



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

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

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

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

The Housing Commission Secretary of the Housing Authority of the County of Alameda has, on Thursday, November 2, 2017 duly distributed this Agenda to the Clerk of the Board of Supervisors for posting in the office of the Alameda County Administration Building and has posted it on the bulletin board of the Housing Authority of the County of Alameda.

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

	<u>PAGE</u>
1. CALL TO ORDER / ROLL CALL	
2. CLOSED SESSION	
<i>CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – 1 CASE</i>	
<i>Philadelphia Indemnity Insurance Co. vs Housing Authority of the County of Alameda,</i>	
<i>San Francisco Superior Court, Case No. CGC-16-555946</i>	
3. APPROVAL OF THE MINUTES OF THE OCTOBER 11, 2017 MEETING	ACTION 2
4. PUBLIC COMMENT - On matters not on the Agenda	ACTION
5. NEW BUSINESS	
5-1. Resolution Approving Revisions to the HACA Employment Reasonable Accommodation Policy and Procedure	ACTION 8
5-2. Resolution Approving Exception to the 180-Day Wait Period Rule	ACTION 13
5-3. Increase in Life Insurance for Management Employees	ACTION 19
5-4. Program Activity Report	INFORMATION 22
6. COMMITTEE REPORTS	
7. COMMISSIONER REPORTS	
8. COMMUNICATIONS – report on attendance at national NAHRO conference	
9. ADJOURNMENT	

MINUTES
October 11, 2017



**HOUSING COMMISSION MINUTES
REGULAR MEETING: OCTOBER 11, 2017
HACA BOARD ROOM, 22941 ATHERTON STREET, HAYWARD, CA 94541**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

Chairperson Gerry called the meeting to order at 8:08 a.m.

Roll Call

Present: Cmr. Ballew, Biddle, Buckholz, Gacoscos, Gerry, Hannon, Peixoto and Steiner.

Excused: Cmr. Maass and Patz

2. ACTION: APPROVAL OF THE MINUTES OF THE SEPTEMBER 13, 2017 HOUSING COMMISSION MEETING

Motion/Second: Peixoto/Hannon.

Ayes: 7; 1 abstention: Cmr. Gerry. Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT – ON MATTERS NOT ON THE AGENDA

Cmr. Peixoto welcomed students from Cal State East Bay who were present at the meeting to observe and learn about civic meetings. Cmr. Biddle invited the students to attend the city council meetings held by the different cities.

4. NEW BUSINESS

4-1. ACTION: SALARY ADJUSTMENT FOR NON-MANAGEMENT, NON-BARGAINING UNIT EMPLOYEES (2)

Charla Freckmann, Human Resources Manager, presented the staff report. Ms. Freckmann reported that the Memorandum of Understanding (MOU) between HACA and SEIU Local 1021 sets forth the terms and conditions of employment for HACA's bargaining unit and that it has been HACA's practice to apply these same terms and conditions to HACA's non-management, non-bargaining unit employees. Ms. Freckmann indicated that HACA has two such employees and recommended that the Commission approve a salary adjustment, as set forth in the MOU with SEIU Local 1021, for these two employees.

Recommendation: Approve the same terms and conditions of employment for non-management, non-bargaining unit classifications as those that were negotiated for HACA's bargaining unit.

Commission Discussion: Cmr. Hannon suggested that, going forward, staff bring this item to the Housing Commission at the same time the MOU with SEIU is brought before the Commission so that the non-management, non-bargaining unit employees don't have to wait for any salary and/or benefit changes.

Motion/Second: Hannon/Biddle.

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

4-2. ACTION: MANAGEMENT CLASS ANNUAL SALARY COMPARABILITY ADJUSTMENT (COLA)

Charla Freckmann presented the staff report. Ms. Freckmann described HACA's Management Compensation Policy. She reported that in accordance with this policy HACA conducts a survey every year of the housing authorities, cities and counties in HACA's comparability pool to determine the Cost of Living Adjustment (COLA) for HACA's management employees. Ms. Freckmann reported that a survey was recently conducted, and described the components and the survey's findings. She stated that the average COLA, based on the results of the survey, is 3.13%, which when rounded to the nearest tenth of one percent, would equal a 3.1% COLA for HACA's management employees. She recommended that the Commission approve a 3.1% COLA for HACA's management employees and continue the Management Compensation Policy.

Recommendation: Approve a cost of living adjustment of 3.1% for HACA's management employees and continue the Management Compensation Policy.

Motion/Second: Biddle/Hannon.

