1988 (1 U.S.C. 701, et seq.), as amended.

DISCUSSION and ANALYSIS

A clean copy of the proposed revised policy is attached. In general, it prohibits the manufacture, distribution, dispensation, possession or use of any illegal or controlled substance in the workplace and wherever HACA business is performed (such as at our housing properties). The Policy provides for searches and inspections of HACA property and lists the responsibilities of all employees and management employees. It describes the components of HACA's drug free awareness program to include distribution of a brochure on the dangers of drug abuse, notification of the availability of counseling and the provision of the Drug-Free Workplace Policy to all employees.

	<p>DRUG-FREE WORKPLACE POLICY</p>
<p>HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</p>	

I. PURPOSE

The purpose of this Policy is to promote a drug-free workplace in order to eliminate substance abuse and its effects in the workplace.

II. POLICY

The Housing Authority of the County of Alameda maintains a drug-free workplace in compliance with the federal Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and the Rehabilitation Act of 1973 (29 U.S.C. 794). All employees are required to abide by the following:

- A. The manufacture, distribution, dispensation, possession or use of any illegal or controlled substance is prohibited in both the workplace and wherever Housing Authority business is performed.
- B. All Housing Authority employees are prohibited from working or being subject to standby or call-in if impaired by any illegal or controlled substance.
- C. An employee must notify his or her supervisor or manager before beginning work when taking medications or drugs which could interfere with the safe and effective performance of job duties or operation of Housing Authority equipment. If there is a question regarding an employee’s ability to perform assigned duties safely and effectively while using prescribed medications, the Housing Authority may require medical clearance.
- D. An employee is required to notify the Housing Authority Human Resources Manager if he or she is convicted of a criminal drug violation occurring in the workplace during the course of Housing Authority business, within five (5) days of conviction.
- E. The Housing Authority must notify the Department of Housing and Urban Development (HUD) in writing within ten (10) calendar days after receiving notice from an employee of a drug abuse conviction or otherwise receiving actual notice of a drug abuse conviction. Such notification to HUD will be provided to:

Department of Housing and Urban Development
 Office of Strategic Planning and Management
 Grants Management Division
 451 7th Street, SW, Room 3156
 Washington DC 20410-3000



The following information must be included in the notification under this provision:

- o The program title and award number for each HUD award covered;
- o The HUD staff contact name, telephone and fax numbers;
- o A grantee contact name, telephone number and fax number;
- o The convicted employee's position and title.

F. Disciplinary action may be taken against an employee who is found to have violated this Policy or is convicted of criminal drug violation offense. As an alternative to disciplinary action, or in addition to disciplinary action, an employee may be required to satisfactorily participate in a drug abuse assistance/rehabilitation program.

G. Compliance with this Policy is a condition of Housing Authority employment.

III. SCOPE OF POLICY

This Policy applies to all Housing Authority employees, officials, officers, temporary employees and contractors when they are on Housing Authority property or when performing Housing Authority related business elsewhere.

IV. SEARCHING AND TESTING

A. **Searches:** In order to promote a safe, productive and efficient workplace, the Housing Authority has the right to search and inspect all Housing Authority property, including but not limited to storage areas, furniture, vehicles and other places under the common control of the Housing Authority or joint control of the Housing Authority and employees. No employee has any expectation of privacy in any Housing Authority building, property or communication system.

B. **Post-Accident Drug Testing:** The Housing Authority may require drug screening following any work-related accident or any violation of safety precautions or standards, whether or not an injury resulted from the accident.

V. EMPLOYEE RESPONSIBILITIES

A. **All Housing Authority employees must:**

1. Not report to work or be on standby or on-call status while his or her ability to perform job duties is impaired due to on or off duty drug use;
2. Not possess or use controlled substances at any time while on Housing Authority property or while on duty for the Housing Authority at any location;



3. Not directly or indirectly through a third party manufacture, sell, distribute, dispense or provide controlled substances to any person, including any employee at any time; or manufacture, sell, distribute, or dispense to any employee while either or both are on duty;
4. Notify their supervisor or manager before beginning work when taking any medications or drugs, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of Housing Authority equipment;
5. Notify the Human Resources Manager of any criminal conviction for a drug violation that occurred in the workplace within no more than five (5) days after such conviction; and
6. Follow the Housing Authority's Drug-Free Workplace Policy.

