



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

HOUSING COMMISSION AGENDA
Regular Meeting: February 10, 2021
Time: 8:00 a.m.

COVID-19 UPDATE: Based on guidance provided by the Centers for Disease Control Prevention, Alameda County Public Health officials and Governor Newsom's Executive Orders, HACA's office building is temporarily closed to the public and in-person meetings have been suspended until further notice. **The Housing Commission will conduct this meeting on Zoom and by phone.**

How to attend this meeting using the Zoom Video Conference platform:

Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:

Click on this link: https://us02web.zoom.us/j/88460095724	OR Use your computer or laptop and go to: https://zoom.us/join Type in/enter Meeting ID: <u>884 6009 5724</u>	OR Use your mobile device, e.g. a cell phone, iPad and/or tablet, download the Zoom app to your device. In the app tap on "Join Meeting" then type in/enter Meeting ID: <u>884 6009 5724</u>
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How to participate in this meeting by phone:

Dial: 1-888-788-0099 then when prompted, enter Meeting ID: 884 6009 5724

PUBLIC COMMENT

If you wish to comment on a matter NOT on the agenda please email your comment(s) to melissat@haca.net, no later than **5:00 p.m., on Tuesday, February 9, 2021**. Your comment(s) will be shared during the meeting when the Chairperson calls for Public Comment. If you are attending the meeting on Zoom or by phone please wait for the Chairperson to ask for comments from the public then upon recognition by the Chairperson, state your name, comments and/or questions. 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. Anyone wishing to address the Housing 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. **NOTE: Only matters within the Housing Commission's jurisdiction may be addressed.** Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email melissat@haca.net or call (510)727-8511.

(CONTINUED ON NEXT PAGE)



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HOUSING COMMISSION AGENDA
Regular Meeting: February 10, 2021
Time: 8:00 a.m.

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HOUSING COMMISSION
MEETING MINUTES
January 13, 2021



Housing Authority of the
County of Alameda

HACA AGENDA ITEM NO.: 2.

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

**HOUSING COMMISSION
SUMMARY ACTION MINUTES
Regular Meeting: January 13, 2021
Meeting Time: 8:00 a.m.**

Based on guidance provided by the Centers for Disease Control Prevention, Governor Newsom's Executive Orders and Alameda County Public Health officials, HACA's office building is temporarily closed to the public and in-person meetings have been suspended until further notice. This Housing Commission meeting was conducted on the Zoom video conference platform and by phone.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson Hannon called the meeting to order at 8:00 a.m.

ROLL CALL:

Present:

Chairperson Michael Hannon	Commissioner Sara Lamnin
Vice Chairperson Christian Patz	Commissioner Peggy McQuaid
Commissioner Pat Gacoscos	Commissioner Arne Olson
Commissioner Mark Gerry	Commissioner Yang Shao
Commissioner Shawn Kumagai	

Entered after Roll Call:

Commissioner Pete Ballew

Excused:

Commissioner Angela Finley

2. ACTION: APPROVE THE MINUTES OF THE NOVEMBER 18, 2020 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the November 18, 2020 meeting as presented.

Motion/Second: Cmr. Shao/Cmr. McQuaid

Upon a roll call vote being taken the votes were:

Ayes: Cmr. Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, Olson, Patz and Shao.

Abstain: Cmr. Ballew

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT: *On items not on the agenda.*

None.

4. INFORMATION: EXECUTIVE DIRECTOR'S REPORT

Kurt Wiest, Executive Director, stated that he will provide the Commission with a report at each Commission to highlight agency activities and operational matters that may be of interest to the Housing Commission. Mr. Wiest provided the Commission with an update on HACA's operations relative to COVID-19. He indicated that HACA's office building remains closed to the public and that he anticipates the closure will be ongoing for the next several months. Mr. Wiest also provided the status of some of the ongoing projects that staff has been working including the revisions to HACA's Personnel Rules, the facility improvements and technology enhancements that have been carried out during the office closure and the initiatives that staff carried out during the holidays in an effort to stay connected with clients. Mr. Wiest announced that HUD has notified HACA of the award of the Family Self-Sufficiency renewal grant. He also announced that Commissioner Arne Olson has submitted his resignation from the Housing Commission and expressed his appreciation to Commissioner Olson for his service.

Commission Discussion: Cmr. McQuaid expressed her condolences to Charla Freckmann, Human Resources Manager, on the recent passing of her father. Cmr. Shao and Ms. Freckmann discussed the expiration of the leave provisions in the Families First Coronavirus Relief Act (FFCRA). Ms. Freckmann indicated that staff is exploring the possibility of extending the same leave benefits that were offered in the expired FFCRA. Cmr. Ballew asked if staff has started to plan for a re-opening. Mr. Wiest indicated that staff is starting to look at the possibilities for offering very limited services at the office and doing this as trial before completely re-opening to the general public.