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

4-3. RESOLUTION NO. 12-17 APPROVING REVISIONS TO HACA PERSONNEL RULES RE: MANAGEMENT CLASS VACATION ADJUSTMENT

Charla Freckmann presented the staff report. Ms. Freckmann reported that staff is proposing to revise the vacation accrual rates for HACA's management employees and to add a separate provision to HACA's Personnel Rules regarding vacation accrual rates for management employees since the Personnel Rules do not currently contain such a provision. Christine Gouig, Executive Director, indicated that the Commission's Personnel Committee (PC) met earlier in the morning to consider these proposed revisions to HACA's Personnel Rules and recommended the Housing Commission approve these revisions.

Recommendation: Approve the proposed amendments to HACA Personnel Rule 3.17 to revise the accrual rates for HACA's management employees and include a separate provision in the HACA Personnel Rules for vacation accrual rates for HACA's management staff.

Commission Discussion: Cmr. Biddle commented that the PC talked about the need to review the Personnel Rules in general to ensure that compensation and benefits are in line with other agencies, which is critical for job recruitment. Cmr. Steiner commented that the PC discussed floating holidays for management employees.

Cmr. Hannon commented that he would like to staff to consider transitioning managers from receiving floating holidays to receiving management or executive leave that is based on performance. He also discussed the maximum amount of leave that management employees could accrue. Cmr. Hannon and Ms. Freckmann discussed the findings in the management compensation survey and Cmr. Hannon recommended that staff include a copy of a survey if a Commission item makes reference to it. Cmr. Hannon and Ms. Freckmann discussed HACA's policy on vacation sell back. He recommended that staff consider reducing the amount of vacation hours that employees can sell due to the liability to the agency. Cmr. Peixoto agreed that it is important to discuss a cap on vacation accrual and commented that it is important for management employees to take time off. Cmr. Ballew recommended that staff provide the Commission with the projected costs to the agency when proposing changes to employee compensation and benefits. Ms. Gouig indicated that staff can make projections based on assumptions.

Motion/Second: Hannon/Biddle.

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

4-4. RESOLUTION NO. 13-17 APPROVING REVISED DRUG-FREE WORKPLACE POLICY

Charla Freckmann presented the staff report. Ms. Freckmann reported that staff is proposing to revise HACA's Drug-Free Workplace Policy in order to update the language in the policy to ensure that it is in compliance with HUD regulations.

Recommendation: Adopt Resolution No. 13-17 approving the proposed revisions to HACA's Drug-Free Workplace Policy.

Commission Discussion: Cmr. Biddle and Ms. Gouig discussed recent legislation regarding marijuana. Ms. Gouig commented that HACA is subject to federal law since it receives its funding from HUD. Cmr. Ballew recommended that staff add the words "or device" to the end of the last sentence in Section A. Searches, which appears in Section IV. Searching and Testing. Ms. Gouig indicated that staff will make that change. Cmr. Gacoscos commented that regardless of federal or state legislation regarding marijuana, this is a workplace policy and the workplace must remain drug-free. Ms. Gouig commented that this policy applies to HACA's offices and properties. Cmr. Hannon and Ms. Freckmann discussed HACA's ability and responsibility to call for employee drug-testing.

Motion/Second: Gacoscos/Buckholz.

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

4-5. PRESENTATION: WHO DO WE HOUSE AND HOW DO WE HOUSE THEM?

Christine Gouig introduced the presentation and indicated that staff gave it to the Housing Commission many years ago. She reported that staff has updated the information and introduced Oscar Macias, Administrative Analyst, who presented the staff report. A fact sheet and a statistics sheet containing raw data used in the presentation were distributed to the Commission and to the public. In his presentation, Mr. Macias discussed the characteristics of HACA's program participants and gave an overview of HACA's programs and the roles and responsibilities of the tenants, landlords and of HACA.

Commission Discussion: Cmr. Hannon and Ms. Gouig discussed income limits. Cmr. Hannon asked if HACA provides assistance with deposits and/or first and last months' rent. Ms. Gouig explained that HACA does not provide this type of assistance and is not permitted to use HUD HAP subsidy to fund deposits or first and last months' rent. Cmr. Peixoto and Ms. Gouig talked about how unit deposits are set. Cmr. Steiner asked if HACA runs workshops to provide participants with information on how to be a good tenant so that they can receive their deposits back when they move. Ms. Gouig indicated that the HACA voucher briefing packet provides this type of information. Cmr. Gerry commented that one of the biggest benefits of being a landlord on the Section 8 program is that the contract rent will continue to be paid through the eviction process. Cmr. Hannon and Ms. Gouig discussed tenant and landlord mediation. Ms. Gouig described HACA's Tenant Team and gave an overview of how the Tenant Team can help landlords. Cmr. Buckholz and Mr. Macias discussed program termination. Cmr. Buckholz and Ms. Gouig discussed what project-based vouchers are and some of the other programs that HACA offers where the assistance is tied to a specific unit. Cmr. Hannon commented that Mr. Macias gave an outstanding report. Cmr. Ballew agreed and suggested that staff give this presentation to new Commissioners and post it on HACA's website. Cmr. Steiner commented on the

availability and need for more housing for seniors in the City of Pleasanton. Cmr. Gacoscos commented that seniors sometimes remain in their unit for a long number of years and rarely move. Cmr. Biddle commented that fewer families are buying homes due to the costs and that more and more families with children are living in apartments.

