



**HOUSING COMMISSION AGENDA**  
**Special Meeting: December 18, 2019**  
**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, December 12, 2019, 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.*

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

**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*

**3. APPROVAL OF THE MINUTES OF THE NOVEMBER 13, 2019 MEETING**

**ACTION**

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**4. PUBLIC COMMENT - On matters not on the Agenda**

**5. NEW BUSINESS**

**5-1. Management Class Annual Comparability Adjustment**

**ACTION**

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**6. FAMILY SELF SUFFICIENCY PROGRAM REPORT**

**INFORMATION**

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**7. COMMITTEE REPORTS**

**8. COMMISSIONER REPORTS**

**9. COMMUNICATIONS**

**10. ADJOURNMENT**

# **MINUTES**

## **November 13, 2019**



Housing Authority of the  
County of Alameda

HACA AGENDA ITEM NO.: 3.

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**HOUSING COMMISSION MINUTES  
REGULAR MEETING: NOVEMBER 13, 2019  
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

**SUMMARY ACTION MINUTES**

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

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**Call to Order**

Chairperson Hannon called the meeting to order at 8:02 a.m.

**Roll Call**

Present: Cmr. Buckholz, Gerry, Hannon, Lamnin, McQuaid, Olson, Patz and Shao.

Entered after Roll Call: Cmr. Ballew and Finley.

Excused: Cmr. Kumagai and Gacoscas.

The Housing Commission entered into closed session at 8:03 a.m.

**2. CLOSED SESSION**

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**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

*Philadelphia Indemnity Insurance Co. vs Housing Authority of the County of Alameda  
San Francisco Superior Court, Case No. CGC-16-555946: (One Case)*

**3. CLOSED SESSION**

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**CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**

*Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9:  
(One Case)*

**4. CLOSED SESSION**

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**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 returned to open session at 8:45 a.m. and Chairperson Hannon reported the following:

**CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

*Philadelphia Indemnity Insurance Co. vs Housing Authority of the County of Alameda San Francisco Superior Court, Case No. CGC-16-555946: (One Case)*

No reportable actions were taken in the closed session.

**CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**

*Initiation of litigation pursuant to Subdivision (d)(4) of Government Code §54956.9: (One Case)*

Chairperson Hannon reported that the Housing Commission discussed this item and gave direction to the Executive Director and County Counsel.

**CONTRACT NEGOTIATIONS WITH SEIU LOCAL 1021 AND THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

*Labor Negotiations Pursuant to Government Code §54957.6*

No reportable actions were taken in the closed session.

**5. APPROVAL OF THE MINUTES OF THE OCTOBER 2, 2019 MEETING**

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Recommendation: Approve the minutes of the October 2, 2019 meeting as presented.

Motion/Second: Patz/Lamnin.

8 ayes; 2 abstentions: Cmr. Olson and McQuaid.

Motion passed. **APPROVED AS RECOMMENDED.**

**6. PUBLIC COMMENT – *On matters not on the Agenda***

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None.

**7. NEW BUSINESS**

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**7-1. ACTION: RECRUITMENT FOR THE EXECUTIVE DIRECTOR POSITION**

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Christine Gouig, Executive Director, presented the staff report. Ms. Gouig reported that she announced her retirement at the last Commission meeting and at the request of the Housing Commission she has developed a recruitment plan. Ms. Gouig described the proposed plan and indicated that a key aspect is the use of a management consulting firm. She reported that HACA has entered into a contract in the amount of \$26,400 with William Avery & Associates. Ms. Gouig noted that Avery

**HACA AGENDA ITEM NO.: 3.**

handled HACA's Finance Director recruitment and described the various tasks, resources and screening methods that Avery will utilize. She then described the role that the Alameda County Board of Supervisors will have in the interview and appointment process and explained the history of the Board's relationship with the housing authority. She reported that she will be meeting with the County Administrator to coordinate this process. Ms. Gouig also described the Personnel Committee's role and mentioned that Chairperson Hannon had invited other Commissioners to work with the Personnel Committee members on the Executive Director recruitment. Cmr. Olson and McQuaid indicated that they would like to participate in this process.