B. All Housing Authority management employees must:

1. Notify the Human Resources Manager, who will in turn notify HUD (a federal granting agency that has funded the work or Housing Authority program) of any criminal drug statute conviction for a violation that occurred at a site where work was being done with a specific grant or contract;
2. Consult with the Executive Director and Human Resources Manager as to whether post-accident drug testing should occur;
3. Take appropriate disciplinary action for any violation of this Policy consistent with existing Housing Authority disciplinary procedures;
4. Take appropriate disciplinary action up to and including termination for any criminal drug status conviction that has a nexus to the employee's employment and/or require that the employee satisfactorily participate in a drug abuse assistance or rehabilitation program;
5. Enforce this Policy; and
6. Report any suspected violation of this Policy to the Executive Director and/or Human Resources Manager;

	<h2>DRUG-FREE WORKPLACE POLICY</h2>
<h3>HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</h3>	

VI. HOUSING AUTHORITY DRUG-FREE AWARENESS PROGRAM

The following is the Housing Authority’s ongoing Drug-Free Awareness Program:

1. Distribution of a brochure on the dangers of drug abuse to each covered employee;
2. Notification to each covered employee of the availability of counseling and treatment of drug-related problems through the Housing Authority’s Employee Assistance Program;
3. Distribution of the provisions of the Housing Authority’s Drug-Free Workplace Policy and the potential for disciplinary action for violations of the Policy to each covered employee.

VII. DEFINITIONS

- A. **Controlled Substances:** Controlled substances are those defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and include, but are not limited to, such substances as marijuana, heroin, cocaine, amphetamines or prescription drugs without a prescription.
- B. **Policy Coverage:** This Policy is applicable to Housing Authority officials, officers, employees, temporary employees and contractors.
- C. **Disciplinary Action:** Disciplinary action, up to and including termination of employment, will be imposed against the employee for violations of this Policy. Such disciplinary action will be consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended.

VIII. DISSEMINATION OF POLICY

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return, acknowledging that the employee has received, read, and understands this Policy.

	<p>DRUG-FREE WORKPLACE POLICY</p>
<p>HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA</p>	

rev. Drug-Free Workplace Policy 10/17/90; 10/11/17

***ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
"DRUG-FREE WORKPLACE POLICY"***

I acknowledge the receipt of a copy of the Housing Authority of the County of Alameda's "Drug-Free Workplace Policy." I have read and understand my responsibilities under the Policy and I agree to abide by my responsibilities as outlined. I understand that I will be subject to discipline for violating this Policy or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in the Policy.

Dated: _____

Print Name: _____

Signature: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 13-17

**APPROVING REVISIONS TO THE
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA’S DRUG-FREE WORKPLACE POLICY**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) is a recipient of annual grant funding from the U.S. Department of Housing and Urban Development (HUD) to fund HACA’s Housing Choice Voucher and Family Self-Sufficiency Programs; and

WHEREAS, HACA submits annual applications and documents for this grant funding and such documents must comply with the Drug-Free Workplace Act of 1988 (1 U.S.C. 701, et seq.), as amended, and therefore, HACA must have a drug-free workplace policy; and

WHEREAS, HACA’s current Drug-Free Workplace Policy was last reviewed in 1990; and

WHEREAS, revisions to HACA’s current Drug-Free Workplace Policy are necessary to ensure consistency with the terms of the Drug-Free Workplace Act of 1988, as amended;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the revised Drug-Free Workplace Policy as presented at this meeting.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 11th day of October 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Mark Gerry
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 11, 2017

Subject: Who Do We House and How Do We House Them?

Exhibits: Attachment A: Who Do We House and How Do We House Them?

Recommendation: Receive Report

BACKGROUND

Every few years, staff prepares a PowerPoint presentation for your Commission in order to:

- Familiarize you with the Section 8 Housing Choice Voucher (HCV) participants in each city within HACA’s jurisdiction; and
- Provide you with a general overview of the HCV program as it relates to the responsibilities and relationships of landlords, tenants, and HACA.

Along with today’s presentation, you will receive a “Who Do We House? Factsheet” and a hand-out containing the raw data used to develop the presentation.

DISCUSSION and ANALYSIS

Today’s presentation describes some of the characteristics of our client base, including their family type and income sources. You will also learn the number of HACA Vouchers used in each city, as well as the percentage of each city’s households that are Voucher holders. In addition, the presentation will give you an overview of the programmatic relationships, roles and responsibilities of tenants, landlords and HACA.

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 11, 2017

Subject: Programs Activity Report

Exhibits Attached: Section 8 and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; Fraud Payments Report; Landlord Rental Listing Report; FSS Program Monthly Report

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up:** As of September 1, 2017, the Section 8 Housing Choice Voucher program had 6,210 units under contract. The fiscal year-to-date lease-up average is 97.1% units as of September 1, 2017. The budget authority use average through August 2017 is 121%.
- **Program Utilization:** As of September 1, 2017, the average HAP subsidy was \$1,463 and the average tenant-paid rent portion was \$465, for an average Contract Rent of \$1,925 (rounded).
 - ❖ As of September 1, 2017, HACA had 83 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of September 1, 2017, HACA billed other housing authorities for 226 incoming port contracts.
 - ❖ 227 of PACH's 230 project-based voucher (PBV) units are leased. These are HACA's former public housing units converted under HUD's Section 18 or Rental Assistance Demonstration programs and transferred to PACH, HACA's instrumentality.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA will provide updated information next month.
- **Landlord Rental Listings:** As of October 2, 2017, there were 883 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There were nine new landlords added to the Section 8 program in September. There were 34 active properties listed as of October 2, 2017.