4-6. PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor invited the Commissioners to the Family Self-Sufficiency (FSS) Program’s annual “It’s Your Time to Shine” event scheduled for Thursday, November 2 at the Marina Community Center in San Leandro. Cmr. Steiner encouraged all Commissioners to attend and commented that it is an inspiring event.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

None.

7. COMMUNICATIONS

Ms. Gouig reported that HACA has converted to the Tenmast Software housing and financial software system and thanked Cathy Leoncio, Jennifer Cado, Jim McRoberts, Irv Aragon, Mary Rizzo-Shuman and Daniel Taylor for the work that they did and continue to do on this project. She also reported that HACA has received its first funding shortfall payment. Ms. Gouig referenced the recent fire disasters and described some of the steps that staff is taking to prepare presentations on disaster preparedness for the residents in HACA’s properties. Ms. Gouig also reported that HACA is working with Alameda County to develop a Memorandum of Understanding that would allow the County and HACA to share certain data on children who have elevated levels of exposure to lead-based paint. Chairperson Gerry shared an experience he had in dealing with lead-based paint. Lastly, Ms. Gouig announced that she will be on vacation in November.

8. ADJOURNMENT

There being no further business to discuss, Chairperson Gerry adjourned the meeting at 9:24 a.m.

Respectfully Submitted,

Melissa Taesali
Executive Assistant

Christine Gouig
Executive Director/Housing Commission Secretary

Approved:

Mark Gerry
Housing Commission Chairperson

NEW BUSINESS

November 8, 2017

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: November 8, 2017

- Subject: Employment Reasonable Accommodation Policy & Procedure
- Exhibits Attached:
 1. Revised Employment Reasonable Accommodation Policy & Procedure
 2. Resolution 14-17 Approving Employment Reasonable Accommodation Policy & Procedure
- Recommendation:
 1. Adopt a resolution accepting the recommended revisions to update HACA's Employment Reasonable Accommodation Policy & Procedure

Financial Statement: None

BACKGROUND

The Housing Authority's existing policy regarding non-discrimination on the basis of disability was written and adopted prior to the enactment of the Americans with Disabilities Act of 1990, as amended, and has not been updated since then.

DISCUSSION and ANALYSIS

HACA is governed by both the Americans with Disabilities Act ("ADA") of 1990 (42 U.S.C. 12101), as amended by the ADA Amendments Act ("ADAA") of 2008, and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). HACA is covered by the ADA and the ADAA because it employs more than 15 employees. We are covered by the Rehabilitation Act because we receive federal funds.

HACA first implemented a disability discrimination policy prior to the enactment of the ADA, as amended, and it was written with reference to Section 504 of the Rehabilitation Act of 1973 and not the ADA. The proposed revisions make reference to the ADA and the ADAA, and the recommended revisions now comply with the requirements of the both as well as Section 504 of the Rehabilitation Act.

A clean copy of the proposed revised policy is attached.



EMPLOYMENT REASONABLE ACCOMMODATION POLICY & PROCEDURE

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

I. PURPOSE

The purpose of this Policy is to establish a strong commitment to provide reasonable accommodation to qualified individuals with disabilities that are Housing Authority employees or applicants for employment within the meaning of the California Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act (ADA), and a procedure for requesting reasonable accommodation.

II. POLICY

The Housing Authority provides employment-related reasonable accommodation to qualified individuals with disabilities as defined by the FEHA and ADA. An employee or applicant for employment who would like to request a reasonable accommodation must follow the procedure outlined below.

III. PROCEDURE

A. Request for Accommodation

An employee or applicant for employment who desires a reasonable accommodation in order to perform essential job functions should make such a request in writing. The form "Employment Request for Reasonable Accommodation" may be used by employees for this purpose. All written requests for reasonable accommodation must be submitted to the Human Resources Department. The request must identify: (a) the job-related functions at issue; and (b) the desired accommodation(s). Applicants for employment may use the appropriate space on the employment application for reasonable accommodation requests.

