



HOUSING COMMISSION AGENDA

Regular Meeting: June 8, 2016

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, June 2, 2016, 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
May 11, 2016



**HOUSING COMMISSION MINUTES
REGULAR MEETING: MAY 11, 2016
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Biddle called the meeting to order at 8:03 a.m.

Roll Call

Present: Cmr. Asher, Biddle, Gacoscos, Hannon, Maass, Peixoto and Steiner

Excused: Cmr. Bacon, Buckholz and Gerry

Entered after Roll Call: Cmr. Iosefa

Before proceeding on to the next item on the agenda, Chairperson Biddle introduced Peter Maass, the newly appointed Housing Commissioner from the City of Albany. Christine Gouig, Executive Director, welcomed Cmr. Maass and the Commissioners and HACA management staff introduced themselves.

2. APPROVAL OF THE MINUTES OF THE APRIL 13, 2016 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the April 13, 2016 Housing Commission meeting as presented.

Motion/Second: Hannon/Steiner.

Ayes: 6; 2 abstentions: Cmr. Gacoscos and Maass.

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4-1. ACTION: NEGOTIATED LANGUAGE CHANGES FOR MEMORANDUM OF UNDERSTANDING WITH SEIU LOCAL 1021 AND HOUSING AUTHORITY PERSONNEL RULES

Charla Freckmann, Human Resources Analyst, presented the staff report. Ms. Freckmann reminded the Commission that HACA and SEIU Local 1021 had reached a tentative agreement in labor contract negotiations and that the Commission had approved the terms of the tentative agreement on April 13, 2016. She read excerpts from the Memorandum of Understanding (MOU) between SEIU Local 1021 and HACA and the Housing Authority Personnel Rules that reflect the actual language changes from the tentative agreement and recommended that the Commission authorize HACA's bargaining team to sign and execute the MOU with the language changes.

Commission Discussion: Cmr. Peixoto and Ms. Freckmann discussed the vacation sell back process.

Motion/Second: Steiner/Peixoto.

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

4-2. ACTION: MANAGEMENT CLASS ANNUAL COMPARABILITY ADJUSTMENT

Charla Freckmann presented the staff report. Ms. Freckmann described HACA's Management Compensation Policy. She reported that staff, in accordance with this policy, conducted a survey of the housing authorities and cities in HACA's comparability pool to determine the cost of living adjustment (COLA) for HACA's management employees. Ms. Freckmann talked about the components of the survey and reported that the average COLA, based on the results of the survey, is 2.875%. She explained that this amount, rounded up to the nearest tenth of one percent, would equal a 2.9% COLA for HACA's management employees.

Recommendation: Approve a cost of living adjustment for HACA's management employees in the amount of 2.9% retroactive to June 6, 2015, the first pay period in the fiscal year.

Commission Discussion: Cmr. Asher and Ms. Gouig discussed the HUD salary cap that has been established through the HUD appropriations bill. Ms. Gouig provided the Commissioners with an overview of the HUD salary cap, indicating it was not a fixed cap but referred to the maximum amount of any PHA employee's salary that could be paid from HUD sources irrespective of the size of the housing authority. She stated that staff will report this amount to the Commission when it sends this information to HUD each year.

Cmr. Hannon asked if HACA's management employees will receive a one-time payment, similar to the one that was negotiated for HACA's represented employees, in addition to the COLA. Ms. Gouig explained that the management employees will not receive a one-time payment and that the COLA for the management employees is based solely on the results of the comparability survey per HACA policy. Cmr. Steiner and Ms. Gouig discussed the need for a compensation survey for HACA's management employees.

Motion/Second: Steiner/Gacoscos.

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

4-3. ACTION: AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2015

Cathy Leoncio, Finance Director, presented the staff report. Ms. Leoncio reported that Patel & Associates conducted an audit of HACA's financial statements for the fiscal year that ended on June 30, 2015. She outlined the key sections in the audit report and reported that no significant deficiencies or any instances of noncompliance with program requirements were identified in the audit. Ms. Leoncio also reported that there was a typo on the staff report in the agenda packet. She stated for the record that the sentence on page 31 that reads, "The Capital Fund grants awarded to HACA for calendar year 2015 were reviewed by Patel & Associates, LLP as part of the audit," should show the year as 2014.