Commission Discussion: Cmr. Ballew commented that he is confident that Cmr. Buckholz and Finley will do well with the Board in the interview process. He also stated that he'd like to start looking at dates in the future to set placeholders for meetings to avoid any delays in the process. Cmr. Ballew and Ms. Gouig discussed compensation contracts. Vice Chairperson Patz commented that he'd like to work on the timing for placing items on the Board's meeting agenda and Ms. Gouig indicated that she will discuss this in her meeting with the County Administrator. Cmr. Gerry commented on the concept of a compensation contract and praised Ms. Gouig for her work in the housing industry. Chairperson Hannon asked if the Board would consider delegating the responsibility of appointing the Executive Director to the Housing Commission and Ms. Gouig indicated that it is not likely that the Board would agree to this. Cmr. Lamnin requested that staff share the recruitment post with the EveryOne Home board and all of the cities once it's available.

Recommendation: Approve the proposed plan for the Executive Director recruitment and authorize implementation of the recruitment plan.

Motion/Second: Patz/Gerry

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

**7-2. ACTION: MANAGEMENT SERVICES AGREEMENT BETWEEN HACA AND THE CITY OF UNION CITY**

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Oscar Macias, Administrative Analyst, presented the staff report. Mr. Macias provided some background on a long standing property management services agreement between HACA and the City of Union City for the management of five single family homes in Union City. He reported that the existing agreement has

expired, that there is now only one home, and that HACA and the City of Union City wish to enter into a new agreement. Mr. Macias described the terms of the agreement, HACA's role in the management of the property, and the monthly management fee that HACA will charge the city.

Recommendation: Approve and authorize the Executive Director to enter into the Management Services Agreement with the City of Union City.

Commission Discussion: Cmr. Lamnin and Mr. Macias discussed the annual 4% increase to the management fee. Mr. Macias indicated that this increase is in line with the current market. Cmr. Lamnin asked about the yearly 7% increase to the rent and Mr. Macias explained that the existing tenants have not had an increase in rent for the past 15 years and that 7% is the cap. He further explained that these increases will not exceed a rent cap of 30% of the family's income. Cmr. Gerry commented on rent control and on the current rental market. Cmr. Gerry and Mr. Macias discussed maintenance, inspections and repairs of the unit. Ms. Gouig indicated that HACA will bill the city for repairs. Mr. Macias indicated that the staff conducted a cost analysis of data gathered from the private rental market, HUD's Public Housing program rates and looked at the amount of staff time required for services for the unit and determined that the amount HACA will charge the city is adequate. Cmr. Olson asked about the insurance requirements for contractors who service the unit and Mr. Macias explained that all contractors will have to meet HACA's insurance requirements. Cmr. Hannon asked who the city will notify in the event of any issues with the property and Ms. Gouig indicated that the city will notify HACA.

Motion/Second: Patz/Buckholz.

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

### **7-3. PRESENTATION: HACA'S SPECIAL PROGRAMS**

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Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor gave a Powerpoint presentation on the programs administered by HACA's Special Programs department including: the Project-Based Voucher (PBV) program, the Veterans Affairs Supportive Housing (VASH) program, Enhanced Vouchers, Non-Elderly Disabled (NED) Vouchers, Mainstream Vouchers, the Continuum of Care and Shelter Plus Care program, the Homes for Wellness program, the Moderate Rehabilitation program, the various programs created through HACA's partnership with Alameda County Behavioral Health Care Services (BHCS) and the Foster Youth to Independence (FYI) Initiative. In his presentation, Mr. Taylor described how these special programs work, how they are funded, the participants that they serve and the number of program participants in each of the cities in HACA's jurisdiction.