FAMILY SELF SUFFICIENCY (FSS)

In September, the FSS Department successfully submitted its application for continued funding of its four FSS Coordinator positions. The FSS Department also hosted a workshop that was intended to help participants become more self-aware and self-directed in order to make sustainable positive transformations in their relationships.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of September 2017

City	Certificates		Vouchers		SEPTEMBER 2017 TOTAL		SEPTEMBER 2016	SEPTEMBER 2015
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	23	\$33,649	23	\$33,649	26	29
Castro Valley	12	\$15,876	198	\$289,674	210	\$305,550	200	204
Dublin	3	\$3,969	384	\$561,792	387	\$565,761	353	348
Emeryville	5	\$6,615	146	\$213,598	151	\$220,213	152	120
Fremont	21	\$27,783	1,047	\$1,531,761	1,068	\$1,559,544	1,024	1,078
Hayward	88	\$116,424	1,919	\$2,807,497	2,007	\$2,923,921	1,889	1,999
Newark	5	\$6,615	204	\$298,452	209	\$305,067	207	223
Pleasanton	3	\$3,969	178	\$260,414	181	\$264,383	109	113
San Leandro	14	\$18,522	1,373	\$2,008,699	1,387	\$2,027,221	1,423	1,477
San Lorenzo	1	\$1,323	196	\$286,748	197	\$288,071	192	207
Union City	3	\$3,969	726	\$1,062,138	729	\$1,066,107	758	746
TOTALS	155	\$205,065	6,394	\$9,354,422	6,549	\$9,559,487	6,333	6,544

*Based on an average September Housing Assistance Payment (HAP) of \$1,323 per certificate contract

**Based on an average September Housing Assistance Payment (HAP) of \$1,463 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of September 2017

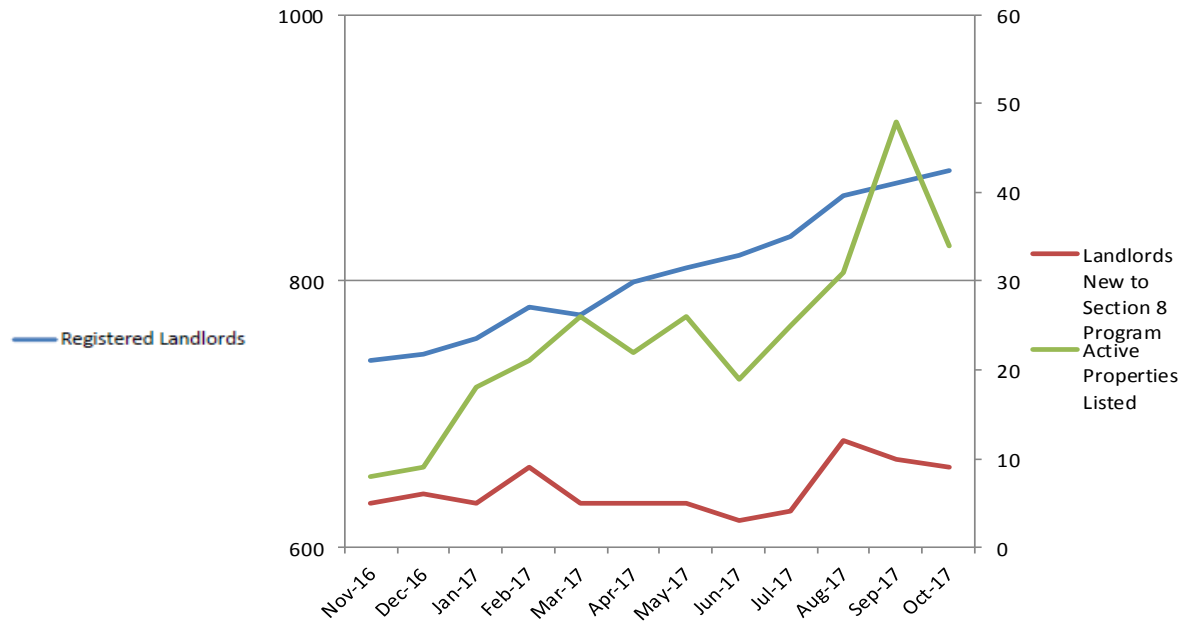
City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	23	\$1,649	\$1,318	\$331	20%
Castro Valley	181	\$1,918	\$1,507	\$411	21%
Dublin	305	\$1,931	\$1,503	\$428	22%
Emeryville	108	\$1,752	\$1,288	\$464	26%
Fremont	989	\$2,123	\$1,637	\$486	23%
Hayward	1866	\$1,867	\$1,419	\$448	24%
Newark	204	\$2,335	\$1,754	\$582	25%
Pleasanton	178	\$1,666	\$1,291	\$375	23%
San Leandro	1370	\$1,869	\$1,391	\$478	26%
San Lorenzo	196	\$2,164	\$1,618	\$546	25%
Union City	504	\$2,239	\$1,716	\$524	23%