Recommendation: Accept the audited financial statements and reports for all HACA programs for the fiscal year ended June 30, 2015 and approve the Actual Modernization Cost Certificate.

Commission Discussion: Cmr. Peixoto and Ms. Leoncio discussed the Alameda County Employees' Retirement Association (ACERA) pension liability and employee-employer retirement cost sharing. Ms. Gouig named some of the agencies that are part of ACERA. Cmr. Hannon congratulated staff on the results of the audit. Ms. Gouig and Ms. Leoncio commented that staff has done an excellent job. Chairperson Biddle commented on the rigorous HUD regulations and the lack of HUD funding.

Motion/Second: Peixoto/Hannon.

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

4-4. ACTION: REVISIONS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Ron Dion, Deputy Director for Programs, presented the staff report. Mr. Dion reported that staff is proposing to amend sections 5, 10 and 13 of HACA's Section 8 Administration Plan to incorporate changes in HUD regulations and described the revisions that are being proposed for each of these chapters.

Recommendation: Approve the proposed revisions to HACA's Section 8 Administrative Plan as presented.

Commission Discussion: Cmr. Hannon thanked staff for providing copies of the marked up sections with the staff report in the agenda packet. Cmr. Steiner and Ms. Gouig discussed the Moving To Work (MTW) program. Ms. Gouig briefly described the MTW program and some of the changes that have been made to MTW now that the program has been expanded.

Motion/Second: Steiner/Peixoto.

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

4-5. INFORMATION: HOUSING QUALITY STANDARDS

Christine Gouig presented the staff report. Ms. Gouig explained that HUD requires that every unit in the Section 8 Housing Choice Voucher (HCV) program be inspected to ensure that the unit meets HUD's Housing Quality Standards (HQS). She further explained that the local and/or state building or housing codes are not incorporated into the HQS. Ms. Gouig described the HQS inspection process as it relates to the rental of a unit under the Section 8 program, when and how frequently HQS inspections are conducted, and the Section Eight Management Assessment Program (SEMAP) that HUD uses to monitor HQS inspections and provided an overview of the new inspection protocol, called Uniform Physical Conditions Standards-Voucher (UPCS-V), that HUD plans to implement.

Commission Discussion: Cmr. Hannon commented that he is interested in the quality of the units that are owned, managed and/or administered by HACA. He stated that he would like to learn about the differences in the requirements for HUD's HQS standards and the state of California's Housing Code. He also noted that he is concerned that HUD plans to implement the UPCS-V protocol because the process seems burdensome. Cmr. Hannon commented that HACA should consider implementing a requirement for landlords to relocate tenants while the landlord makes repairs on any life-threatening deficiencies. He requested that staff provide a quarterly report on

the number of abatements and the types of deficiencies found. Jennifer Cado, Senior Administrative Analyst, commented that staff is not able to produce this particular data in the current housing software system but that HACA's new software system may be able to generate such a report.

Cmdr. Steiner asked if there are certain landlords who are consistently found to have deficiencies in their units and Ms. Cado indicated that there are and that staff closely monitors these landlords. Cmdr. Steiner commented that tenants may be hesitant to notify their landlords of needed repairs due to cultural differences and stated that staff should brief tenants on the importance of notifying landlords when items in their units require repair. Cmdr. Gacoscos and Ms. Gouig discussed the Section 8 waiting list and the wait list opening that was held last August. Cmdr. Maass and Ms. Gouig discussed some of the factors that will prompt staff to conduct an HQS inspection. She described HACA's inspection process, the number of units in the Section 8 program and the use of contractors to supplement HACA's staff housing inspectors in the inspection of 6000+ units. Chairperson Biddle and Ms. Leoncio discussed the number of landlords on the program and Chairperson Biddle commented these landlords are going to require training when HUD implements the new UPCS-V inspection protocol.

4-6. INFORMATION: QUARTERLY INVESTMENT PORTFOLIO REPORT FOR THE QUARTER ENDED MARCH 31, 2016

Cathy Leoncio presented the staff report. Report received with no questions or comments from the Commission.

4-7. INFORMATION: BUDGET STATUS REPORT

Cathy Leoncio presented the staff report. Ms. Leoncio noted that this would be the last report that will include the Public Housing program since the last remaining units in the Public Housing program have been converted to the Rental Assistance Demonstration (RAD) program.

