



HOUSING COMMISSION AGENDA
Special Meeting: July 28, 2010

Time: 8:00 a.m.

HACA Board Room, 22941 Atherton Street, Hayward, CA 94541-6633

*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 Housing Commission Secretary of the Housing Authority of the County of Alameda has, on **Thursday, July 22, 2010**, 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
June 16, 2010



**HOUSING COMMISSION SPECIAL MEETING
June 16, 2010, 8:00 A.M.
HACA BOARD ROOM**

SUMMARY ACTION MINUTES

1. CALL TO ORDER/ROLL CALL

Call to Order

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

Roll Call

Present: Cmr. Atkin, Dutra-Vernaci,
Haddock, Lockhart, Medina, Natarajan,
Reed and Steiner

Entered after Roll Call: Cmr. May

Excused: Cmr. Cashmere and Gerry

2. APPROVAL OF MINUTES OF THE MAY 12, 2010 MEETING

Recommendation: Approve the minutes as presented.

Motion/Second: Atkin/Dutra-Vernaci.

Ayes: All

APPROVED AS RECOMMENDED.

3. PUBLIC COMMENT

None.

4. NEW BUSINESS

4-1. RESOLUTION NO. 09-10: APPROVING OPERATING BUDGETS FOR HOUSING CHOICE VOUCHER, PUBLIC HOUSING AND OTHER PROGRAMS FOR FISCAL YEAR ENDING JUNE 30, 2011

Recommendation: Adopt the resolution.

Motion/Second: Atkin/Haddock.

Ayes: All

APPROVED AS RECOMMENDED.

Commission Discussion:

Cmr. Steiner asked if staff has a long term plan to convert more units to Section 8 project based vouchers. Christine Gouig stated that staff is converting 58 units now and the next objective is to convert another 100 units. Chairperson Natarajan thanked staff for their hard work on the budget.

4-2. RESOLUTION NO. 10-10: APPROVING COLLECTION LOSS WRITE-OFF FOR THE FISCAL YEAR ENDING JUNE 30, 2010

Recommendation: Adopt the resolution.

Motion/Second: Atkin/Reed.

Ayes: All

APPROVED AS RECOMMENDED.

Commission Discussion:

Cmr. Atkin commented that there was a big difference in the amount of the write-off for this year compared to the previous year. Cathy Leoncio stated that the previous year had larger balances that were left by the tenants either from damages, unpaid rent or court costs.

4-3. ACTION: REVISION TO SECTION 8 ADMINISTRATIVE PLAN – NATIONAL HOMELESS STUDY

Recommendation: Approve the proposed revisions.

Motion/Second: Lockhart/Haddock.

Ayes: All

APPROVED AS RECOMMENDED.

4-4. ACTION: REVISION TO SECTION 8 ADMINISTRATIVE PLAN - NON-ELDERLY PERSONS WITH DISABILITIES

Recommendation: Approve the new Exhibit 2-3.

Motion/Second: Haddock/Dutra-Vernaci.

Ayes: All

APPROVED AS RECOMMENDED.

Commission Discussion:

Cmr. Steiner asked if veterans with disabilities get any kind of preference. Ron Dion said that there is a general preference for all veterans but not a specific preference for veterans with disabilities.

4-5. ACTION: 2010 SCHOLARSHIP PROGRAM AWARDS

Recommendation: Approve the 2010 HACA Scholarship Awards and consider a change to the Scholarship Program requirements.

Motion/Second: Lockhart/Atkin.

Ayes: All

APPROVED AS RECOMMENDED.

Comments from the Public:

A member of the public commented on the need to interview scholarship applicants.

Commission Discussion:

Chairperson Natarajan commented that it may be difficult logistically to interview all applicants and expressed concern that adding interviews could result in fewer applicants. Cmr. May explained that it's difficult to gauge the success of the applicants without meeting them in person. Cmr. Reed commented that it was very hard to choose 10 applicants out of all that apply and that perhaps phone interviews can be conducted. Chairperson Natarajan suggested that next year's Committee conduct interviews if they choose to. Cmr. Steiner asked what determines the amount of the scholarships. Sharon DeCray explained the process and Cmr. Atkin asked that next year's Committee also look at this.

4-6. ACTION: APPOINTMENT OF NOMINATING COMMITTEE

Chairperson Natarajan called for volunteers to serve on the Nominating Committee. Cmr. Reed and Lockhart volunteered.

Recommendation: Appoint Cmr. Reed and Lockhart to the Nominating Committee.
Motion/Second: Dutra-Vernaci/Atkin.
Ayes: All

APPROVED AS RECOMMENDED.

4-7. INFORMATION: BUDGET STATUS REPORTS

Report received.

4-8. INFORMATION: PROGRAM ACTIVITY REPORTS

Report received.