*Some rents may vary by \$1 due to rounding

Landlord Rental Listing Report

Monthly

	11/1/2016	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017	7/5/2017	8/1/2017	9/1/2017	10/2/2017
Registered Landlords	740	745	757	780	775	799	810	819	834	864	874	883
Landlords New to Section 8 Program	5	6	5	9	5	5	5	3	4	12	10	9
Active Properties Listed	8	9	18	21	26	22	26	19	25	31	48	34





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Danielle Roundtree
Date: October 2, 2017

Program Summary	September 2017
Total Clients Under Contract:	167
MDRC:	100
Graduates:	2
Escrow Disbursed:	\$14,528.74
Ports In:	0
Ports Out:	0
Terminations:	2
New Contracts:	4

FSS PROGRAM NEWS:

2018 FSS NOFA

The grant application to fund the FSS Coordinator positions for 2018 was completed and submitted to HUD. The application deadline was September 15, 2017. The HUD office will notify HACA of its funding decision for the program sometime before the end of this year. The FSS team worked with Senior Administrative Analyst Jennifer Cado and Administrative Analyst Oscar Macias to complete the application.

Workshop

On Saturday, September 30, 2017, the FSS team hosted a workshop entitled, *How to be in a Grown-Up Relationship That's Healthy and Loving*. Our community partner, Gaylon Logan Jr. of the San Leandro based non-profit, Village Connect, presented the workshop. The session incorporated discussion around the three major causes of relationship failure: communication, trust and belief systems. The goal was to help participants become more self-aware and self-directed, resulting in sustainable positive transformation.

Case Management Referrals = 19
Job Lead Referrals = 56

ATTACHMENT A

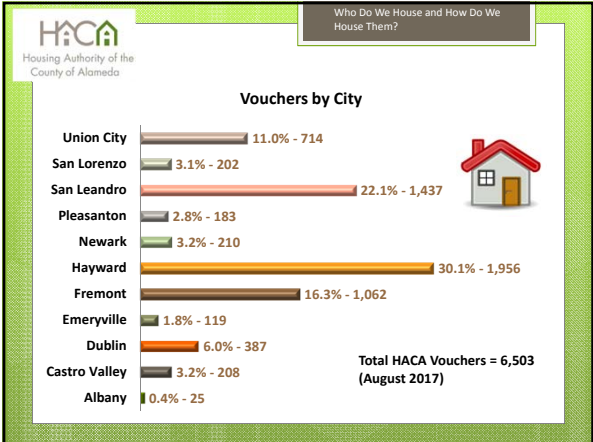
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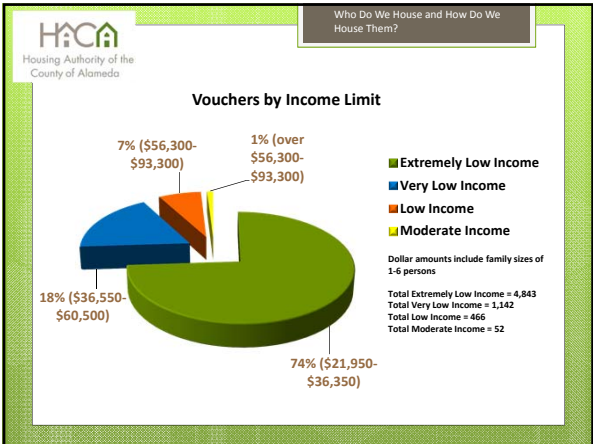


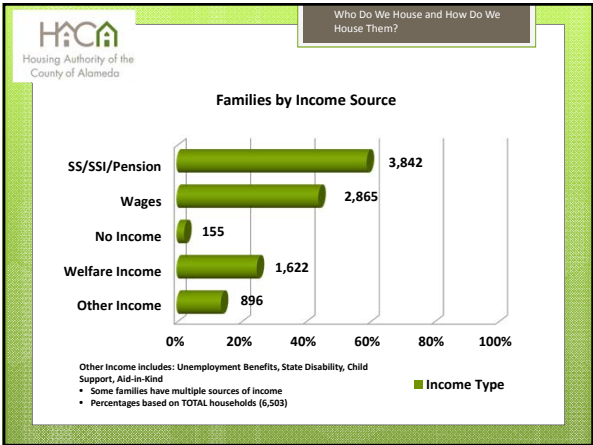
Who Do We House and How Do We House Them?
October 2017