B. Reasonable Documentation for Disability

Following receipt of the request, the Human Resources Manager may require additional information, such as reasonable documentation of the existence of a disability or work limitations.

C. Fitness for Duty Examination

For employee requests, the Housing Authority may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation. The Housing Authority may also require that a Housing Authority approved physician conduct the examination.

D. Interactive Process Discussion

After receipt of the request for reasonable accommodation and documentation of disability and/or a fitness for duty report, the Human Resources Manager will arrange for a discussion, in person or via telephone conference call, with the employee and his or her representative, if any. Applicants who meet to engage in the interactive process



EMPLOYMENT REASONABLE ACCOMMODATION POLICY & PROCEDURE

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

may also bring a representative. The purpose of the discussion is to work in good faith to fully discuss all feasible potential reasonable accommodations on an interactive basis.

E. Case-by-Case Determination

The Housing Authority determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. The Housing Authority will not provide accommodation(s) that would pose an undue hardship upon the Housing Authority finances or operations, or that would endanger the health or safety of the employee or others. The Housing Authority will inform the employee of its decision as to reasonable accommodation(s) in writing.

IV. DISSEMINATION OF POLICY

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



**EMPLOYMENT REASONABLE ACCOMMODATION
POLICY & PROCEDURE**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

***ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
EMPLOYMENT REASONABLE ACCOMMODATION
POLICY & PROCEDURE***

I acknowledge the receipt of a copy of the Housing Authority of the County of Alameda’s “Employment Reasonable Accommodation Policy and Procedure.” I have read and understand my responsibilities under the Policy and I agree to abide by my responsibilities as described. I understand that I may be subject to discipline for violating this Policy or subject to other appropriate sanctions for failing to fulfill my responsibilities as outlined in the Policy.

Dated: _____

Print Name: _____

Signature: _____

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 14-17

**APPROVING REVISIONS TO THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA’S
EMPLOYMENT REASONABLE ACCOMMODATION POLICY & PROCEDURE**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) is governed by the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101) and the ADA Amendments Act of 2008, prohibiting discrimination against individuals with disabilities; and

WHEREAS, HACA is also covered by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), prohibiting discrimination against individuals with disabilities, because HACA administers programs or activities receiving federal assistance; and

WHEREAS, HACA’s existing policy regarding the prohibition of discrimination against individuals with disabilities was created prior to the enactment of the ADA, as amended; and

WHEREAS, revisions to HACA’s current policy are necessary for updating and incorporating the requirements contained in the ADA of 1990, and as amended in the ADA Amendments Act of 2008;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the revised Employment Reasonable Accommodation Policy & Procedure as presented at this meeting.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 8th day of November 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Mark Gerry
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: November 8, 2017

- Subject: Resolution Hiring Retiree Under Exception to the 180-Day Wait Rule
- Exhibits Attached: 1. Resolution No. 15-17
2. Certification of Compliance for Post-Retirement Employment and/or Contract for Services
- Recommendations: Adopt Resolution Approving Contract for Services to be Provided by Retiree Under Exception to the 180-Day Wait Rule
- Financial Statement: \$7,695 savings (assuming 960 hours; no benefits paid)
-

BACKGROUND

Governor Brown signed into law the California Public Employees' Pension Reform Act (C-PEPRA), which took effect on January 1, 2013. This legislation comprehensively revised how public agency retirement system benefits are accrued and administered.

Among many changes, C-PEPRA created a provision known as the 180-Day Wait Rule to govern how public entities employ retired annuitants. The Rule requires retired annuitants to wait at least 180 days before being brought back as an employee, contract employee, temporary employee or independent contractor. However, the statute delineating the Rule, Government Code Section 7522.56, also provides some exceptions when:

- The employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed; and
- The appointment has been approved by the governing body of the employer in a public meeting; and
- The retiree annuitant certifies in writing to the employer upon accepting an offer of employment or contract for services to be performed that the retiree is in compliance with the requirements of Government Code Section 7522.56.

DISCUSSION and ANALYSIS

The Housing Authority currently has one Information Technology Manager position; a single incumbent classification. The previous incumbent, Jim McRoberts, retired effective October 20, 2017.

The Information Technology Manager position is critically important to the Housing Authority at this time as we convert to a different housing software program (Tenmast). Mr. McRoberts will assist in the conversion process through the end of the calendar year. (And possibly a couple months longer, if needed.) It is anticipated that he will be utilized in this capacity as an independent contractor using the title of Information Technology Manager and will be paid an hourly rate of \$73.17, which is based on the maximum of the same salary range assigned to him when he was a Housing Authority employee.