5. COMMITTEE REPORTS

None.

6. COMMISSIONER REPORTS

Cmr. Dutra-Vernaci asked for status on a previous inquiry. Ms. Gouig indicated that staff is working on a response.

7. COMMUNICATIONS

Ms. Gouig proposed moving the regular meeting of July 14th to a special meeting on July 28th and canceling the August meeting. The Commission concurred.

Chairperson Natarajan reported that she had the opportunity to meet President Obama when he visited Solyndra last month in Fremont. She shared a story about shaking President Obama's hand and showing him a photo of her 4-year old daughter campaigning for the President two years ago. President Obama autographed the photo with a personal message to her daughter.

8. OPEN SESSION

Chairperson Natarajan commenced the Affirmative Action Appeal of Keandra Rhone at 9:10 a.m.

Brian Washington, Alameda County Counsel, represented the Housing Commission, Cynthia O'Neill, attorney with Liebert Cassidy Whitmore, represented HACA Management and Pamela Holmes-Morton, SEIU shop steward, represented Keandra Rhone.

The Commission proceeded with the hearing and heard opening statements, testimony, and closing arguments. All witnesses were sworn.

9. CLOSED SESSION

Pursuant to Public Employee Discipline/Dismissal/Release – Government Code section 54957, the Housing Commission adjourned into Closed Session with County Counsel at 11:15 a.m. to deliberate on the appeal.

10. REPORT ON CLOSED SESSION

The Housing Commission reconvened into Open Session at 11:25 a.m.

Chairperson Natarajan reported that no reportable actions were taken during Closed Session.

11. ADJOURNMENT

There being no further business, Chairperson Natarajan adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Morgan Saridakis
Executive Assistant

Christine Gouig
Executive Director/Secretary

Approved:

Anu Natarajan
Commission Chairperson

NEW BUSINESS

July 28, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect officers to the Chairperson and Vice-Chairperson positions

Financial Statement: None

BACKGROUND

In accordance with the Commission's bylaws, your Commission must elect, by majority vote, a Chairperson and Vice-Chairperson for a term of one year. At the June meeting, your Commission appointed Commissioners Lockhart and Reed to serve as the Nominating Committee to recommend candidates for these positions.

The Nominating Committee has selected Commissioner Christine Steiner as a candidate for the Chairperson position and Commissioner Carol Dutra-Vernaci as a candidate for the Vice-Chairperson position.

An election will be held at the meeting. The newly-elected officers will take office immediately and the new Chairperson will chair the meeting. If the new Chairperson is not in attendance the new Vice-Chairperson will chair the meeting.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Employee of the Quarter

Exhibits Attached: None

Recommendation: Recognize Beth Nguyen as Employee of the Quarter

Financial Statement: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. One of the first goals of the committee was to acknowledge exceptional individual contributions of HACA employees. To accomplish this, the Committee created an "Employee of the Quarter" program.

Nominations for the quarter July through September 2010 were received and a sub-committee reviewed them and selected Beth Nguyen. At an All-Staff meeting held on June 30, 2010, the Committee announced Beth's selection. Beth started working with the Housing Authority as an Eligibility Technician in June 2003 and was promoted to a Housing Specialist in May 2004. Beth works in the Housing Assistance and Housing Management Department; her supervisor is Mary Rizzo-Shuman.

Beth was nominated by several employees for her wonderful spirit and excellent work ethic. Some of the comments received include the following:

"Beth is hard working, a team player whose energy and hard work have benefited not only our department but the agency as a whole. She always contributes new ideas and better methods of processing Housing Authority work."

"Beth has become the Unit's "go to" person for the specialists with questions on how to optimize ECM workflow. She is always available to explain and help with any issues that may arise and she is very professional and courteous."

Beth is an asset to the Housing Authority and the Communications Committee is pleased to recognize her hard work and dedication.

Employees of the Quarter receive acknowledgement at all-staff meeting and Commission meeting, one day off, a designated parking space for the quarter, and a car wash. In addition, their photo is displayed on a plaque in the lobby.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Recognition of Employees for Years of Service

Exhibits Attached: None

Recommendation: None

Financial Statement: None

BACKGROUND

The Housing Authority's service awards program includes a presentation to the Housing Commission of staff who have achieved 25 years or more of service (in five year increments). Three employees, Eugenio Reyes, a 25-year Housing Authority employee, Cecilia Ferguson, a 30-year Housing Authority employee, and Carol Alves, a 35-year Housing Authority employee will be presented to your Commission.

Eugenio Reyes is a Housing Specialist in the Housing Assistance and Family Services Department; Cecilia Ferguson is an Eligibility Technician in the Housing Assistance and Housing Management Department; and Carol Alves is an Administrative Clerk who recently moved from the Dublin Housing Authority to HACA's Administrative Services Department.