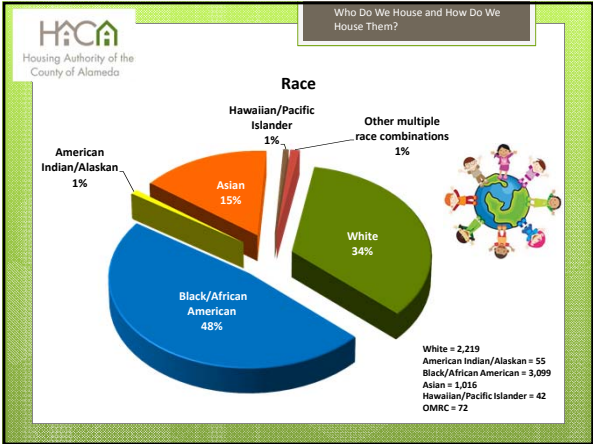


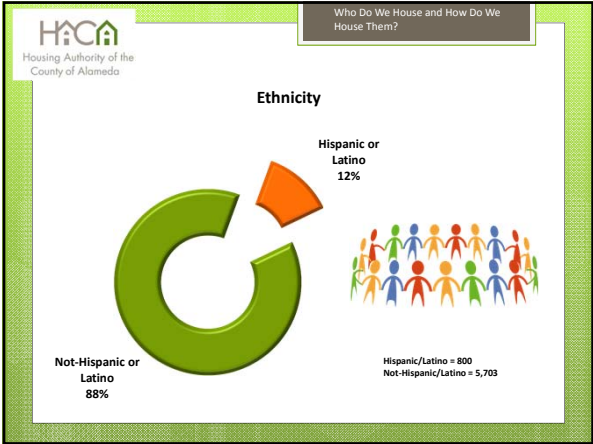
Who Do We House?

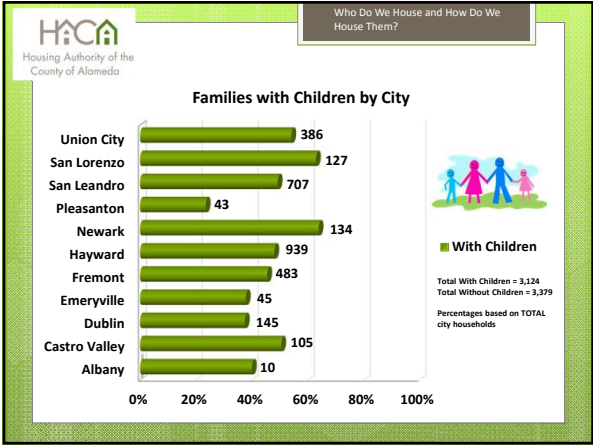


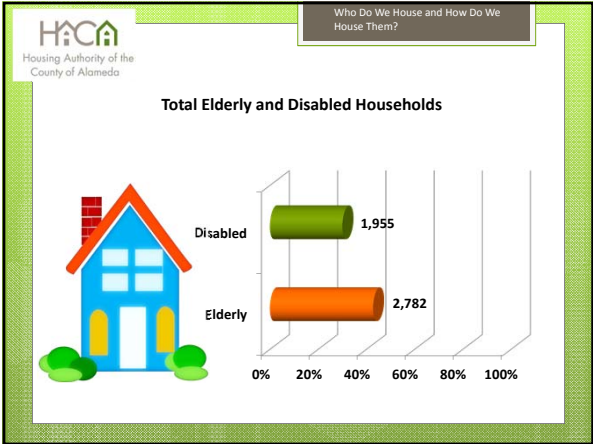


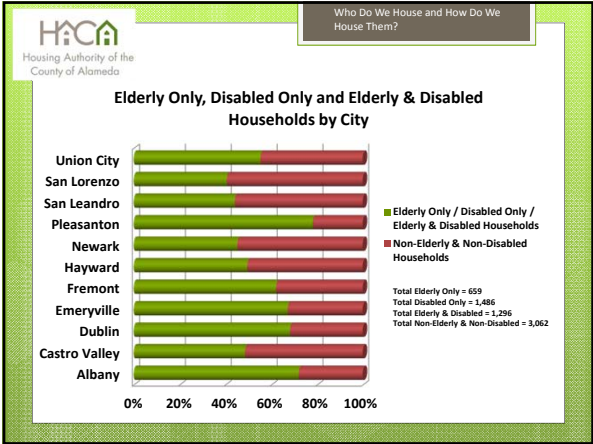


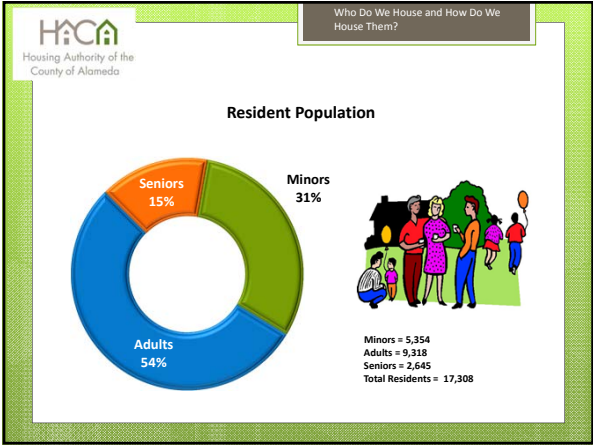














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Who Do We House and How Do We House Them?