5. NEW BUSINESS

5-1. PRESENTATION: RECOGNIZE MELISSA TAESALI AS HACA'S SHINING STAR FOR JANUARY-JUNE 2021

Kurt Wiest, Executive Director, introduced this item. Sandra Guy, Housing Specialist and Chairperson of the Communications Committee, presented the staff report. Ms. Guy announced that Melissa Taesali, an Executive Assistant in HACA's Administration Department, was selected as HACA's Shining Star for January-June 2021. She read the comments that were submitted by those who nominated Melissa. Melissa thanked the Commission and staff for the recognition. Mr. Wiest expressed his appreciation for the work that Melissa has done to ensure a smooth transition to his role as HACA's new Executive Director.

Commission Discussion: Chairperson Hannon expressed appreciation to Melissa for her work with the Commission and for being a shining example. Cmr. Gerry commented that all of the sentiments expressed about Melissa are true and praised her for her work. Commissioner Gacoscos thanked Melissa for being so efficient and responsive.

5-2. PRESENTATION: ALAMEDA COUNTY EMPLOYEES RETIREMENT ASSOCIATION

Kurt Wiest introduced this item. Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda explained that the Housing Commission expressed an interest in learning more about the funding status of HACA's pension plan administered by the Alameda County Employees Retirement Association (ACERA). He reported that ACERA was very responsive to staff's request for this information and introduced Dave Nelson, ACERA Chief Executive Officer. Mr. Nelson presented a slideshow which provided an overview of how ACERA sets its contribution rates and the current status of HACA's pension plan.

Commission Discussion: Cmr. Olson and Mr. Nelson discussed investment returns in 2019 and 2020. Cmr. Ballew commented that it was the Commission's desire to understand and monitor HACA's unfunded liability and thanked Mr. Nelson for presenting this complex information in a way that helped make it easier to understand. Cmr. Lamnin thanked Mr. Nelson for an excellent report. She indicated that it is helpful for the Commission to understand returns over time as well as the actual costs and liabilities so that staff and the Commission can plan and strategize to address any funding challenges. Cmr. Lamnin and Mr. Nelson discussed the medical benefits that ACERA provides to retirees and how these are funded. Cmr. Kumagai and Mr. Nelson discussed how the contribution rates are pooled among the individual members of ACERA. Mr. Nelson explained how individual rates vary depending on the tier that a member belongs to. They also discussed what the goal is in terms of where an agency should be in terms of their unfunded liability. Andy Yeung, ACERA Actuary, summarized some of the factors that have had an impact on the contribution rates. Chairperson Hannon and Mr. Nelson discussed the amortization schedule. Chairperson Hannon and Mr. Hudda discussed HACA's approach to planning for the fluctuating contribution costs. Mr. Hudda indicated that he routinely communicates with ACERA and stay updated on ACERA's funding policies. Mr. Wiest commented that staff wants to ensure that HACA is in alignment with ACERA's funding policies. He stated that staff will continue to be fiscally conservative to ensure that this important benefit is available to employees when it comes time for them to use it. Chairperson Hannon thanked Mr. Nelson for his presentation and Mr. Nelson thanked the Commission for the opportunity to share this information with them.

5-3. INFORMATON: PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor shared highlights from the Family Self-Sufficiency (FSS) Program's first-ever virtual *It's Your Time to Shine* event. He reported that at the event staff introduced and awarded a new youth award that was created in honor of former HACA Executive Director, Christine Gouig. Mr. Taylor thanked Commissioners Ballew, Lamnin, McQuaid, Patz and Shao for participating in the event. He also thanked the commissioners for their donations to the FSS Giving Connection and he expressed his gratitude to Cmr. Finley for the work that she did to connect the FSS staff with potential donors and donations for the FSS Giving Connection event.

Chairperson Hannon lost his connection to the meeting. Vice Chairperson Patz presided over the meeting until Chairperson Hannon was able to rejoin.

6. COMMISSIONER REPORTS

Cmr. Lamnin and Chairperson Hannon discussed conducting a progress check-in with Mr. Wiest since he has reached his 6-month mark with HACA. Chairperson Hannon asked staff to coordinate a time for the members of the Personnel Committee to meet with Mr. Wiest.

7. ADJOURNMENT

There being no further business to discuss Chairperson Hannon adjourned the meeting at 9:17 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

Kurt Wiest
Executive Director/Housing Commission Secretary

Approved:

Michael Hannon
Housing Commission Chairperson

EXECUTIVE DIRECTOR'S REPORT

February 10, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: February 10, 2021

1. **Federal Housing Priorities:** Since we last met, a presidential inauguration took place and the new administration of President Joe Biden has begun. One of his first acts was to issue a Presidential Memorandum titled “Redressing Our Nation’s and the Federal Government’s History of Discriminatory Housing Practices and Policies”. The memorandum recognizes the important role the federal government plays in implementing housing policies. The memo also directed HUD to review the effects of the previous administration’s regulatory actions, such as repealing the Affirmatively Furthering Fair Housing (AFFH) rule, and to take actions to fully implement the Fair Housing Act’s requirements.