Details of their employment will be presented to your Commission at the meeting. We are very proud of these three employees' accomplishments, work and tenure at the Housing Authority.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Presentation of the 2010 HACA Scholarship Award Recipients

Exhibits Attached: None

Recommendation: None

Financial Statement: \$10,500 from the Local Fund

BACKGROUND

The Housing Authority's Scholarship Program includes a presentation to the Housing Commission of the applicants who were selected by the Scholarship Committee to receive a scholarship award.

Staff will present the scholarship recipients who are in attendance at the meeting and recognize them for their achievements. The recipients are:

2010 HACA Scholarship Award Recipients

Name	GPA	Program	School	Award	Area of Study
Abraham Abdul	3.40	PH	CSU East Bay	\$1250	Math/Business
Marie Cross	2.95	FSS	CSU East Bay	\$750	Nursing
Antonia Currington	2.49	FSS	Laney College	\$750	Business/Accounting
Phi Do	3.69	PH	CSU East Bay	\$1750	Computer Engineering
Allanté M. Grays	3.00	PH	Chabot College	\$750	Architecture
Lanisha Griffin	3.00	FSS	Univ. of Phoenix	\$750	Healthcare
Delano James Hale	2.60	PH	Art Institute of CA	\$750	Audio
Ray Holston III	2.70	PH	Ohlone College	\$750	Theater/Performing Arts
Kassundra Peterson	3.45	PH	UC Riverside	\$1250	Psychology & Women Studies
Violeta Raygoza	3.50	FSS	Chabot College	\$1750	Early Childhood Education

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Resolution authorizing application for 58 replacement vouchers for scattered-site units in Union City

Exhibits Attached: Resolution

Recommendation: Adopt the resolution

Financial Statement: N/A

BACKGROUND

Your Commission will recall that we submitted an application to HUD to dispose of our 58 scattered-site public housing units in Union City and convert them to Section 8 project-based vouchers. Tenants residing in public housing units approved for disposition are eligible for housing choice voucher (HCV) assistance – one for each family. While HUD regulations do not permit a housing authority to apply for replacement HCVs until its disposition application has been approved, staff anticipates that approval by no later than September.

DISCUSSION AND ANALYSIS

The maximum number of disposition vouchers for which a housing authority may be eligible is based on the number of occupied units that will be disposed of. The resolution before your Commission authorizes HACA to make application for 58 HCVs as replacement vouchers for the 58 scattered-site public housing units.

There is a queue of housing authorities that have disposed of public housing and are awaiting HCVs. HACA's application will be placed in that queue. Funding will likely occur sometime in the next federal fiscal year, which begins October 1, 2010.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 11-10

RESOLUTION AUTHORIZING APPLICATION FOR UP TO 58 REPLACEMENT VOUCHERS FOR SCATTERED-SITE UNITS IN UNION CITY

WHEREAS, in August 2009, the Housing Authority of the County of Alameda (HACA) submitted a disposition application to the U.S. Department of Housing and Urban Development (HUD) for 58 scattered-site units located in the city of Union City; and

WHEREAS, tenants residing in public housing units approved for disposition are eligible for Housing Choice Voucher (HCV) assistance; and

WHEREAS, staff has advised the tenants of the 58 units that HCVs would be provided to them and that application for replacement HCVs would be made at the appropriate time; and

WHEREAS, HUD regulations do not permit a housing authority to apply for replacement HCVs until a disposition application is approved; and

WHEREAS, HACA anticipates that HUD will soon approve HACA's disposition application;

NOW, THEREFORE, BE IT RESOLVED that the Housing Commission does hereby authorize the Housing Authority of the County of Alameda to submit an application to HUD for up to 58 replacement HCVs once HACA's disposition application has been approved by HUD.

BE IT FURTHER RESOLVED that the Executive Director is authorized to submit any and all additional information and supplements that may be requested or required by HUD in its review and consideration of the application.

PASSED, APPROVED AND ADOPTED by the Commissioners of the Housing Authority of the County of Alameda on July 28, 2010, by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Commission Chairperson

Attest:

Christine Gouig
Executive Director/Commission Secretary

Adopted: July 28, 2010

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Section 8 Management Assessment Program (SEMAP)

Exhibits Attached: SEMAP Certification and Resolution 12-10

Recommendation: Adopt a resolution authorizing submission of the SEMAP Certification to HUD

Financial Statement: None

BACKGROUND

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation. The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
4. Accurate verification of family income
5. Timely annual reexamination of family income
6. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
7. Maintenance of a current schedule of allowances for tenant-paid utilities
8. Assurance that units comply with HUD's Housing Quality Standards (HQS) before families enter into leases and PHAs enter into HAP contracts
9. Timely annual HQS inspections
10. Performance of quality control inspections to ensure housing quality
11. Assurance that landlords and tenants promptly correct housing quality deficiencies
12. Assurance that all available Housing Choice Vouchers are used
13. Expansion of housing choice outside areas of poverty or minority concentration
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

SEMAP scores are based on PHA self-certification, HUD's national database of tenant information, and information from audits conducted annually by independent auditors. Each indicator has points assigned to it, with a total possible point score of 145. HUD annually assigns each PHA a rating on each of the 14 indicators and generates an overall performance ratio of high (90-100%), standard (60-89%), or troubled (less than 60%). Metropolitan PHAs like HACA are also able to earn bonus points for their achievements in encouraging assisted families to choose housing in low poverty areas.