Commission Discussion: Cmr. Gerry asked if staff expects to receive many referrals for housing for foster youth who are age 16-24. Vice Chairperson Patz commented that it is not uncommon for foster youth who are aging out of the system to become homeless or at-risk of being homeless. Cmr. Gerry also praised the VASH program for the assistance it provides to veterans. Mr. Taylor commented that these programs can be of great help, particularly to those who are at-risk of being homeless or who are homeless. He further commented that while housing is key, it is critical that supportive services be provided to help the participants to sustain their housing. Cmr. Lamnin asked if there was any capacity for more PBVs. Mr. Taylor commented that while there is capacity, HACA was not able to issue more PBVs while in shortfall. Ms. Gouig noted that HACA is not at the cap yet for PBVs and now that HACA is out of shortfall HACA will determine whether to issue more PBVs. Cmr. Lamnin asked if cities can assign preferences for PBV projects in their cities and Ms. Gouig stated that housing authorities have to be very careful due to fair housing concerns. Chairperson Hannon asked if staff is comfortable with the partnerships with the various agencies who handle the referrals. Mr. Taylor indicated that the partnerships are working well but said there are some challenges. He cited the high turnover rate at Veterans Affairs as an example. Cmr. Ballew commented that in most cases the root causes of homelessness are mental illness and addiction and that these issues must be addressed to ensure that housing is successful. Ms. Gouig described HACA's role in these partnerships and indicated that it is role of the partner agencies that make the referrals to conduct the assessments and determine what supportive services will meet the needs of the participants in these particular programs. Vice Chairperson Patz commented that stable housing is critical for healing mental illness and/or addiction. Cmr. Finley agreed with Vice Chairperson Patz. Cmr. Olson recommended the documentary "Seattle is Dying." He stated that it touches upon the problem of addiction and mental illness among the homeless in Seattle and talks about the need for intervention to resolve these issues. Cmr. McQuaid commented that it is critical that people have someplace where they feel safe and protected.

**7-4. INFORMATION: BUDGET STATUS REPORT**

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Mansoorali Hudda, Finance Director, presented the staff report. Report was received with no questions or comments from the Commission.

**7-5. INFORMATION: PROGRAM ACTIVITY REPORT**

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Daniel Taylor presented the staff report. Mr. Taylor announced that the Family Self-Sufficiency (FSS) Program's annual *It's Your Time To Shine* event is scheduled for

Thursday, November 14 at 6:30 p.m. at the San Leandro Library and invited all of the Housing Commissioners to attend.

**8. COMMITTEE REPORTS**

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None.

**9. COMMISSIONER REPORTS**

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Cmr. Buckholz reported on her attendance at the National Association of Housing and Redevelopment Officials (NAHRO) National Conference in San Antonio, Texas. She shared the highlights of her trip to the conference and described the Commissioners seminar that she attended.

Cmr. Buckholz also announced that she will be leaving the Housing Commission next year as she will be moving. She praised the Commission for their work and expressed gratitude for them.

Chairperson Hannon thanked Helen for her service and stated that she will be missed. Ms. Gouig also thanked Helen for her service.

**10. COMMUNICATIONS**

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Ms. Gouig provided an update on the status of the federal budget.

**11. ADJOURNMENT**

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There being no further business to discuss Chairperson Hannon adjourned the meeting at 10:04 a.m.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant/Housing Commission Clerk

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Christine Gouig  
Executive Director/Housing Commission Secretary

**Approved:**

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Michael Hannon  
Housing Commission Chairperson



# **NEW BUSINESS**

**December 18, 2019**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: December 18, 2019

Subject: Management Class Annual Comparability Adjustment

Exhibits Attached: 2019 Management Class Comparability Survey Results – Cost of Living Adjustment (COLA)

Recommendation: Approve recommended annual salary adjustment of 3% retroactive to June 14, 2019, the beginning of the first pay period of the fiscal year, and continue the Management Compensation Policy

Financial Statement: Approximately \$60,351 in salary and associated benefits

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**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 comparator 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 them to both employees' salaries and HACA's salary range structure;

**2. Triennial Salary Survey of Management Positions**

Conduct a triennial survey 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 programs for management classifications to make sure that HACA's program is competitive.