Section 8 HCVP in California — Three Components

1. **Section 8 Voucher**
 - o Section 8 Housing Choice Voucher Program laws & regulations apply
2. **Housing Assistance Payments (HAP) Contract**
 - o Section 8 Housing Choice Voucher Program laws & regulations apply
3. **The Lease**
 - o **California** – Unsubsidized Rental Market Practices, Laws, & Contracts apply

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Who Do We House and How Do We House Them?

Parties to:

1. **Section 8 Voucher**
 - o Family
 - o HACA
2. **Section 8 HAP Contract**
 - o Landlord
 - o HACA
3. **Lease**
 - o Family
 - o Landlord
 - o NOT HACA

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Who Do We House and How Do We House Them?

1. The Voucher — between the Section 8 Family & HACA

1. Executed by **HACA with an eligible Family**.
2. States HACA's and the Family's HCVP rights and responsibilities. The Voucher authorizes:
 - o The Family to search for an approvable unit;
 - o HACA to enter into a HAP Contract with the Landlord to make a monthly housing assistance payment on the Family's behalf; and
 - o HACA to pay a monthly utility allowance to the Family when appropriate.
3. Requires the Family to comply with stated terms to continue to receive assistance.

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Who Do We House and How Do We House Them?

2. The HAP Contract (HAPC) — between the Landlord and HACA

1. Executed by **HACA with a Landlord** to provide assistance on behalf of a Section 8 Family.
2. States HACA's and the Landlord's HCVP rights and responsibilities.
3. Authorizes HACA's payment of the monthly Housing Assistance Payment to the Landlord on the Section 8 Family's behalf.
4. Requires the Landlord to comply with stated terms to continue to have HACA make payments on the Family's behalf.

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Who Do We House and How Do We House Them?

3. The Lease

1. Executed by the **Landlord and the Family** to state the rights and responsibilities of each regarding the leased residence.
2. Governed by:
 - CA Civil Code
 - CA Code of Civil Procedure
 - Local Codes and Ordinances
3. It includes a HUD-required Section 8 Lease Addendum.
4. **HACA is not a party to the lease (consequently, HACA may not terminate the lease and evict the family).**

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Who Do We House and How Do We House Them?

Finding & Renting a Unit

The Landlord and Section 8 Family:

1. Family searches for housing and applies to the Landlord.
2. Asks HACA to inspect and approve the habitability of the unit (HQS: Decent, Safe, and Sanitary), the reasonableness of the rent, and the affordability to the family.
3. Sign the lease and the Section 8 Lease Addendum.
4. HACA begins a HAP Contract.

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Benefits of a Landlord's Participation in the Section 8 Program

1. HAP is paid on the first of every month, which allows the Landlord to forecast cash flow
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4. HACA supports the Landlord during evictions by continuing to pay HAP until the eviction is completed

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Who Do We House and How Do We House Them?

HACA's Responsibility vs. Landlord's Responsibility

HACA	Landlord
Screens family for Section 8 program eligibility	Screens family for suitability as tenant
Inspects unit at beginning of tenancy and biannually while assisted	Inspects unit during and at the end of tenancy
Pays HAP	Collects family rent portion
Enforces Section 8 program requirements	Enforces Lease requirements
Terminates program assistance	Terminates tenancy/evicts family


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Landlord's Relationship with the Family

Section 8 tenancies are handled the same as open-market tenancies:


1. Screens and selects family (credit report, personal references, etc.)
2. Collects security deposit and rent
3. Inspects rental unit during and at the end of tenancy
4. Prepares the lease and enforces the provisions of the lease agreement, house rules and other addendums
5. Agrees to abide by Fair Housing Law and VAWA provisions


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4. Housing Specialists assist Landlords with:
 - Processing rent increases
 - Providing program information and guidance
 - Resolving problems and complaints
 - Maintaining positive relationships
5. Housing Specialists perform rent reasonableness and affordability determinations.
6. Housing Inspectors perform HQS inspections.


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3. Family cooperates with HACA in scheduling/allowing access for unit inspections and completing eligibility certifications.
4. Family follows (and HACA enforces) the rules of the Section 8 program so HAP can be paid to the Landlord on its behalf.


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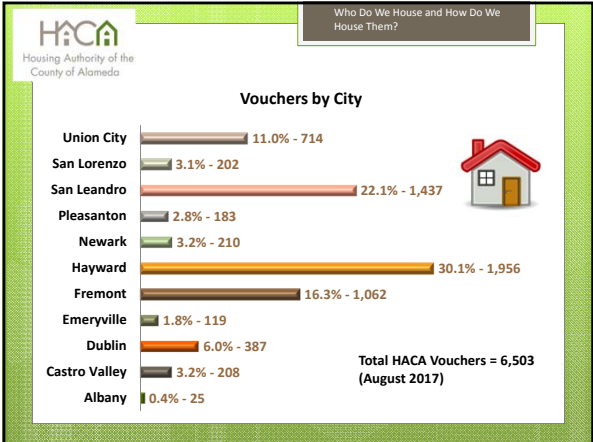