Commission Discussion: Chairperson Biddle and Ms. Leoncio discussed the format for the budget status reports. Chairperson Biddle asked Ms. Leoncio to describe some of the programs to Cmdr. Maass. Ms. Leoncio summarized the various programs that HACA administers and indicated that staff would provide more details at Cmdr. Maass's orientation meeting.

4-8. INFORMATION: PROGRAM ACTIVITY REPORT

Christine Gouig presented the staff report. Ms. Gouig reported that HACA's lease-up rate has slightly increased and explained how the lease-up rate determines the amount of funding HACA receives from HUD. She also reported on HACA's average Housing Assistance Payments (HAP) for the month, HACA's incoming and outgoing ports and noted that there has been a consistent decrease in the number of landlord rental listings as a result of the current rental market. Ms. Gouig described the workshops that were held for the Family Self-Sufficiency (FSS) program participants and reported that staff has submitted an application for next year's FSS funding.

5. COMMISSIONER REPORTS

Cmr. Steiner announced that the groundbreaking for the Kottinger Gardens public housing redevelopment project will be held on May 20 at 1:00 p.m. She described the progress that has been made with the construction.

6. COMMUNICATIONS

Christine Gouig reported on her attendance at the 2016 National Association of Housing and Redevelopment Officials (NAHRO) Washington Conference that was held in Arlington, Virginia. She stated that Commissioner Mark Gerry also attended the conference and that they were able to meet with the staff of Representatives Barbara Lee and Mike Honda and with Congressman Eric Swalwell. A photograph of Ms. Gouig and Cmr. Gerry with Congressman Swalwell was passed around to the Commission. The California Association of Housing Authorities' legislative focus papers for the Housing Choice Voucher, Public Housing and Community Development programs were distributed to the Commission and to the public. Ms. Gouig indicated that these papers were distributed at their meetings at the Capitol. She gave an update on the status of the federal budget and commented that the conference was an overall success.

George Smith, Maintenance and Modernization Manager, provided an update on the exterior siding project at the Emery Glen apartments in Emeryville. Cmr. Asher asked if there is an estimated project completion date and Mr. Smith stated that the estimated project completion date is August. Ms. Gouig noted that staff plans to present the Commission with a change order request for the Emery Glen project at the next Commission meeting. She and Cmr. Steiner discussed some ideas for showing appreciation to the tenants at Emery Glen for their long patience during this project.

Cmr. Steiner asked if HUD is going reimburse the monies paid for the Fair Market Rent survey and Ms. Gouig indicated that HUD has denied our two requests for reimbursement.

Ms. Gouig asked the Commission if the July Commission meeting can be moved to July 20. After a brief discussion the Commission agreed to move the July meeting as requested.

7. ADJOURNMENT

There being no further business to discuss Chairperson Biddle adjourned the meeting at 9:23 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Don Biddle
Housing Commission Chairperson

NEW BUSINESS

June 8, 2016

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 8, 2016

Subject: Contribution to Alameda County Employees' Retirement Association (ACERA) for Fiscal Year 2016-2017

Exhibits Attached: Resolution No. 07-16 Approving 401(h) Account Pursuant to Section 31592 of the County Employee Retirement Law (CERL)

Recommendation: Adopt the Resolution

Financial Statement: \$182,235.10 to be included in FY 2016-2017 Budget

BACKGROUND

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account, and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14-06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount from the SRBR to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post-employment health care benefits through the SRBR since 1985.

DISCUSSION and ANALYSIS

Your Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2016 – June 30, 2017 is \$182,235.10. ACERA requires that your authorization to fund HACA's 401(h) sub-account be completed by June 30, 2016.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 07-16

RESOLUTION APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592

WHEREAS, in 1996, the Alameda County Employee’s Retirement Association (“ACERA”) Board of Retirement informed the Board of Supervisors that, by addition of Resolution 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of the Internal Revenue Code (“IRC”) Section 401(h) and the regulations thereunder (the “401(h) Account”) in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the “Retirees”); and

WHEREAS, in 1996, the Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401(h) Account; and

WHEREAS, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 (“CERL”), assets in the Supplemental Retiree Benefit Reserves (the “SRBR”) at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Employer Advance Reserve account of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA’s 401(h) Account in order to pay for retiree health benefits; and