Every PHA must submit its SEMAP Certification within 60 days of the end of its fiscal year. Ours is due by August 29, 2010 as our fiscal year ends June 30th.

DISCUSSION AND ANALYSIS

The attached SEMAP Certification is a product of random sampling done internally by staff at the end of each quarter of the fiscal year July 1, 2009 to June 30, 2010 and data from HUD's national database of tenant information.

HACA's overall rating is "high" with 100% (145 points).

Staff had anticipated losing a minor number of points as described below:

Indicator #9, Annual Reexaminations: HACA Score – 5 out of 10 points

This indicator measures HACA's completion of annual re-examinations on a timely basis (every household's eligibility must be redetermined annually). We achieved 95% compliance but needed 96% to receive the full 10 points. Currently, HACA is working on backlogged re-examinations and anticipates we will meet the 96% compliance rate in the coming year.

The table on the following page provides you with a review of HACA's performance under SEMAP for the last four years.

SEMAP Certification Review 2007 to 2010						
Indicator	Indicator Description	Maximum Number of Possible Points	2007 Final Earned Points	2008 Final Earned Points	2009 Final Earned Points	2010 Certification
1	Wait List	15	15	15	15	15
2	Reasonable Rent	20	20	20	20	20
3	Determination of Adjusted Income	20	20	20	20	20
4	Utility Allowance Schedule	5	5	5	5	5
5	HQS Quality Control Inspections	5	5	5	5	5
6	HQS Enforcement	10	10	10	10	10
7	Expanding Housing Opportunities	5	5	5	5	5
8	Payment Standards	5	5	0	5	5
9	Annual Reexaminations	10	5	5	5	5
10	Correct Tenant Rent Calculations	5	5	5	5	5
11	Pre-Contract HQS Inspections	5	5	5	5	5
12	Annual HQS Inspections	10	0	10	10	10
13	Lease-Up	20	15	20	20	20
14	FSS Enrollment & Escrow Accounts	10	10	10	10	10
Earned Points			125	135	140	140
Deconcentration Bonus – Extra 5 Points		5	5	5	5	5
Total Earned Points		145	130	140	145	145
Maximum Number of Points Possible		145	145	145	145	145
FINAL SCORE as a Percentage		100%	90%	97%	100%	100%
RATING			Standard	High	High	High

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 12-10

SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has established a Section Eight Management Assessment Program (SEMAP) to measure the performance of housing authorities that administer the Section 8 Housing Choice Voucher program; and

WHEREAS, SEMAP requires that housing authorities self-certify performance in connection with the 14 SEMAP indicators; and

WHEREAS, HUD reviews the self-certification and other data available from on-line reporting systems and financial submissions to rank a housing authority's performance and issues a score; and

WHEREAS, the Housing Authority of the County of Alameda has completed its SEMAP analysis and is prepared to submit its certification to HUD;

NOW THEREFORE BE IT RESOLVED, that the Housing Commission does hereby approve and accept the SEMAP certification as presented and authorizes the Executive Director to submit it.

PASSED, APPROVED AND ADOPTED by the Commissioners of the Housing Authority of the County of Alameda on this 28th day of July 2010 by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

Commission Chairperson

Attest:

Christine Gouig
Executive Director/Commission Secretary

Adopted: _____

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Assign a salary to the newly created class of Procurement Analyst

Exhibits Attached: Procurement Analyst classification specification

Recommendation: Approve salary for new classification

Financial Statement: Salary allocated in current budget

BACKGROUND

At today's Personnel Committee meeting the Committee created the new class of Procurement Analyst. This action was taken as part of the staff reorganization of the Administrative Services Department following the retirement of the Housing Authority's Administrative Services Assistant after 36 years with the agency.

This new position will have responsibility for the Housing Authority's procurement and related operations under the direction of the Deputy Director for Operations.

DISCUSSION and ANALYSIS

Staff previously anticipated the Administrative Services Assistant's retirement and asked the consultant who performed the management compensation survey last year to include this new class in the salary survey. The salary survey results are attached. They indicate a median salary of \$6,319 per month. Placing the median salary in the Housing Authority's Management Pay Ranges indicates a range of 21 with a monthly control point of \$6,306. Staff recommends assigning the Procurement Analyst classification to salary range 21. This salary is included in the current budget.