Mr. McRoberts has completed the Certification of Compliance Form for purposes of establishing that he has met the requirements for the exception to the 180-Day Wait Rule for the performance of services in the capacity as Information Technology Manager. Attached is the Certification of Compliance Form for your reference.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 15-17

RESOLUTION APPROVING EXCEPTION TO THE 180-DAY WAIT PERIOD RULE

WHEREAS, in compliance with Government Code section 7522.56, the Housing Authority of the County of Alameda Housing Commission must provide the Alameda County Employees Retirement Association (ACERA) this certification resolution when hiring a retiree before one-hundred and eighty (180) days has passed since his or her retirement date; and

WHEREAS, Jim McRoberts retired from the Housing Authority of the County of Alameda in the position of Information Technology Manager, effective October 20, 2017; and

WHEREAS, section 7522.56 generally requires that post-retirement employment commence no earlier than 180 days after the retirement date, which would be April 20, 2018, without this certification resolution; and

WHEREAS, section 7522.56 provides for an exception to the 180 day wait period; and

WHEREAS, the exception in section 7522.56 states that the exception shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Housing Authority of the County of Alameda Housing Commission, the Housing Authority of the County of Alameda and Jim McRoberts certify that Jim McRoberts has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the Housing Authority of the County of Alameda Housing Commission hereby appoints Jim McRoberts as an interim appointment retiree annuitant to the vacant position of Information Technology Manager under Government Code section 2122(h), with an effective date to be determined within the 180 day waiting period; and

WHEREAS, the employment shall be limited to nine-hundred and sixty (960) hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties divided by 173.333 to equal the hourly rate for the period of this exception under section 7522.56; and

WHEREAS, according to the Housing Authority's management salary range table, the maximum base salary for this position is \$12,683 per month and the hourly equivalent is \$73.17 per hour; and

WHEREAS, the hourly rate paid to Jim McRoberts will be \$73.17 per hour for the period of this exception; and

Housing Authority of the County of Alameda
Resolution No. 15-17: Approving Exception to the 180-Day Wait Period Rule
Page 2

WHEREAS, after this 180 day waiting period the Housing Authority may offer to increase the hourly rate of pay if it continues to employ Mr. McRoberts; and

WHEREAS, Jim McRoberts has not and will not receive any other benefit incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate;

NOW, THEREFORE, BE IT RESOLVED, by the Housing Commission of the Housing Authority of the County of Alameda that it hereby certifies the nature of the appointment of Jim McRoberts as described herein and that this appointment is necessary to fill the critically needed position of Information Technology Manager for the Housing Authority of the County of Alameda because the Housing Authority is in the process of implementing a new housing software program and no current staff member is qualified to perform the duties of the Information Technology Manager.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 8th day of November 2017 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Mark Gerry
Housing Commission Chairperson

Attest:

Christine Gouig
Executive Director/Housing Commission Secretary

Adopted: _____



CERTIFICATION OF COMPLIANCE FOR POST-RETIREMENT EMPLOYMENT AND/OR CONTRACT FOR SERVICES

NOTICE:

ACERA retirees cannot serve, be employed by, or be employed through a contract directly by any ACERA employer without reinstatement from retirement, except as permitted by state law. The information provided in response to Part A, below, will assist the employing department to determine the retiree's eligibility to return as an annuitant or contract employee. This certification should be completed and filed. Contact the employing department representative if there are any questions.




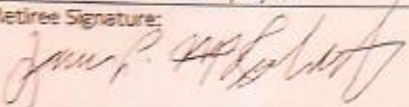
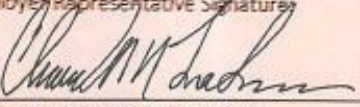
RETIREE INFORMATION:

Last Name: <i>McRoberts</i>	First Name: <i>James</i>	MI: <i>L</i>	SSN: [redacted]	Expected Break in Service*: <i>approx. 30 days</i>
Date of Retirement: <i>11/29/17</i>	Desired Date of Return as Annuitant: <i>11/9/17</i>			

*the expected break in service is the number of calendar days between the date of retirement and the expected date of return as a retired annuitant as contract employee or contractor.