President Biden has nominated Marcia Fudge as HUD Secretary. Initial hearings have been held for her confirmation. She has emphasized the importance of expanding the Housing Choice Voucher program and supporting the use of vouchers to provide housing stability and to improve education and health outcomes. The tenant-based voucher program is HACA’s most valuable resource in assisting vulnerable households in our jurisdiction.

It has been refreshing to hear affordable housing being addressed by both congress and the administration. From my experience, there was little emphasis from the previous administration on addressing the triple crises of housing supply, affordability, and housing instability faced by communities throughout the U.S. The federal response in the last 10 months to the COVID-19 pandemic has directed massive financial resources to address housing instability. While extremely helpful, these resources are insufficient in meeting two decades-long neglect of the nation’s housing needs.

I remain hopeful that the very early signs of the current administration will focus greater attention on housing policies to meet the most vulnerable in the communities HACA serves.

2. **COVID-19 and Impacts of HACA Operations:** The roll out of COVID-19 vaccinations is showing early signs of reversing the heavy toll of virus-related deaths, illness, and general distress. I’ve been working with Alameda County Housing and Community Development (HCD) and executive directors at the Oakland, Berkeley, Alameda City, and Livermore

housing authorities in a coordinated effort to bring vaccinations to our highest priority clients, seniors. We are recommending vaccination clinics be held at HACA's Nidus and/or Dyer senior complexes and for ways to get vaccinations to the 3,100+ seniors who participate in HACA's tenant-based rental assistance programs. It appears the greatest challenge will be dealing with shortages of available vaccines rather than distribution on a priority basis.

HACA's Atherton office in Hayward continues to be closed to the general public. The strict wearing of face masks and social distancing have had the effect of keeping staff safe and healthy. Approximately 1/3 of our staff continue to work remotely. With the recent modification to the Governor's stay-at-home order, we are now working on plans to test limited public access back to the building. This initial step will be focused on offering PACH lease signings and orientations, by appointment only, in the office. A written implementation plan for this initial step is in draft form and will be used to assist in future plans for reopening the office completely.

3. **Progress on Personnel Policy Revisions:** Staff are back on track with the final revisions to HACA's Personnel Rules. The Personnel Committee will review the last set of changes at their February 10 meeting (prior to the regular February Housing Commission meeting). These changes will then come before the full Commission at the March 10 regular meeting. During the month of April we will conduct a series of virtual trainings with HACA staff to update them on the approved changes.
4. **Implementation of a New Payroll / Human Resources System:** With the beginning of the new calendar year we have successfully switched to a new payroll / HR system. The new provider, replacing Ceridian, is Automatic Data Processing (ADP). The change has been a significant undertaking. Our Finance Director, Mansoorali Hudda, has led the effort and the transition to ADP has been accomplished incrementally over the last 4 months before we went live with the first pay period of the new year. I'm grateful for Ali's dedication and expertise in carrying out this important project. The ADP system will give us much greater capabilities to manage timekeeping, payroll, HR benefits, the onboarding of new employees, and many other HR related tasks.

NEW BUSINESS
February 10, 2021

HOUSING AUTHORITY OF THE COUNT OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2021

Subject: Resolution Recognizing Arne Olson for his Service on the
Housing Commission

Exhibits Attached: Resolution No. 01-21

Recommendation: Adopt Resolution

BACKGROUND

After serving for decades as the City of Pleasanton's representative on the Housing Commission, former Housing Commissioner Christine Steiner worked with staff to identify a good candidate to replace her when she resigned from the Commission. That candidate was Arne Olson and in June 2018, the Alameda County Board of Supervisors appointed him to the Housing Commission.

DISCUSSION

At your January meeting staff announced that Arne had submitted his resignation from the Housing Commission and that the January meeting would be his last. During his time on the Commission Arne has continuously demonstrated a sincere interest in HACA's programs and initiatives. He served as a member on the Commission's Personnel Committee. Arne's work during the recruitment of HACA's new Executive Director so impressed the Oakland Housing Authority's board that they asked him to be a panelist for their own recruitment of an Executive Director. Arne was also very interested in understanding the issues that impacted affordable housing in California. In April 2019, he attended the National Association of Redevelopment and Housing Officials (NAHRO) Washington Conference in Washington D.C. While in Washington, Arne participated in meetings with elected officials at the federal level to highlight issues in affordable housing, advocate for more funding and for administrative relief of burdensome regulations. Throughout his service on the Commission, Arne has provided insightful observations, constructive feedback and prudent recommendations. He will be missed by staff. Staff recommends that your Commission adopt Resolution No. 01-21 recognizing Arne for his service on the Housing Commission.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 01-21