Housing Authority of Alameda County

PROCUREMENT ANALYST (3680M)

DEFINITION/PURPOSE

To analyze and procure a wide variety of standardized and specialized materials, equipment and services for use in various Housing Authority programs and departments. Provide for warehousing, distribution and inventory of procured materials. Manage the Housing Authority fleet of vehicles. Manage the Housing Authority's communications systems. Administer disposition policy for excess, damaged or other non-usable property. Provide technical assistance to the Executive Director and Deputy Director for Operations.

DISTINGUISHING FEATURES

This single management classification is located in the Administrative Services Department and is distinguished from the Administrative Analyst in that it is principally responsible for the analysis and procurement of goods and services. The Administrative Analyst position has primary responsibility for the analysis of program operations.

SUPERVISION RECEIVED AND EXERCISED

The Procurement Analyst receives direction from the Deputy Director for Operations.

ESSENTIAL JOB FUNCTIONS

Analyze, plan, organize and direct Authority-wide procurement, warehousing, distribution and inventory systems.

Plan, organize and direct the Authority communications systems.

Plan, organize and direct the Housing Authority's vehicle fleet including fleet maintenance and replacement.

Develop sources of supply and contracting opportunities; interview vendors to obtain product and service information.

Issue Invitations to Bid, Requests for Proposals and Requests for Qualifications.

Issue Purchase Orders and contracts for goods and services.

PROCUREMENT ANALYST (Cont'd) 3680M

Establish procurement procedures. Prepare bids, quotes and proposals and analyze bids and proposals for responsiveness, responsibility and price reasonableness. Document and recommend awards of bids and contracts to the Deputy Director for Operations and the Executive Director.

Prepare Housing Commission agenda items for award of formal bids and contracts.

Consult with other management staff regarding all aspects of procurement.

Confer with all types of vendors and contractors.

Negotiate terms and contracts for goods and services.

Monitor contracts and purchase orders to assure vendor compliance with schedules and terms.

Review requisitions from Authority departments for compliance and accuracy.

Research and confer with other management staff preparing purchasing specifications for goods or services to be procured.

Inspect and maintain quality control for supplies and equipment.

Coordinate disposal of excess property.

Coordinate, manage and document inventories.

Prepare reports and correspondence, investigate complaints. Resolve shipping, billing and payment problems.

Manage and monitor MBE/WBE and Section 3 contracting requirements and policies.

Undertake special projects as directed for the Deputy Director for Operations and the Executive Director.

Prepare, solicit and obtain cost estimates.

Analyze and investigate matters relating to management and operational issues related to procurement.

Review federal, state and local laws and rules to ensure HACA procurement programs are in compliance.

PROCUREMENT ANALYST (Cont'd) 3680M

Maintain adequate monitoring and reporting systems to ensure the adequacy, quality and timeliness of procurement activities.

Manage the Housing Authority's telecommunications systems. Provide reporting capabilities to other Authority departments. Recommend upgrades and improvements.

Make presentations as needed, represent HACA at public meetings and conferences as needed.

Perform research and statistical analysis in related areas as requested; prepare related reports.

Provide staff support to committees, commissions, client groups or individuals, as assigned.

Use a personal computer to generate reports and information.

Perform related duties as assigned.

REQUIREMENTS

Knowledge of:

Principles and practices of procurement.

Practices and methods of procurement by specification, competitive bidding and negotiation.

Sources of supply, marketing practices and pricing methods.

Laws and regulations applying to procurement in the public sector.

Principles and methods of computerized procurement and inventory.

Report and public information writing techniques.

Housing laws and rules, particularly related to procurement.

MBE/WBE and Section 3 activities.

Ability to:

Analyze information; identify and evaluate alternatives, project consequences and make sound recommendations.

Prepare clear and concise reports, correspondence and other written materials.

PROCUREMENT ANALYST (Cont'd) 3680M

Make clear, concise and informative oral presentations.

Interpret and apply established policies and procedures, rules and regulations.

Use a personal computer, related software and dedicated computer systems.

Perform a variety of administrative duties simultaneously with minimal supervision.

Establish and maintain accurate records.

Supervise, train and evaluate personnel as assigned.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively orally and in writing.

Licenses and certifications:

Possession of a valid California Driver License and a driving record acceptable to the Housing Authority's insurance carrier.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Either I

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field and one year of professional procurement experience or an AA degree and two years of professional procurement experience.

Or II

Some acceptable combination of education and experience that would likely provide the listed knowledge and abilities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill,

PROCUREMENT ANALYST (Cont'd) 3680M

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech is necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.