PART A: BREAK IN SERVICE INFORMATION (to be completed by retiree):	CIRCLE ONE:
1. Did you or will you receive any unemployment insurance compensation within the 12 months prior to the expected date of reemployment or starting date for contract for services?	YES – not eligible <input checked="" type="radio"/> NO – continue to #2
2. Is your expected break in service at least 180 days as a general member?	YES – go to Part B <input checked="" type="radio"/> NO – state # of days \approx 30
3. If you answered "NO" to question 2, were you given any retirement incentive (e.g., a "golden handshake" such as an additional year of service) upon retirement?	YES – stop and notify HR <input checked="" type="radio"/> NO – continue to #4
4. Name and address of employer(s) prior to ACERA retirement, if any: <i>Alameda County Housing Authority 22941 Atherton St. Hayward, CA 94541</i>	

PART B: TERMS OF POST-RETIREMENT SERVICE (to be signed by retiree):	Please initial your acknowledgment:
There is a limit of 960 hours of employment per fiscal year. Post-retirement employment shall not exceed a total of 960 hours each fiscal year for all services to any ACERA employers.	I have read and understand this: <i>JRM</i>
Limits on hourly rate of pay. The rate of pay for the employment or services to be performed shall not be less than the minimum hourly rate nor greater than the maximum hourly rate as set forth on a published pay schedule for other employees performing comparable duties.	I have read and understand this: <i>JRM</i>

<p>No service credit or other retirement benefits. The retiree will not acquire any service credit or retirement benefits under such reemployment without reinstatement to active service and suspension of retirement benefits.</p>	<p>I have read and understand this: </p>
<p>I certify that my answers to the questions in Part A are true and correct to the best of my knowledge. I also understand that my re-employment or services provided as a retired annuitant or contract employee must be in compliance with California Government Code Section 7522.56. Initials: <u></u></p> <p>I further understand that reemployment or providing services to employer must be in compliance with the terms of post-retirement service listed in Part B of this form. Initials: <u></u></p>	
<p>Name of ACERA employer prior to retirement:</p>	<p>Housing Authority of the County of Alameda</p>
<p>Name of employer who made offer to return as retired annuitant or contract employee:</p>	<p>Housing Authority of the County of Alameda</p>
<p>Retiree Signature: </p>	<p>Date: 10/30/17</p>
<p>Employer Representative Signature: </p>	<p>Date: 10/31/17</p>
<p>Employer Representative Name: Charla M Freckmann</p>	<p>Title: Human Resources Manager</p>

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 8, 2017

Subject: Management Life Insurance Benefit

Exhibits Attached: None

Recommendation: Approve increase to the current value of the life insurance benefit for management staff

Financial Statement: \$1,944 (est) increase in cost

BACKGROUND

HACA's management compensation plan calls for a triennial survey of management employee salaries and benefits paid by housing authorities and cities with positions comparable to HACA's. At your July 26 meeting your Commission accepted the results of the most recent survey completed earlier this year.

HACA's comparability pool consists of 12 public agencies, including Bay Area cities, the County of Alameda and other Housing Authorities, as follows:

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

At the time your Commission accepted the survey results in July, you accepted the recommended classification range assignments. However, staff indicated it would return with other appropriate implementation actions. In October, your Commission considered and approved a resolution making revisions to vacation accrual for management employees. Today's matter addresses the life insurance benefit. In January, staff will present information on two issues raised at your October meeting: administrative leave and vacation sell back.

DISCUSSION AND ANALYSIS

Currently, HACA management staff receives \$50,000 in life insurance (death benefit). The survey results indicated that half of our comparators (six) have higher amounts than us, three are the same and three are lower. The survey information specifically referencing life insurance is summarized below:

COMPARATOR	MANAGEMENT LIFE INSURANCE
Housing Authority of the County of Alameda	\$50,000
City of Fremont	\$100,000
City of Hayward	Amount equal to 1x annual salary
City of San Leandro	\$50,000
City of San Mateo	\$50,000
County of Alameda	Basic amount of \$20,000 but can purchase higher amounts with county-paid cafeteria plan contributions
City of Richmond Housing Authority	Amount equal to 2x annual salary
Housing Authority of Contra Costa County	\$40,000 (\$50,000 for Executive Director)
Housing Authority of the City of Alameda	Amount equal to 1.5x annual salary with \$100,000 maximum
Housing Authority of the County of Santa Clara	Amount equal to 3x annual salary with \$500,000 maximum
Marin County Housing Authority	Management amount equal to 1x annual salary Sr. Management amount equal to 2x annual salary
Oakland Housing Authority	\$25,000
San Mateo County Housing Authority	\$50,000

The benefit plan year for HACA’s group life insurance plan runs from January 1 through December 31. Renewal information is generally provided to group members in mid-November, and staff is still awaiting the renewal information for rate increases, if any, for our 2018 plan year. We anticipate having the renewal information available to you for your Commission meeting on November 8, 2017.

The current total cost for HACA’s management life insurance benefit for a \$50,000 benefit for each management employee is \$1,944. This amount is calculated as follows:

CURRENT COST – 2017 PLAN YEAR		
Rate for \$50,000 benefit:	\$13.50 per month per person	12 HACA management staff
Annual cost:	12 x \$13.50 x 12 months	= \$1,944.00

HACA AGENDA ITEM NO.: 5-3.