**RECOGNIZING ARNE OLSON FOR HIS OUTSTANDING SERVICE ON THE
HOUSING COMMISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

WHEREAS, the Housing Authority of the County of Alameda ("HACA") administers a number of programs that provide rental housing assistance and other related services to very low-income households including families, seniors, persons with disabilities and veterans; and

WHEREAS, in June 2018, the Alameda County Board of Supervisors appointed Arne Olson to the Housing Commission as the City of Pleasanton's representative; and

WHEREAS, Arne has demonstrated an unwavering commitment, willingness to understand and respond to the needs of the public and staff, and a sincere interest in HACA's programs goals and initiatives; and

WHEREAS, in April 2019, Arne participated as a member of a delegation composed of housing authorities in California and met with elected officials in Washington, D.C. to highlight issues in affordable housing, advocate for more funding and for regulatory relief; and

WHEREAS, Arne served as a member of the Housing Commission's Personnel Committee and was instrumental in the recruitment of HACA's new Executive Director; and

WHEREAS, Arne has served on HACA's Housing Commission with distinction and will be greatly missed by the staff and the Housing Commission of the Housing Authority of the County of Alameda.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby recognize Arne Olson for his service on the Housing Commission.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 10th day of February 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Kurt Wiest
Executive Director/Housing Commission Secretary

Michael Hannon
Housing Commission Chairperson

Adopted: February 10, 2021

HOUSING AUTHORITY OF THE COUNT OF ALAMEDA**AGENDA STATEMENT**

Meeting: February 10, 2021

Subject: Resolution Approving Extension of Leave Benefits Provided by the Expired Families First Coronavirus Response Act (FFCRA)

Exhibits Attached: Resolution No. 02-21

Recommendation: Adopt Resolution

Financial Statement: Any costs incurred by the extension will be charged to funds provided by the CARES Act.

BACKGROUND

On March 18, 2020, the federal Families First Coronavirus Response Act (FFCRA) was signed into law which required that any employer with 500 or less employees provide supplemental paid sick leave for employees who are unable to work because of COVID-19 related quarantines and extended family leave benefits for parents who could not work because schools and child care centers were closed due to COVID-19. A sunset provision was written into the FFCRA legislation so that this legislation would expire on December 31, 2020.

DISCUSSION and ANALYSIS

Now that the leave benefits required by the FFCRA have expired, many local agencies are extended the date by which employees may use the FFCRA benefits by enacted their own local ordinances or resolutions. A quick survey in the table below shows a sampling of local agencies who have enacted their own local extensions of FFCRA benefits:

AGENCY	EXTENDED TO:
City of Oakland	After the expiration of City's declaration of COVID emergency.
City of Sacramento	March 31, 2021
County of Sacramento	March 31, 2021
City/County of San Francisco	February 11, 2021
City of San Jose	June 30, 2021
County of San Mateo	June 30, 2021
City of Santa Rosa	March 31, 2021

HACA AGENDA ITEM NO.: 5-2.

It should be emphasized that all local extensions of the FFCRA leave benefits specify that the changes and extensions do not provide for a new or refreshing bank of time. Employees who have already exhausted their leave entitlements under one of the supplemental paid leave provisions of the FFCRA, do not receive a new bank of hours for 2021.

Staff is recommending that your Commission approve the resolution authorizing the Housing Authority to extend the FFCRA leave provisions to June 30, 2021, or until additional federal legislation provides an extension and with the proviso that the Housing Authority's extension does not create any additional leave benefits than what was provided in the original FFCRA.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 02-21

RESOLUTION APPROVING AN EXTENSION OF BENEFITS PROVIDED
UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

WHEREAS, the federal legislation known as the Families First Coronavirus Response Act (FFCRA) enacted on March 18, 2020 provided supplemental paid sick and extended family leave benefits related to COVID-19; and

WHEREAS, the FFCRA legislation contained a sunset provision so that the benefit provisions would expire on December 31, 2020; and

WHEREAS, there has been no federal legislative extension to the FFCRA supplemental leave benefits; and

WHEREAS, many local government agencies have implemented an extension of the FFCRA supplemental leave benefits and it is the intent of the Housing Authority to provide an extension of these benefits through June 30, 2021, or until additional federal legislation is enacted to extend said benefits; and

WHEREAS, the Housing Authority's extension does not provide any additional or new leave benefits for 2021 and only maintains what was originally provided under the original FFCRA legislation.

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the recommended extension of supplemental leave benefits as originally provided for in the FFCRA legislation.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 10th day of February 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Kurt Wiest
Executive Director/Housing Commission Secretary

Michael Hannon
Housing Commission Chairperson

Adopted: February 10, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2021

Subject: Resolution Authorizing the Executive Director and the Finance Director to deposit and withdraw monies from the State of California Local Agency Investment Fund (LAIF)

Exhibits Attached: Resolution No. 03-21

Recommendation: Adopt the Resolution

BACKGROUND

The Housing Authority of the County of Alameda (HACA) has an account with the Local Agency Investment Fund (LAIF) established by the State Treasury under Government Code section 16429.1 et. seq. for the purpose of investing surplus funds.