WHEREAS, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the Housing Authority of the County of Alameda’s (“Housing Authority”) total contributions to ACERA for that fiscal year; and

WHEREAS, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) account; and

WHEREAS, in 2007 the Housing Authority authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health care benefits for its retirees;

NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. In fiscal year July 1, 2016 – June 30, 2017, Housing Authority shall contribute to ACERA \$182,235.10 to be used only for the paying of retiree medical health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between the Housing Authority and ACERA concerning such contributions, executed on July 25, 2007.
2. This contribution shall be designated, in writing, as being only for the Housing Authority’s IRC § 401(h) Account and such designation shall be made at the time of contribution.

3. Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to the Housing Authority's advance reserve account. Such amount shall be treated as a contribution for pension and therefore shall be applied to reduce the pension contribution otherwise required by the Housing Authority for the fiscal year beginning July 1, 2016.
4. No party, including any existing or future Housing Authority employee, retiree, spouse, or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree health benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have the Housing Authority contribute towards paying or subsidizing the cost of any retiree medical benefits provided by ACERA under the 401(h) Account or otherwise. The Housing Authority may modify or terminate, at any time and without any limitation, its decision to contribute to the Housing Authority's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.
5. All contributions by the Housing Authority to its 401(h) sub-account shall be governed by requirements of the Internal Revenue Code and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 8th day of June 2016, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Don Biddle
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 8, 2016

Subject: Change Order to Contract No. HACA 2013-03A, Emery Glen Exterior Improvements - Correction of Defective Work and Completion of Incomplete Work

Exhibits Attached: None

Recommendation: Approve the Change Order

Financial Impact: \$186,739 from the Local Fund

BACKGROUND

The Emery Glen (Emeryville) housing exterior renovation project was put out to bid in November of 2015 as a result of the contract termination of the previous contractor. The project generally consists of correcting the defective work and completing the incomplete work of the previous contractor at all seven of Emery Glen's buildings. Three bids were received on December 8, 2015 and at your December meeting your Commission awarded the new contract to the lowest bidder, CNW Construction, Inc., for the amount of \$207,600.

DISCUSSION AND ANALYSIS

At the time of your Commission's action staff indicated it was likely that we would return with a significant change order once the extent of corrective work could be determined through water testing, uncovering the previous contractor's work and inspection by the city of Emeryville's building inspector. Building permits were obtained and CNW began work on April 27, 2016, with an expected completion period of 120 working days (mid-August). Within days of the start of construction and upon the first building department inspection a number of additional deficiencies were discovered. These include: inadequate dry rot repair work performed by the previous contractor at two buildings; additional dry rot at the same two buildings that the previous contractor covered up with weather-proof building wrap; structural damage at one building that had been covered up with plywood and building wrap; damaged and missing downspouts; plumbing and electrical conduits not properly flashed; and an insufficient supply of essential building materials and an excessive supply of minor building materials left on site by the previous contractor that will require haul-off for use elsewhere.

CNW Construction, Inc. is performing in accordance with the contract. It is completing the

HACA AGENDA ITEM NO.: 4-2.

corrections detailed in the plans and specifications at Building D (units 5 thru 10) and expects to have a final building inspection and sign-off in early June. They have also started work at Building F. They are correcting the types of deficiencies listed above as they move forward with the work.

Change Order. CNW submitted its proposed change orders for correcting the deficiencies that were discovered. Staff and the project architect have carefully reviewed the change orders and, after discussion with CNW, staff has agreed to a slightly lesser amount of \$155,616. In addition, staff recommends that 20 percent of this amount (\$31,123) be added as a contingency. For example, Emeryville's building department may require additional water testing at the units where CNW has performed the corrections at the windows and patio doors, which may lead to additional work. Also, staff would like to take this opportunity to install new weatherproof exterior electrical outlets at the patios of all 36 units.

The total revised construction budget will, therefore, increase by \$186,739 for total project budget of \$394,339. Funds are available in the Local Fund. Upon completion of the project, the Local Fund will be reimbursed by Preserving Alameda County Housing, Inc. (PACH), the Housing Authority's non-profit instrumentality, since the Housing Authority transferred ownership of Emery Glen to PACH in April.