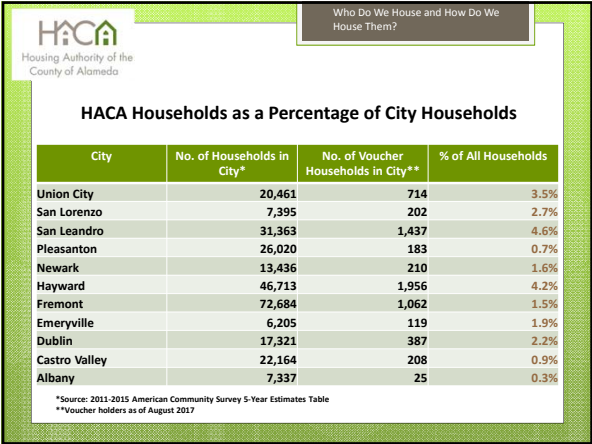
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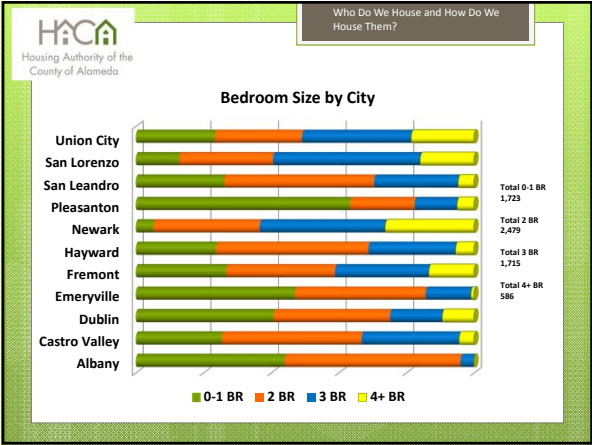
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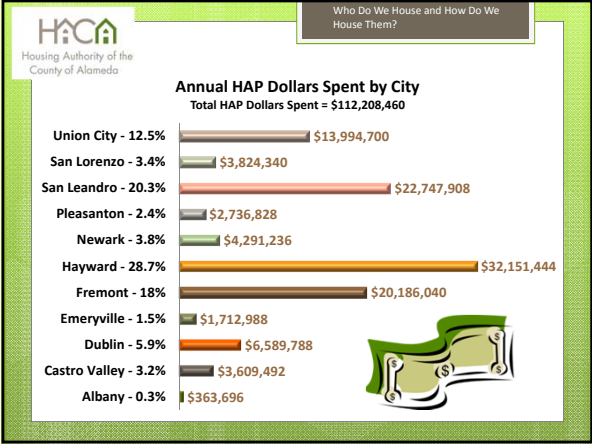


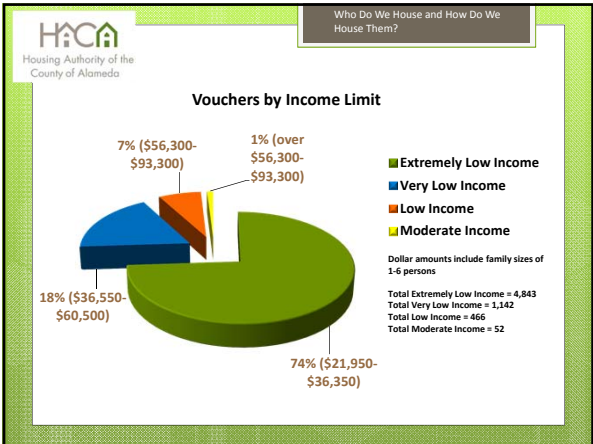
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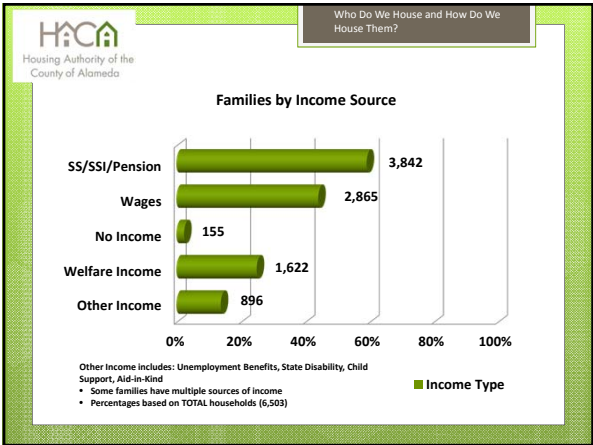