Adopted by the Housing Authority Personnel Committee

*TM:bz 7/1/2010
Procurement Analyst Job Description*

Statistics computed using Range Max/C.P.

Procurement Officer/Purchasing Agent

		Comparable Class Title	Minimum	Max/C.P.
Oakland Housing Authority		Procurement & Compliance Manager	\$ 7,177	\$ 8,324
Alameda Housing Authority		Buyer	\$ 5,588	\$ 7,267
Richmond Housing Authority		Buyer II	\$ 5,824	\$ 7,050
Alameda County		Procurement & Contracts Specialist II	\$ 4,669	\$ 5,588
Contra Costa County Housing Authority		Purchasing Agent	\$ 4,350	\$ 5,265
Santa Clara County Housing Authority		Purchasing Specialist	\$ 3,449	\$ 4,484
Alameda County Housing Authority		Procurement Officer/Purchasing Agent - Drift Check		
City of Fremont		No Comparable Class		
City of Hayward		No Comparable Class		
City of San Leandro		No Comparable Class		
City of San Mateo		No Comparable Class		
Marin County Housing Authority		No Comparable Class		
San Mateo County Housing Authority		No Comparable Class		
Number of Observations	6		Market Value	% Above/ Below Market
Variability	High			
Labor Market Median			\$ 6,319	--
40th Percentile			\$ 5,954	--
60th Percentile			\$ 7,050	--
75th Percentile			\$ 7,213	--
Labor Market Mean			\$ 6,330	--
ALAMEDA COUNTY HOUSING AUTHORITY SALARY PERCENTILE				

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Assign a salary to the newly created class of Human Resources Analyst

Exhibits Attached: Human Resources Analyst classification specification

Recommendation: Approve salary for new classification

Financial Statement: Salary allocated in current budget

BACKGROUND

At today's Personnel Committee meeting the Committee created the new class of Human Resources Analyst. This action was taken as part of the staff reorganization of the Administrative Services Department following the retirement of the Housing Authority's Administrative Services Assistant after 36 years with the agency.

This new position will have responsibility for the Housing Authority's personnel, risk management and related operations under the direction of the Deputy Director for Operations.

DISCUSSION and ANALYSIS

Staff asked the consultant who performed the management compensation survey last year to conduct a salary survey for this new class. The salary survey results are attached. They indicate a median salary of \$7,336 per month. Placing the median salary in the Housing Authority's Management Pay Ranges indicates a range of 27 with a monthly control point of \$7,317. Staff recommends assigning the Human Resources Analyst classification to salary range 27. This salary is included in the current budget.

Housing Authority of Alameda County

HUMAN RESOURCES ANALYST (3681M)

DEFINITION/PURPOSE

Under general supervision, applies professional level human resources skills and analysis in employment, classification, recruitment, compensation, benefit administrations, employee relations, risk management and other related areas. Provides technical assistance to the Executive Director and Deputy Director for Operations.

DISTINGUISHING FEATURES

This single management classification is located in the Administrative Services Department and is distinguished from the Procurement Analyst in that it is principally responsible for the analysis and activities in the Human Resources and related areas. The Procurement Analyst position has primary responsibility for the analysis and activities in the area of procurement.

SUPERVISION RECEIVED AND EXERCISED

The Human Resources Analyst receives direction from the Deputy Director for Operations, who serves as the Authority's Personnel Officer.

ESSENTIAL JOB FUNCTIONS

Conducts classification reviews on a class wide or case by case basis. Makes recommendations regarding appropriate classifications, analyzes and recommends modifications to classification descriptions.

Conducts compensation studies and/or benefit surveys and analysis. Responds to compensation and benefit survey requests from other public agencies.

Advises employees, staff and managers on the application and interpretation of personnel policies, practices, rules, benefit programs and memoranda of understanding.

Performs research and analysis. Prepares reports and recommends action on a variety of human resource and risk management matters.

HUMAN RESOURCES ANALYST (Cont'd) 3681M

Conducts the new employee orientation program.

Assists in employee benefits and programs. Serves as contact to County of Alameda and other benefit providers.

Prepares and analyzes data and information for labor relations activities.

Assists in conducting investigations and makes recommendations regarding discipline and grievance matters, harassment, retaliation and discrimination complaints.

Monitors human resources and risk management processes and procedures. Participates in the evaluation, development and implementation of Personnel policies and procedures.

Investigates property and liability insurance claims. Corresponds with claims adjusters and insurance pool representatives.

Processes workers compensation claims. Corresponds with claims adjusters. Monitors and applies the processes and procedures in the Authority's Injury and Illness Prevention Program.

Staffs the Authority's Safety Committee meetings.

Assists in developing, coordinating and providing training in Human Resources and Risk Management.

Prepares Personnel Committee and Housing Commission agenda items in related areas.