DISCUSSION AND ANALYSIS

HACA currently has \$3.36 million of Housing Development Fund (Local Fund) monies invested with LAIF. LAIF has generated superior returns as compared to the returns generated through investment in CDs with Union Bank. As such, staff has been exploring the possibility of transitioning PACH funds to LAIF. However, the State Treasurer's office has informed us that the resolutions on file with their office are obsolete due to changes in personnel as well as changes in designation at HACA and have requested that HACA file a revised resolution approved by the Commission authorizing the Executive Director and the Finance Director to deposit and withdraw monies on behalf of HACA

Staff recommends that the Board adopt the attached resolution to authorize the Executive Director and the Finance Director to deposit and withdraw monies from LAIF

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 03-21

AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, The Local Agency Investment Fund (“LAIF”) is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Housing Commission of the Housing Authority of the County of Alameda (“HACA”) hereby finds that the deposit and withdrawal of money in the LAIF in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of HACA.

NOW THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby authorize the deposit and withdrawal of HACA monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein.

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Housing Authority of The County of Alameda officers holding the title(s) specified hereinbelow **or their successors in office** are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Kurt Wiest	Mansoorali Hudda
NAME	NAME
Executive Director	Finance Director
TITLE	TITLE
SIGNATURE	SIGNATURE

Housing Authority of the County of Alameda

Resolution No. 03-21: Authorizing Investment of Monies in the Local Agency Investment Fund

February 10, 2021

Page 2

Section 2. This resolution shall remain in full force and effect until rescinded by the Housing Commission of the Housing Authority of the County of Alameda by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 10th day of February 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Kurt Wiest
Executive Director/Housing Commission
Secretary

Michael Hannon
Housing Commission Chairperson

Adopted: February 10, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2021

Subject: Resolution Approving Amendments to the Personnel Committee Bylaws

Exhibits Attached: - Resolution No. 04-01
 - Attachment A: Redline and Clean Versions of the Amendments

Recommendation: Adopt the resolution and appoint new Commissioners to the Personnel Committee

DISCUSSION

In January, Arne Olson submitted his resignation from the Housing Commission. He was a member of your Commissions' Personnel Committee (PC) and his departure creates a vacancy on committee. The following are currently members of the PC:

Pete Ballew (San Leandro)
Mark Gerry (Unincorporated Areas)
Mike Hannon (Newark)

In recent discussions with these PC members, it was the consensus recommendation that the PC size be increased from 4 to 6 members to give the opportunity for greater diversity on the committee and give more opportunities for Housing Commissioners to serve.

Staff has reviewed the PC bylaws, which have not been updated in the last 24 years, and believes that this is an opportune time to make revisions to the bylaws in order to clean-up outdated language and to revise the number of members that makeup the committee. Currently the bylaws only provide for four (4) members the recommendation is to increase this to six (6) members. The proposed amendments to the bylaws will be reviewed by the Personnel Committee at their meeting which is scheduled to take place prior to your February Commission meeting. Upon the PC's approval of the proposed amendments and recommendation to the Housing Commission for final approval, staff recommends that your Commission adopt the resolution approving the proposed revisions to the Personnel Committee's bylaws and appoint new members to the Personnel Committee.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 04-21

APPROVING REVISIONS TO THE HOUSING COMMISSION'S PERSONNEL COMMITTEE BYLAWS

WHEREAS, the Personnel Committee is the only standing sub-committee of the Housing Commission of the Housing Authority of the County of Alameda (HACA); and

WHEREAS, the recent resignation of former Housing Commissioner Arne Olson creates a vacancy on the Personnel Committee and has prompted the remaining committee members to recommend a change to the committee's composition from 4 members to 6 members to give the opportunity for greater diversity in the committee; and

WHEREAS, revisions to the Personnel Committee bylaws are being proposed in order to clean-up outdated language and provide for an increase the number of members on the Personnel Committee; and

WHEREAS, the Personnel Committee has reviewed the proposed revisions to the committee's bylaws and recommends approval of these amendments.

NOW THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the proposed revisions to the Personnel Committee bylaws.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 10th day of February 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Kurt Wiest
Executive Director/Housing Commission Secretary

Michael Hannon
Housing Commission Chairperson

Adopted: February 10, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2021

Subject: Appointment of Resident Advisory Board (RAB)

Exhibits: List of Proposed Appointees

Recommendation: Approve RAB Appointees

Financial Statement: None

BACKGROUND

The HACA Agency Plan is a HUD-required summary guide to HACA’s policies, programs, operations and strategies for meeting local housing needs and goals. HUD regulations require that housing authorities develop an Annual plan and a Five-year plan using HUD’s template document. This April, HACA will submit to HUD its Annual Plan for HACA Fiscal Year 2021.