RECOMMENDATION

Staff recommends that your Housing Commission authorize approval of Change Order # 1 to Contract No. HACA 2013-03A with CNW Construction, Inc., in an amount not to exceed \$186,739.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 8, 2016

Subject: Change Order to ECM Contract with Neko Industries

Exhibits Attached: None

Recommendation: Approve the Change Order

Financial Impact: \$46,000 from the Local Fund

BACKGROUND

HACA has been using housing software developed on a 1980's database technology for the last 14 years. This software has not been able to fully meet our needs for quite some time and on March 25, 2015 your Commission awarded the bid for new housing software to Tenmast Software in the amount of \$385,445 (Contract No. 2015-04). Funding was budgeted through HACA's Local Fund.

DISCUSSION AND ANALYSIS

HACA has had a state-of-the-art Electronic Content Management (ECM) Document Imaging and Workflow System in place since 2008. This system allows HACA to be 'paperless' so that all work is managed electronically along with file storage. HACA's ECM system was developed by Neko Industries.

In its housing software bid documents HACA required that any software selected be able to fully integrate with the existing ECM System. The Tenmast software can be integrated but in order to do so Neko needs to develop software programs to communicate the necessary information between the two systems. Such communication is required to maintain the level of Workflow automation that HACA developed with our housing software database system.

After HACA executed the contract with Tenmast and after Neko signed the required non-disclosure agreements with Tenmast to gain access to their database, Neko was able to determine the extent of ECM coding that will be required. There are five essential services to be coded:

1. App Enabler: Allows users to open a tenant's electronic file folder by reading or "scraping" a tenant ID from a screen in Tenmast. Integrating App Enabler into Tenmast is a primary tool for our paperless processes.

2. Auto Fill: When scanning and indexing a document in the ECM software, Auto-Fill will look up data fields in Tenmast to complete the required indexed fields in the ECM software. Allowing the user to quickly scan and index documents into ECM is a significant time saver.
3. VBScripts: Visual Basic programming code is written to control the enhancements/integration required for the new housing software.
4. External Imports: Additional programs to allow documents to be “swept” from Tenmast to our ECM software when users perform certain tasks. For example, a copy of required HUD documents generated in Tenmast will automatically be copied to the tenant’s ECM folder and routed to the appropriate user’s ECM Workflow for further processing.
5. Packet Process: Each month approximately 600 annual re-certifications are processed plus a few hundred interim re-certifications. Packet processing enhancements/integration with Tenmast will keep the level of automation at the same level we achieved with our current housing software. The labor hours saved per month will be significant.

For each of these five services Neko will undertake 1) system design; 2) project management; 3) integrate, recode or configure the system as applicable; 4) system testing; and 5) system documentation. The projected cost is \$46,600.

RECOMMENDATION

Integration of the two systems will allow us to continue to function in a paperless office environment with all the productivity improvements we have come to expect and rely on. Staff recommends that your Housing Commission authorize approval of Change Order # 1 to Contract 34041 with Neko Industries in an amount not to exceed \$46,600. Funds are available from the Local Fund.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

June 8, 2016

Subject: 2016 HACA Scholarship Program Awards

Exhibits Attached: None

Recommendation: Approve the 2016 HACA Scholarship Awards

Financial Statement: \$12,750 included in 2016-2017 budget

DISCUSSION AND ANALYSIS

This year, 13 complete applications, shown below by city of residence, were submitted to your Commission’s Scholarship Committee (Commissioners Asher, Buckholz, Gacoscos and Hannon) for their review.

CITY OF RESIDENCE	# OF APPLICATIONS
Emeryville	2
Fremont	1
Hayward	3
San Leandro	3
San Lorenzo	1
Union City	3

A telephone meeting with the Scholarship Committee was held on May 31. After discussing their selections, the Scholarship Committee recommended that all 13 applicants receive scholarship awards, as shown below, totaling \$12,750. If your Commission approves the recommendation of the Scholarship Committee, staff will ask the scholarship recipients to attend your next Commission meeting to receive their awards.