It is anticipated that the annual cost for a \$100,000 benefit will be approximately double, $\$1,944.00 \times 2 = \$3,888.00$. However, the amount could be slightly more if there is a rate increase for the 2018 plan year.

Staff recommends that your Commission approve the increase in the life insurance benefit for management staff as described above.

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: November 8, 2017

Subject: Programs Activity Report

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

Recommendation: Receive Report

Financial Statement: None

SECTION 8 HOUSING CHOICE VOUCHERS

- **Lease-Up, Program Utilization, Fraud/Debt Recovery, Housing Quality Standards (HQS) Abatements:** staff will provide the updated information at your next meeting. Our new housing software’s reporting feature is still being implemented.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Landlord Rental Listings:** As of November 1, 2017, there were 903 landlords with properties in HACA’s jurisdiction utilizing the *GoSection8* rental listing service. There were six new landlords added to the Section 8 program in October. There were 42 active properties listed as of November 1, 2017.

FAMILY SELF SUFFICIENCY (FSS)

In October, the FSS Department held its quarterly Program Coordinating Committee (PCC) meeting where multiple agencies and non-profits share valuable information and offer guidance on how to strengthen our FSS program. The FSS Department also held two orientations where approximately 25 persons interested in joining the FSS program attended. Additionally, the FSS Department held a financial workshop that was designed to answer Social Security and SSI related questions, and included information about protecting against identity theft and opening and maintaining checking accounts.

HACA AGENDA ITEM NO.: 5-4.

For the past three years, the FSS Department has participated in a five year national study on the efficacy of the FSS program. The study included a control group that was subject to a service embargo period. That embargo period has been lifted and the members of the control group are now free to join the FSS program. About 30% of the control group members have shown interest in joining.

Finally, the FSS Department held its 8th annual *It's Your Time to Shine* celebration on November 2nd, where the Department celebrated the achievements of FSS families over the last year. Staff will provide a verbal synopsis of this exciting event at your meeting.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the Month of October 2017

City	Certificates		Vouchers		OCTOBER 2017 TOTAL		OCTOBER 2016	OCTOBER 2015
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	0	\$0	23	\$33,925	23	\$33,925	25	29
Castro Valley	13	\$17,199	193	\$284,675	206	\$301,874	198	212
Dublin	3	\$3,969	364	\$536,900	367	\$540,869	353	353
Emeryville	5	\$6,615	148	\$218,300	153	\$224,915	157	127
Fremont	22	\$29,106	1,039	\$1,532,525	1,061	\$1,561,631	1,034	1,098
Hayward	90	\$119,070	1,899	\$2,801,025	1,989	\$2,920,095	1,894	2,106
Newark	5	\$6,615	205	\$302,375	210	\$308,990	205	227
Pleasanton	3	\$3,969	180	\$265,500	183	\$269,469	108	115
San Leandro	13	\$17,199	1,356	\$2,000,100	1,369	\$2,017,299	1,414	1,480
San Lorenzo	1	\$1,323	196	\$289,100	197	\$290,423	191	203
Union City	3	\$3,969	729	\$1,075,275	732	\$1,079,244	755	750
TOTALS	158	\$209,034	6,332	\$9,339,700	6,490	\$9,548,734	6,334	6,700

* Based on an average October Housing Assistance Payment (HAP) of \$1323 per certificate contract

**Based on an average October Housing Assistance Payment (HAP) of \$1475 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