Every housing authority is required by HUD to establish a Resident Advisory Board (RAB) to assist in making recommendations regarding the development or significant modification of the Agency Plan. Membership is to “adequately reflect and represent the residents assisted by the PHA.” In submitting its Plan to HUD, a housing authority must include a copy of the recommendations made by the RAB and a description of the manner in which it addressed the recommendations.

DISCUSSION and ANALYSIS

HACA turned to participants in its Family Self-Sufficiency (FSS) program and tenants in Preserving Alameda County Housing (PACH) units (our former public housing) to find candidates for appointment to the RAB. Staff secured interest from the attached participants.

Staff recommends appointment of the participants listed below to a 3-year term as the HACA RAB for purposes of the submission and any modifications of HACA Agency Plans.

Housing Authority of the County of Alameda

Proposed RAB Appointees

NAME	PROGRAM
Tonja Fuller-Bryant	Family Self-Sufficiency Program/Section 8 Tenant
Ilahna Johnson-Aziz	Family Self-Sufficiency Program/Section 8 Tenant
Maya Nelson	Family Self-Sufficiency Program/Section 8 Tenant
Tammie Perry	Family Self-Sufficiency Program/Section 8 Tenant
Paris Davis	PACH/Section 8 Project-Based Tenant

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2021

Subject: Scholarship Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

DISCUSSION

Every year, the HACA Scholarship Program provides an opportunity for participants of the Family Self-Sufficiency (FSS) program and for tenants of HACA's instrumentality, Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship that can be used to pay eligible expenses related to their education. The budget allocates \$18,500 for scholarships, \$2,500 of which is for the Don Biddle Memorial Scholarship established by your Commission in March 2018.

Your Commission needs to appoint a Scholarship Committee for 2021 to work with staff on reviewing this year's scholarship applications and making award recommendations to the Commission for final approval.

Commissioners Gacoscos, Kumagai, McQuaid and Patz served on last years' Committee and may serve again if they so choose or new members may be appointed. The Scholarship Committee usually has just one meeting which will be held virtually, although there is quite a lot of reading involved as the Committee must review all applications that are submitted.

BUDGET STATUS **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
FOR THE PERIOD ENDED DECEMBER 31, 2020

	Housing Choice Voucher			Housing Development Fund			PACH		
	Approved Budget FY 2020-2021	Budget 12/31/2020	Actuals 12/31/2020	Approved Budget FY 2020-2021	Budget 12/31/2020	Actuals 12/31/2020	Approved Budget FY 2020-2021	Budget 12/31/2020	Actuals 12/31/2020
Housing Assistance Payments (HAP)									
Est. HUD PHA grants-HAP	125,754,404	62,877,202	62,136,709						
Less: Est. HAP expenses	125,676,991	62,838,496	63,886,985						
Operating Income									
Rental revenue - tenants	-	-	-	143,000	71,500	71,570	1,475,928	737,964	660,413
Other revenue -tenants	-	-	-	-	-	-	106,875	53,438	53,436
HUD PHA grants (Including Covid 19 Admin. Funds)	8,722,368	4,361,184	5,348,882	-	-	-	3,990,584	1,995,292	1,886,070
Other revenue	327,518	163,759	152,094	42,500	21,250	-	3,500	1,750	7,297
Other revenue - property management fees	-	-	-	1,758,840	879,420	879,420			
Investment income	-	-	-	50,000	25,000	12,468	115,060	57,530	21,545
Total	9,049,886	4,524,943	5,500,976	1,994,340	997,170	963,458	5,691,947	2,845,974	2,628,761
Operating Expenses									
Administrative salaries	(4,202,521)	(2,101,261)	(1,929,377)	(459,981)	(229,991)	(242,654)	-	-	-
Administrative expenses	(2,048,368)	(1,024,184)	(752,604)	(204,465)	(102,232)	(51,555)	(757,461)	(378,730)	(254,663)
Property Management and Administrative Service Fees							(1,670,400)	(835,200)	(835,200)
Utilities	-	-	-	(47,716)	(23,858)	(20,012)	(227,147)	(113,573)	(104,625)
Covid 19 Expenses	(1,400,000)	(700,000)	(67,457)	-	-	-	-	-	-
Maintenance services	-	-	-	(133,553)	(66,777)	(103,799)	(1,144,578)	(572,289)	(672,035)
General expenses	(181,566)	(90,783)	(46,907)	(11,169)	(5,585)	(9,150)	(194,946)	(97,473)	(80,854)
Employee benefits	(2,395,437)	(1,197,719)	(983,885)	(317,654)	(158,827)	(176,563)	-	-	-
Total	(10,227,892)	(5,113,947)	(3,780,230)	(1,174,538)	(587,270)	(603,733)	(3,994,532)	(1,997,265)	(1,947,377)
Income (Loss)	(1,178,006)	(589,004)	1,720,746	819,802	409,900	359,725	1,697,415	848,709	681,384
Cash & Investments as of 12/31/2020			3,834,274			3,827,340			12,341,105