NAME	SCHOOL	DEGREE PROGRAM / FIELD OF STUDY	AWARD
Taman Ahadi	Cal State East Bay	Bachelor’s / Biological Sciences	\$1,200
Sarah Bahadur	Cal State East Bay	Master’s / Public Administration	\$1,200
Jasmine Breedlove	Peralta-Laney College	Public Health	\$575
Treyvonn Chadwick	Sierra College	EMT & Nursing	\$575
Mohamed Musa	Chabot College	Engineering	\$575
Motez Musa	UC Davis	Bachelor’s / Computer Science	\$1,750
Martin Pina	Laney College	Sports Broadcasting	\$575
Renita Pitts	Holy Names University	Master’s / Education	\$1,750
Kemisha Radford	Cal State East Bay	Master’s / School Counseling	\$1,200
Jacqueline Richardson	Chabot College	Sociology	\$575
Raquel Rossman	Cal State East Bay	Bachelor’s / Business Administration	\$1,200
Stacy Sorrells	San Jose State	Master’s / Library & Information Sciences	\$1,200
Nkechi Uzoew	Chicago School of Professional Psychology	Master’s / Applied Behavioral Analysis	\$375
2016 HACA Scholarship Awards Total:			\$12,750.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 8, 2016

Subject: Nominating Committee for Officers

Exhibits Attached: None

Recommendation: Appoint a Nominating Committee

DISCUSSION AND ANALYSIS

Your Commission must appoint a Nominating Committee to select candidates for the positions of Chairperson and Vice-Chairperson. The current Chairperson is Don Biddle and Pat Gacoscos is the Vice-Chairperson. Each has served two terms in their position.

While the Commission's Bylaws stipulate that the Chairperson can serve no more than two successive full terms, they do not specify the number of terms the Vice-Chairperson can serve. At the July Commission meeting, the Nominating Committee will be asked to present the candidates it is recommending. The newly-appointed officers will take office immediately and the new Chairperson will chair the July meeting.

BUDGET STATUS

REPORT

**Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Administrative Budget Status Report FYE 2015-2016
April 2016**

FY 2016 - HCV OPERATING BUDGET	Budgeted @ 4/30/2016	Actual @ 4/30/2016	OVER (UNDER)	PROJECTED TO 6/30/16	SCH. NO.	2015 BUDGET	2016 BUDGET	DIFFERENCE
INCOME								
Investment Income	613	600	(13)	720	A1	1,680	735	(945)
Misc. Income	269,748	278,859	9,111	334,631	A1	346,000	323,698	(22,302)
Grant Income	0	0	0	0		350,000		(350,000)
Administrative Fee Income	5,372,658	5,788,177	415,519	6,968,286	A	6,697,025	6,447,189	(249,836)
TOTAL INCOME	5,643,019	6,067,636	424,618	7,303,637		7,394,705	6,771,622	(623,083)
EXPENSES								
Administration								
Salaries	(3,161,997)	(3,002,918)	159,080	(3,821,998)	B-1&2	(4,035,794)	(3,794,397)	241,397
Other Admin.	(1,281,919)	(1,244,905)	37,014	(1,493,886)	C-1&2	(1,337,122)	(1,538,303)	(201,181)
Total	(4,443,917)	(4,247,823)	196,094	(5,315,884)		(5,372,915)	(5,332,700)	40,215
General								
Insurance	(169,975)	(149,883)	20,092	(179,860)	E	(203,253)	(203,970)	(717)
Employee Benefits	(1,770,719)	(1,835,216)	(64,498)	(2,252,311)		(2,098,613)	(2,124,862)	(26,250)
Miscellaneous	0	0	0	0		0	0	0
Total	(1,940,694)	(1,985,099)	(44,406)	(2,432,170)		(2,301,865)	(2,328,832)	(26,967)
Total Routine Expenses	(6,384,610)	(6,232,922)	151,688	(7,748,055)		(7,674,781)	(7,661,532)	13,248
Capital Expenditures	0	0	0	0	D2	0	0	0
TOTAL EXPENSES	(6,384,610)	(6,232,922)	151,688	(7,748,055)		(7,674,781)	(7,661,532)	13,248
Income (Deficit) UNSPECIFIED BUDGET REDUCTION								
						(280,075)	(889,910)	
NET INCOME (DEFICIT)	(741,592)	(165,286)	576,306	(444,418)		(280,075)	(889,910)	(609,835)

Unrestricted Net Position @ 6/30/15
 Projected Income (Deficit) @ 6/30/16
 Projected Unrestricted Net Assets @ 6/30/16