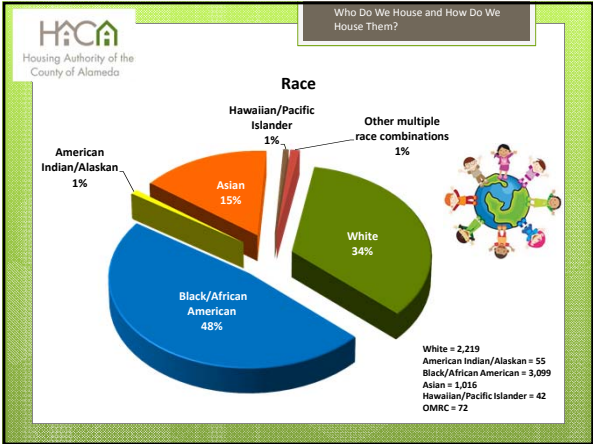


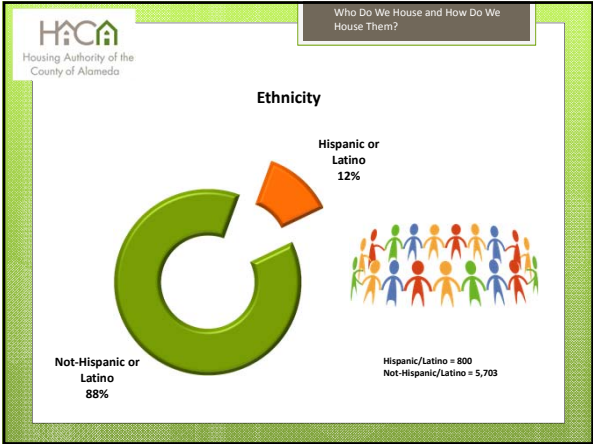


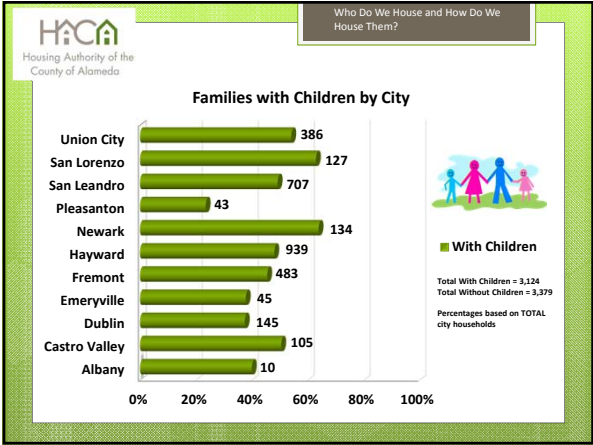


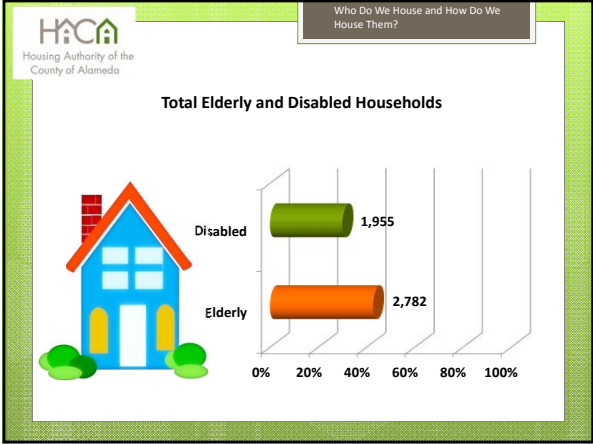


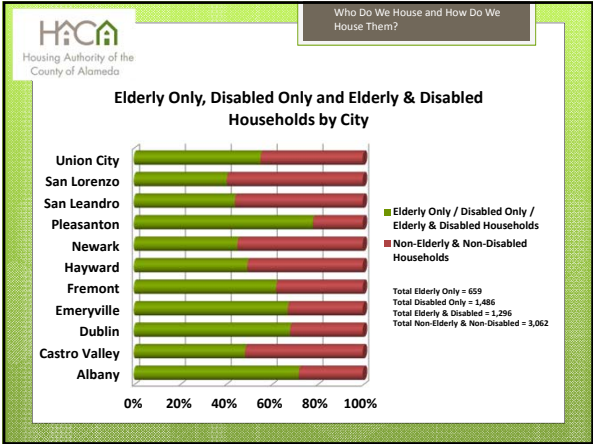


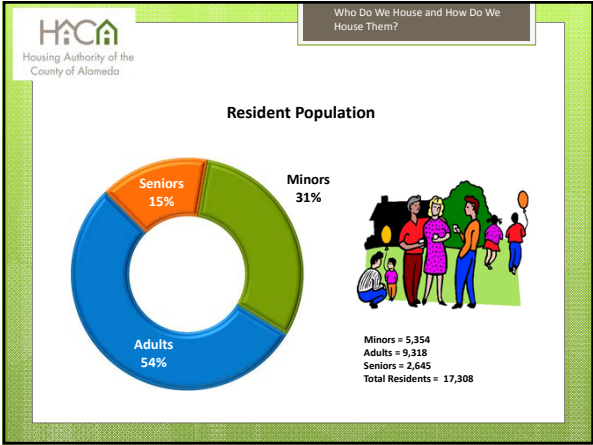












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