Restricted	3,260,408
Unrestricted	9,080,697
Total	12,341,105

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: February 10, 2020

Subject: Programs Activity Report

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

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** As of February 1, 2021, the Section 8 HCV program had 6,165 units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority, but excludes portability clients for which we are billing the initial housing authority.
- **HCV Program Utilization:** As of February 1, 2021, the average HAP subsidy was \$1,726 and the average tenant-paid rent portion was \$548 for an average Contract Rent of \$2,274. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.
 - ❖ As of February 1, 2021, HACA had 170 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of February 1, 2021, HACA billed other housing authorities for 447 incoming portability contracts.
 - ❖ As of February 1, 2021, 223 of PACH's 230 project-based voucher (PBV) units are leased with three of the vacant units anticipated to be occupied before month end. Due to COVID-19, we are leasing the two units at Nidus Court that were being held vacant to be used as temporary living units for tenants while we remodel their units at the property. We hope to resume our remodeling project soon.
- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of February 1, 2021, there were 97 active properties listed.

	3/2/20	4/1/20	5/4/20	6/2/20	7/6/20	8/3/20	9/1/20	10/1/20	11/4/20	12/1/20	1/4/21	2/1/21
Units	64	63	70	79	105	99	109	103	118	100	92	97

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of January 2021

City	Certificates		Vouchers		JANUARY 2021 TOTAL		JANUARY 2020	JANUARY 2019
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$ 1,987		based on avg \$ 1,762				
Albany	0	\$0	12	\$21,144	12	\$21,144	13	15
Castro Valley	4	\$7,948	225	\$396,450	229	\$404,398	216	224
Dublin	3	\$5,961	407	\$717,134	410	\$723,095	395	402
Emeryville	6	\$11,922	153	\$269,586	159	\$281,508	147	150
Fremont	21	\$41,727	1,117	\$1,968,154	1,138	\$2,009,881	1,082	1,057
Hayward	45	\$89,415	1,841	\$3,243,842	1,886	\$3,333,257	1,917	1,957
Newark	6	\$11,922	227	\$399,974	233	\$411,896	233	215
Pleasanton	3	\$5,961	267	\$470,454	270	\$476,415	221	216
San Leandro	13	\$25,831	1,309	\$2,306,458	1,322	\$2,332,289	1,340	1,331
San Lorenzo	3	\$5,961	177	\$311,874	180	\$317,835	187	194
Union City	7	\$13,909	702	\$1,236,924	709	\$1,250,833	696	714
TOTALS	111	220,557	6,437	11,341,994	6,548	11,562,551	6,447	6,475

* Based on an average January Housing Assistance Payment (HAP) of \$1,987 per certificate contract

**Based on an average January Housing Assistance Payment (HAP) of \$1,762 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of January 2021

City	Number of HAP Contracts (HCV Only)	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	12	\$1,749	\$1,298	\$451	26%
Castro Valley	225	\$2,334	\$1,807	\$526	23%
Dublin	405	\$2,241	\$1,770	\$471	21%
Emeryville	152	\$1,887	\$1,400	\$487	26%
Fremont	1,108	\$2,444	\$1,921	\$522	21%
Hayward	1,836	\$2,210	\$1,690	\$519	23%
Newark	227	\$2,603	\$1,950	\$654	25%
Pleasanton	263	\$2,073	\$1,676	\$399	19%
San Leandro	1,303	\$2,223	\$1,704	\$519	23%
San Lorenzo	175	\$2,513	\$1,874	\$639	25%
Union City	701	\$2,458	\$1,866	\$592	24%

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

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.



To: Kurt Wiest, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen
Date: January 28, 2021

Program Summary	January 2021
Total Clients Under Contract:	192
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1

FSS PROGRAM NEWS

2020 FSS Program Outcomes At-a-Glance:

The FSS team provided employment and social services information and referrals to approximately 232 households in 2020. Listed below are program outcomes for the year:

- 24 participants successfully graduated from the FSS program.
- \$276,823.02 in escrow account funds were disbursed to FSS graduates.
- 33 people enrolled into FSS and signed a Contract of Participation.
- 21 participants earned promotions at their job or secured a new job.
- 1 participant earned a Bachelor of Arts degree.
- 4 participants earned an Associate of Arts degree.
- 3 participants earned a High School Diploma or GED.
- 1 participant obtained a Project Management Professional Certification.
- 7 participants completed a job skills training program.
- 1 participant obtained a Loan Signer License.
- 1 participant obtained a Real Estate License.
- 1 participant started a business.
- 1 participant purchased a home through the Housing Choice Voucher Homeownership Program.