(3,828,855)
 (444,418)
 \$ (4,273,273)

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: June 8, 2016

Subject: Program Activity Report

Exhibits Attached: Section 8 Contract 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 June 1, 2016, the Section 8 Housing Choice Voucher program had 6,038 units under contract. The fiscal year-to-date lease-up average is 96.69% units as of June 1, 2016. The budget authority use average through April 2016 is 104%.
- **Program Utilization:** As of June 1, 2016, the average HAP subsidy was \$1,132 and the average tenant-paid rent portion was \$481 for an average Contract Rent of \$1,614. Amounts vary by \$1 due to rounding.
 - ❖ As of June 1, 2016, HACA had 60 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of June 1, 2016, HACA billed other housing authorities, primarily the Oakland Housing Authority, for 321 incoming portability contracts. The number is dropping as HACA absorbs older port-in contracts in order to increase its lease-up, which has been dropping due to skyrocketing rents in the county and the inability of tenants to locate affordable units.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$5,760.97 for the month of April 2016. A total of \$49,866.26 was retained over this fiscal year.
- **Landlord Rental Listings:** As of June 1, 2016 there were 714 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing service. There was one new

landlord added to the Section 8 program this month. There were only five active properties listed as of June 1, 2016.

- **Housing Quality Standards (HQS) Abatements:** During the first quarter of 2016 HACA abated nine HAP contracts for non-compliance with HQS.

FAMILY SELF SUFFICIENCY (FSS)

In May, the FSS Department's Program Coordinating Committee (PCC) held its quarterly meeting. At the meeting the executive director from the *Family Service Counseling and Community Resource Center* gave an update on the Center's operations and the immediate outlook for low-cost counseling and mental health services for FSS participants. A representative from Head Start also gave an update on their full-time and part-time slots for children 0-5 years of age.

The FSS Department held two FSS orientation meetings where attendees heard inspiring stories from FSS graduates who, through their participation in FSS, had completed educational and personal goals.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of May 2016

City	Certificates		Vouchers		May 2016 TOTAL		May 2015	May 2014
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	26	\$29,250	26	\$29,250	28	29
Castro Valley	11	\$11,693	201	\$226,125	212	\$237,818	217	225
Dublin	3	\$3,189	353	\$397,125	356	\$400,314	358	358
Emeryville	6	\$6,378	122	\$137,250	128	\$143,628	126	120
Fremont	22	\$23,386	1,037	\$1,166,625	1,059	\$1,190,011	1,139	1,173
Hayward	116	\$123,308	1,894	\$2,130,750	2,010	\$2,254,058	2,180	2,286
Newark	3	\$3,189	215	\$241,875	218	\$245,064	229	243
Pleasanton	3	\$3,189	110	\$123,750	113	\$126,939	117	119
San Leandro	17	\$18,071	1,434	\$1,613,250	1,451	\$1,631,321	1,505	1,535
San Lorenzo	0	\$0	193	\$217,125	193	\$217,125	216	218
Union City	4	\$4,252	734	\$825,750	738	\$830,002	762	781
TOTALS	185	\$196,655.00	6,319	\$7,108,875.00	6,504	\$7,305,530.00	6,877	7,087

* Based on an average May Housing Assistance Payment (HAP) of \$1063 per certificate contract

**Based on an average May Housing Assistance Payment (HAP) of \$1125 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of May 2016

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	26	\$1,357	\$1,081	\$276	20%
Castro Valley	180	\$1,628	\$1,163	\$464	29%
Dublin	272	\$1,745	\$1,293	\$451	26%
Emeryville	118	\$1,399	\$965	\$434	31%
Fremont	980	\$1,837	\$1,299	\$537	29%
Hayward	1,849	\$1,577	\$1,120	\$457	29%
Newark	217	\$2,038	\$1,384	\$654	32%
Pleasanton	109	\$1,444	\$1,016	\$427	30%
San Leandro	1,443	\$1,561	\$1,089	\$472	30%
San Lorenzo	197	\$1,865	\$1,366	\$499	27%
Union City	532	\$1,908	\$1,355	\$552	29%