Consults with other management staff regarding all aspects of Human Resources and Risk Management.

Responds to Unemployment Insurance claims and may represent the Authority at Unemployment Insurance hearings.

Responds to complaints, appeals and protests of Human Resources activities.

Prepares reports and correspondence.

Undertakes special projects as directed for the Deputy Director for Operations and the Executive Director.

Reviews federal, state and local laws and rules to ensure the Authority's Human Resource and Risk Management programs are in compliance.

HUMAN RESOURCES ANALYST (Cont'd) 3681M

Makes presentations as needed, represents HACA at Housing Commission, Personnel Committee and other public meetings and conferences as needed

Performs research and statistical analysis in related areas as requested; prepares related reports.

Provides staff support to committees, commissions, client groups or individuals, as assigned.

Uses a personal computer to generate reports and information.

Performs related duties as assigned.

REQUIREMENTS

Knowledge of:

Principles and practices of public personnel administration, labor relations and risk management.

Practices and methods of employment recruiting, testing, classification, salary surveys, equal employment opportunity and workers compensation programs.

Practices and methods of public sector labor relations.

Employee benefit programs.

Applicable federal, state and local laws and regulations applying to human resources in the public sector.

Job analysis methods and techniques.

CAL/OSHA and Injury and Illness Prevention Programs.

Computer software applications for word processing and data analysis and report preparation.

Report, correspondence and public information writing techniques.

Public relations and customer service techniques.

Ability to:

Collect, analyze and interpret data including classification, salary and benefit information.

HUMAN RESOURCES ANALYST (Cont'd) 3681M

Compile relevant employment tests based upon job descriptions.

Develop clear, concise and informative written reports and oral presentations.

Interpret and apply established policies and procedures, rules, regulations and Memoranda of Understanding.

Use a personal computer, related software and dedicated computer systems.

Perform a variety of administrative duties simultaneously with minimal supervision.

Establish and maintain accurate records.

Supervise, train and evaluate personnel as assigned.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Exercise judgment and tact.

Demonstrate interpersonal sensitivity.

Communicate effectively orally and in writing.

Analyze and problem solve.

Licenses and certifications:

Possession of a valid California Driver License and a driving record acceptable to the Housing Authority's insurance carrier.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Either I

Possession of a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, human resources management or a related field and the equivalent of two years full time experience in professional level human resources work

HUMAN RESOURCES ANALYST (Cont'd) 3681M

involving position classification and salary administration and/or recruitment, preparation, validation, and administration of examinations for a variety of occupations, requiring the use of the knowledge and abilities described in this specification. (The equivalent of four additional years of full time experience may be substituted for the degree on a year-for-year basis.).

Or II

Some acceptable combination of education and experience that would likely provide the listed knowledge and abilities.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer.

Good eyesight is required to read and write. Good hearing and speech is necessary in order to communicate with the general public, co-workers, agency clients, the general public and officials contacted in the normal course of work. Regular attendance is required. Must be able to handle stressful situations.

Adopted by the Housing Authority Personnel Committee

**ALAMEDA COUNTY HOUSING AUTHORITY
LABOR MARKET SALARY SURVEY**

Statistics computed using Range Max/C.P.

Human Resources Analyst

Agency	Comparable Class Title	Minimum	Max/C.P.
Alameda Housing Authority	Senior Management Analyst	\$ 7,109	\$ 8,641
City of Fremont	Human Resources Analyst II	\$ 6,373	\$ 8,604
Alameda County	Human Resources Analyst II	\$ 5,320	\$ 7,639
San Mateo County Housing Authority	Management Analyst III	\$ 6,068	\$ 7,586
City of San Leandro	Human Resources Analyst	\$ 6,061	\$ 7,367
City of San Mateo	Human Resources Analyst II	\$ 6,122	\$ 7,304
City of Hayward	Human Resources Analyst II	\$ 5,954	\$ 7,226
Richmond Housing Authority	Personnel Analyst II	\$ 5,855	\$ 7,074
Oakland Housing Authority	Personnel Analyst	\$ 5,300	\$ 5,842
Santa Clara County Housing Authority	Human Resources Generalist	\$ 3,964	\$ 5,154
Alameda County Housing Authority	New Class		
Contra Costa County Housing Authority	No Comparable Class		
Marin County Housing Authority	No Comparable Class		
Number of Observations	10	Market	% Above/ Below
Variability	High	Value	Market
Labor Market Median		\$ 7,336	--
40th Percentile		\$ 7,307	--
60th Percentile		\$ 7,455	--
75th Percentile		\$ 7,626	--
Labor Market Mean		\$ 7,244	--
ALAMEDA COUNTY HOUSING AUTHORITY SALARY PERCENTILE			