**DISCUSSION and ANALYSIS**

The annual management 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, the Housing 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 HACA's comparability pool providing a known cost of living adjustment to management employees is 3.05%, which would be rounded down to 3% (it would have to be at least 3.051% to be rounded up to 3.1%). The proposed management employee COLA is retroactive to June 14, 2019, the first pay period in the fiscal year. The cost is \$44,279 in salary and \$16,072 in associated benefits that are based on salary, for a total of \$60,351.

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.

**SURVEY SUMMARY**

Management COLA – FY 2019/20

	<b>AGENCY</b>	<b>COLA</b>	<b>DATE</b>
1	City of Alameda Housing Auth.	<b>3.2%</b>	effective 7/1/19
2	City of Fremont	<b>3.0%</b>	effective 6/24/19
3	City of Hayward	<b>N/A*</b>	*2019 COLA deferred to calendar year 2020
4	City of San Leandro	<b>3.0%</b>	effective 1/1/19
5	City of San Mateo	<b>3.0%</b>	effective 5/6/19
6	Contra Costa County Housing Auth.	<b>2.0%</b>	effective 12/30/19
7	County of Alameda	<b>3.3%</b>	effective 1/3/19
8	Marin Housing Authority	<b>4.0%</b>	effective 6/1/19
9	Oakland Housing Authority	<b>3.5%</b>	effective 7/1/19
10	San Mateo County Housing Auth.	<b>3.0%</b>	effective 10/12/19
11	Santa Clara County Housing Auth.	<b>2.5%</b>	effective 7/4/19

Total agencies=11

10 agencies for this year because Hayward was excluded for the reason noted above

**Average COLA:****3.05%****HACA COLA:****3.0%**

(rounded to the nearest tenth)

# **FAMILY SELF-SUFFICIENCY**

# **PROGRAM REPORT**



**To:** Christine Gouig, Executive Director  
**From:** Daniel Taylor, Special Programs Manager  
**Re:** **FSS Program Summary**  
**CC:** Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen  
**Date:** December 3, 2019

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<b>Program Summary</b>	<b>November 2019</b>
Total Clients Under Contract:	202
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	4
New Contracts:	7

## **FSS PROGRAM NEWS:**

### **Program Coordinating Committee (PCC)**

On Wednesday, November 20, 2019, the FSS team held its quarterly PCC meeting. The PCC consists of Alameda County agencies, non-profit organizations and FSS participants. Its purpose is to offer guidance and strengthen our FSS program. The PCC members provided program updates regarding their respective agencies and shared valuable information. Our next PCC meeting is scheduled for Tuesday, February 19, 2019, from 3:00 p.m. – 4:30 p.m.

### **The Giving Connection Program**

The FSS team is preparing for our annual holiday *Giving Connection* program. Through generous donations from HACA Commissioners, HACA staff and others, we are able to make the holidays a little brighter for our FSS participant families. The donations are used to purchase grocery store gift cards and toys for the families. Our participant families are always grateful and some of them also participate by giving instead of receiving. The *Giving Connection* will run throughout the month of December.

**10<sup>th</sup> Annual *It's Your Time to Shine* Celebration**

On Thursday, November 14, 2019, the FSS Department held its 10<sup>th</sup> annual “*It's Your Time to Shine*” event at the San Leandro Main Library. The evening was hosted by HACA’s Executive Director, Christine Gouig. The accomplishments of FSS participants and graduates were recognized and the NAHRO “What Home Means to Me” poster contest winners from HACA were acknowledged.

The second annual Christine Steiner Inspiration Award winner, Kaia Walker, was acknowledged for her determination and perseverance to overcome challenges, while serving as a role model to inspire others.

HACA Commissioners Pete Ballew, Helen Buckholz and Sara Lamnin attended. Volunteers from Kohl’s Department Store and HACA staff generously volunteered their time. The celebration was an inspiring and successful event.



HACA Commissioners Ballew and Buckholz pictured with FSS graduates and an FSS participant speaker.

**Case Management Referrals = 13**

**Job Referrals = 92**