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

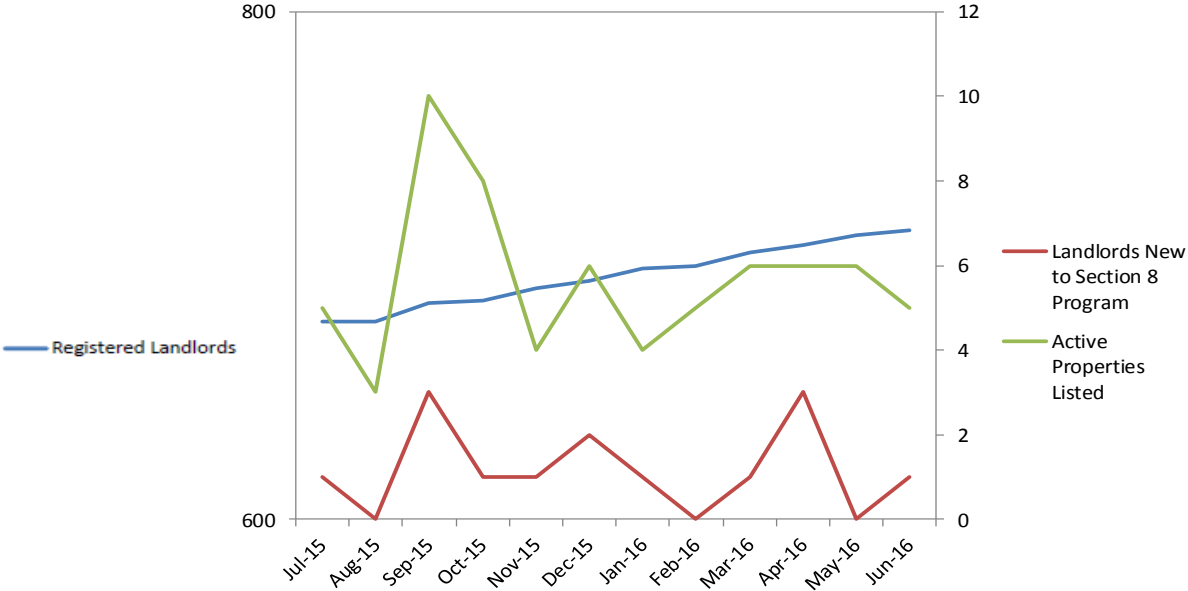
DEBT COLLECTIONS
2015-2016
FYE 06/30/16

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY '16	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND
													TOTALS
<i>DAMAGE CLAIMS</i>	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
<i>FRAUD REPAYMENTS</i>	\$5,070.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87	\$5,308.76	\$4,475.42	\$6,086.91	\$5,360.50	\$5,760.97			\$49,866.26
TOTALS	\$5,270.25	\$3,442.19	\$4,293.91	\$4,363.48	\$5,703.87	\$5,308.76	\$4,475.42	\$6,086.91	\$5,360.50	\$5,760.97	\$0.00	\$0.00	\$50,066.26

Landlord Rental Listing Report

Monthly

	7/1/2015	8/3/2015	9/1/2015	10/1/2015	11/2/2015	12/1/2015	1/4/2016	2/1/2016	3/1/2016	4/1/2016	5/2/2016	6/1/2016
Registered Landlords	678	678	685	686	691	694	699	700	705	708	712	714
Landlords New to Section 8 Program	1	0	3	1	1	2	1	0	1	3	0	1
Active Properties Listed	5	3	10	8	4	6	4	5	6	6	6	5





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Ron Dion, Linda Evans, Phyllis Harrison, Mary Sturges
Date: May 25, 2016

Program Summary	May 2016
Total Clients Under Contract:	146
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	3
New Contracts:	6

FSS PROGRAM NEWS:

Program Coordinating Committee (PCC)

On Wednesday, May 18, the Program Coordinating Committee (PCC) met for our quarterly meeting. PCC attendees included the executive director from the *Family Service Counseling and Community Resource Center*. We were given an update on the Center's operations and the immediate outlook for low-cost counseling and mental health services for FSS participants. A representative from Head Start also gave an update on their full-time and part-time slots for children 0-5 years of age.

FSS Orientations

Two orientation meetings for potential FSS participants were held in May. Attendees heard inspiring stories from graduates who had completed educational and personal goals during their participation in FSS. The next round of orientations is scheduled for August 2016.

Case Management Referrals = 7
Job Lead Referrals = 129