Case Management Referrals: 36

Job Referrals: 75

ATTACHMENT A

HOUSING AUTHORITY OF ALAMEDA COUNTY



22941 ATHERTON STREET • HAYWARD, CALIFORNIA 94541-6633
TEL: (510) 538-8876 • FAX: (510) 727-8554 • TDD: (510) 727-8551

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION

Bylaws of the Personnel Committee

(Revised: February 19, 1997 - Res. No. 03-97)

Article I-Definitions

- Section 1.** Authority shall mean the Housing Authority of the County of Alameda.
- Section 2.** Commission shall collectively mean the members of the Housing Commission appointed by the Alameda County Board of Supervisors.
- Section 3.** Executive Director shall mean the Executive Director of the Housing Authority of the County of Alameda.
- Section 4.** Office of the Authority shall mean the offices of the Housing Authority of the County of Alameda.
- Section 5.** Personnel Officer shall mean the Personnel Officer of the Housing Authority of the County of Alameda.
- Section 6.** Personnel Rules shall mean the Personnel Rules adopted by the Commission.

Article II- Membership

- Section 1.** Appointment. The Commission Chair, with the concurrence of the Commission, shall appoint ~~four (4)~~ **six (6)** Commissioners to serve as the Personnel Committee.
- Section 2.** Terms of Office. Personnel Committee members shall serve for four (4) year terms. Committee members may be reappointed.
- Section 3.** Maintenance of Membership. Committee members may only serve as long as they remain members of the Commission.

Article III- Officers

- Section 1.** Election. The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.
- Section 2.** Chair. The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

Personnel Committee Bylaws
Page 2

Section 3. **Vice-Chair.** The Vice-chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice-Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

and/or

Section 4. **Secretary.** The Executive Director ~~or~~ his or her designee shall serve as the Secretary to the Committee.

Article V- Meetings and Rules

Section 1. **Regular Meetings.** As the Personnel Committee meets only to consider personnel actions designated within their purview as described in the Personnel Rules, there will be no Regular Meetings.

Section 2. **Special Meetings.** Special Meetings will be called by the Committee Chair at the request of the Personnel Officer or Executive Director stating the purpose, time, and place of the meeting.
~~The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.~~

- A. ~~The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee Agenda.~~
- B. ~~Written notice shall be given seventy-two (72) hours in advance of the meeting to each Committee member, Commission member, local newspapers of general circulation and anyone filing a written request for notice. Notice of meetings shall comply with California Government Code Section 54950 commonly known as the Ralph M. Brown Act.~~

Section 3. **Executive Sessions.** Executive sessions may be held only for those purposes permitted by the Ralph M. Brown Act.

Section 4. **Rules.** All meetings shall be conducted in accordance with Robert's Rules of Order.

Section 5. **Conduct of Business.** All meetings shall be public and shall follow an agenda prepared by the Personnel Officer or Executive Director. **and/or his or her designee.**

- A. ~~Written notice of the meetings shall be sent at least 3 days in advance of a meeting to all members of the Committee and Commission. Items to be considered, staff reports and other agenda material shall be included in the mailing when available.~~

The Personnel Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the Personnel Committee members at least 3 days in advance of a meeting in the format requested by the Personnel Committee member.

Personnel Committee Bylaws
Page 3

Section 5. Conduct of Business. (cont'd)

- B. ~~Advance publicity of the meeting shall be given to reasonably insure that the public will be notified of all Committee meetings. Publicity shall include notice to newspapers of general circulation.~~
- C. Opportunity for public comment shall be included in the agenda for both nonagenda and agenda items. Public comment may be limited by the Chair as needed to address meeting time constraints.
- D. The agenda of the meetings shall include minutes of the previous meeting. Minutes of all meetings shall be kept on file with the Housing Authority. ~~Copies shall be provided to the Commission.~~

Three committee

Section 6. Quorum. ~~Two committee~~ members of those currently appointed shall constitute a quorum for the transaction of business.

- A. Actions shall be by formal motion or resolution.
- B. Each Committee member shall have one vote
- C. Proxy votes are not permitted.

Article VI- Amendments to Bylaws

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the full Commission, ~~provided that notice of the proposed amendments has been given to each Committee member and Commissioner in writing at least 10 days prior to the meeting at which the proposed amendment is to be considered.~~

Article VII- Severability

If any article, section, paragraph, sentence, clause or phrase of these Bylaws is held for any reason to be illegal, unconstitutional, or null and void, such decision shall not affect the validity of the remaining portion of these Bylaws.

pcbylaws.rev

Revised: February 19, 1997
Resolution No. 03-97



Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

HOUSING COMMISSION

BYLAWS OF THE PERSONNEL COMMITTEE

Revised: February 10, 2021 – Resolution No. 04-21

Article I – Definitions

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Article III – Officers (Continued)

- Section 3. **Vice Chair.** The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.
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Housing Authority of the County of Alameda
Housing Commission
Bylaws of the Personnel Committee
Page 3

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