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

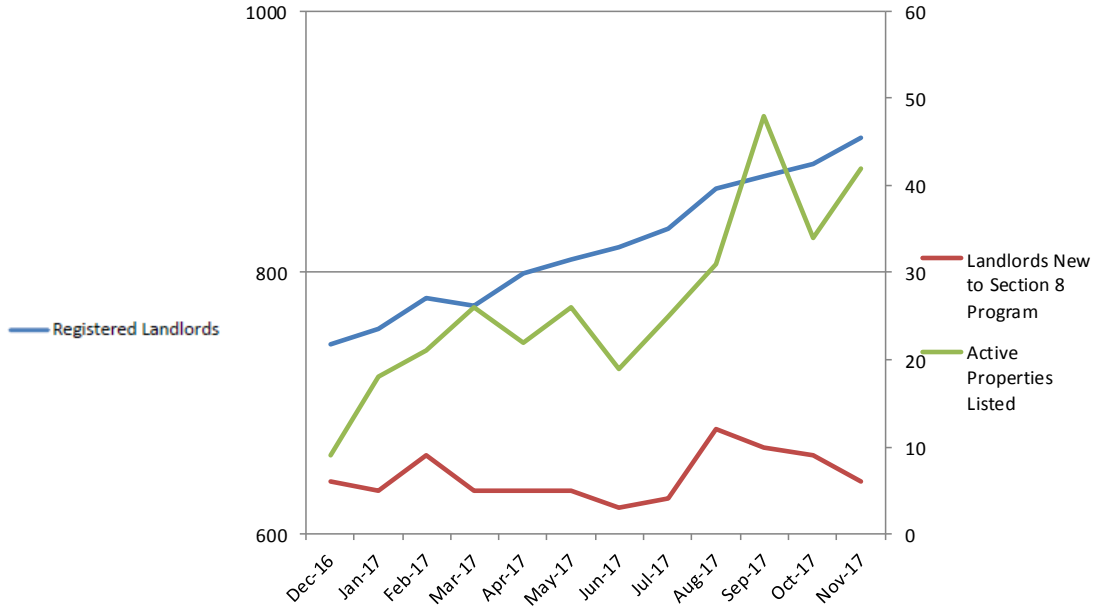
City	Number of HAP Contracts	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	23	\$1,649	\$1,318	\$331	20%
Castro Valley	177	\$1,957	\$1,536	\$399	20%
Dublin	285	\$1,973	\$1,540	\$428	22%
Emeryville	108	\$1,770	\$1,301	\$456	26%
Fremont	981	\$2,148	\$1,661	\$482	22%
Hayward	1,846	\$1,918	\$1,457	\$450	23%
Newark	205	\$2,354	\$1,751	\$589	25%
Pleasanton	134	\$1,757	\$1,354	\$393	22%
San Leandro	1,353	\$1,898	\$1,413	\$475	25%
San Lorenzo	196	\$2,197	\$1,657	\$527	24%
Union City	504	\$2,269	\$1,743	\$524	23%

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

Landlord Rental Listing Report

Monthly

	12/1/2016	1/3/2017	2/1/2017	3/1/2017	4/3/2017	5/1/2017	6/1/2017	7/5/2017	8/1/2017	9/1/2017	10/2/2017	11/1/2017
Registered Landlords	745	757	780	775	799	810	819	834	864	874	883	903
Landlords New to Section 8 Program	6	5	9	5	5	5	3	4	12	10	9	6
Active Properties Listed	9	18	21	26	22	26	19	25	31	48	34	42





To: Christine Gouig, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Danielle Roundtree
Date: October 30, 2017

Program Summary	October 2017
Total Clients Under Contract:	168
MDRC:	100
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1

FSS PROGRAM NEWS:

FSS Orientation

The FSS team conducted orientations on Thursday October 5, 2017 and on Friday, October 13, 2017. Approximately 25 people attended each orientation. There are no enrollees yet as new participants first must define their goals, submit their packet, meet with an FSS coordinator and sign a Contract of Participation and not enough time has elapsed since the orientations to complete this process. However, staff hopes to see several new participants join the program.

MDRC FSS Program National Evaluation

The Family Self-Sufficiency program is in year three of the five year national study on the efficacy of the FSS program. MDRC is the research firm commissioned by HUD to conduct the study. There are 200 families from HACA participating in the FSS study; 100 families were randomly assigned to the FSS group and are receiving services and the other 100 families were randomly assigned to the control group and received information on services available in the community but no direct services from HACA. The study included a three-year service embargo period for all control group members, which ended on October 6, 2017. All control group members are now able to join

HACA's FSS program and receive the benefits of the program. About 50 percent of the control group has ported out of HACA's jurisdiction due to our high rents. However, about 30 percent have contacted FSS staff expressing interest in the program.

PCC Meeting

On Wednesday, October 20, 2017, the FSS team held a Program Coordinating Committee (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.

FSS Financial Workshop

The FSS team hosted a workshop on Saturday, October 28, 2017, presented by a representative from Safe America Credit Union. The workshop was designed to answer Social Security and SSI related questions. The following topics were covered:

- Opening a checking account
- Maintaining a checking account
- Various types of banking (mobile, on-line, telephone, and ATM)
- Maintaining and increasing credit scores
- Accessing and reviewing credit reports
- Protecting against identity theft

Nineteen FSS participants attended the workshop.

It's Your Time to Shine

The FSS team is finalizing the details of our 8th annual *It's Your Time to Shine* celebration scheduled for Thursday, November 2, 2017, at 6:00 p.m. The event will be held at the Marina Community Center in San Leandro. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles and the presentation of awards. We will also recognize the Oakland Methodist Foundation for five years of providing financial support to our FSS program.

Case Management Referrals = 14

Job Lead Referrals = 70