BUDGET STATUS **REPORTS**

**Housing Authority of Alameda County
HOUSING CHOICE VOUCHER
Budget Status Report FYE 2009-2010
May 2010**

FY 2010 OPERATING BUDGET	Budgeted @ 5/31/2010	Actual @ 5/31/2010	OVER (UNDER)	PROJECTED TO 6/30/10	SCH. NO.	2009 BUDGET	2010 BUDGET	DIFFERENCE
INCOME								
Investment Income	31,167	1,620	(29,547)	1,767	A1	39,500	34,000	(5,500)
Misc. Income	319,000	308,079	(10,921)	336,086	A1	450,300	348,000	(102,300)
(Fees)	6,882,452	6,615,837	(266,615)	7,217,277	A	6,987,776	7,508,129	520,354
TOTAL INCOME	7,232,618	6,925,536	(307,083)	7,555,130		7,477,576	7,890,129	412,554
EXPENSES								
Administration								
Salaries	4,033,673	3,768,366	(265,307)	4,032,396	B-1& 2	4,191,398	4,400,371	208,973
Other Admin.	1,013,774	1,142,678	128,904	1,246,558	C-1&2	986,473	1,105,936	119,463
Total	5,047,447	4,911,044	(136,403)	5,278,955		5,177,871	5,506,306	328,436
General								
Insurance	156,573	142,248	(14,324)	155,180	E	155,433	170,807	15,374
Employee Benefits	2,016,837	1,808,288	(208,549)	1,972,678		2,095,699	2,200,185	104,486
Miscellaneous	0	0	0	0		0	0	0
Total	2,173,409	1,950,536	(222,873)	2,127,858		2,251,132	2,370,992	119,860
Total Routine Expenses	7,220,857	6,861,580	(359,276)	7,406,812		7,429,003	7,877,298	448,296
Capital Expenditures	0	0	0	0	D2	33,700	0	(33,700)
TOTAL EXPENSES	7,220,857	6,861,580	(359,276)	7,406,812		7,462,703	7,877,298	414,596
NET INCOME (DEFICIT)	11,762	63,955	52,193	148,318		14,873	12,831	(2,042)

Unrestricted Net Assets-AF @ 6/30/09
Budgeted Income/(Deficit) @ 6/30/10
Projected Unrestricted Net Assets @ 6/30/10

\$ 2,978,208
12,831
\$ 2,991,039

**Housing Authority of Alameda County
PUBLIC HOUSING
Budget Status Report FYE 2009-2010
May 2010**

FY 2010 OPERATING BUDGET	YTD BUDGET 5/31/2010	YTD ACTUALS 5/31/10	OVER/(UNDER) BUDGET	Projected to 6/30/10
INCOME				
Dwelling Rentals	1,019,260	922,456	(96,804)	1,006,315
Investment Income	8,594	767	(7,827)	837
Misc. Income	157,357	218,717	61,359	229,088
Operating Subsidy (HUD form 52723)	376,740	348,535	(28,206)	380,220
Capital Grant (salaries/benefits)	138,666	2,518	(136,148)	2,518
TOTAL INCOME	1,700,616	1,492,993	(207,625)	1,618,978
EXPENSES				
Administration				
Salaries	352,866	336,536	(16,330)	367,130
Other Admin.	54,492	64,706	10,214	70,588
Total	407,359	401,242	(6,116)	437,719
Tenant Services				
Resident Managers	5,042	2,475	(2,567)	2,700
Recreation	6,875	7,068	193	7,500
Total	11,917	9,543	(2,374)	10,200
Utilities				
Water	82,541	59,161	(23,380)	64,539
Electricity	18,205	18,979	774	20,705
Gas	5,219	2,326	(2,891)	2,538
Sewage	41,250	38,516	(2,734)	42,017
Total	147,215	118,982	(28,231)	129,799
Maintenance				
Salaries	112,222	115,030	2,808	125,488
Materials	115,006	77,769	(37,237)	84,838
Capital Fund Grants	(97,519)	(59,785)	37,734	(59,785)
Contract Costs	701,765	595,738	(106,026)	649,896
Total	831,474	728,752	(102,721)	800,438
General				
Insurance	59,483	54,790	(4,693)	59,770
Tax-In Lieu Of	87,205	87,204	(1)	95,132
Employee Benefits	232,544	171,243	(61,301)	186,811
Collection Loss	917	0	(917)	1,000
Miscellaneous	917	0	(917)	1,000
Total	381,066	313,237	(67,828)	343,713
Total Routine Expenses	1,779,029	1,571,757	(207,271)	1,721,868
Capital Expenditure				
TOTAL EXPENSES	1,779,029	1,571,757	(207,271)	1,721,868
NET INCOME (DEFICIT)	(78,413)	(78,764)	(354)	(102,890)

SCH. NO.	2009 BUDGET	2010 BUDGET	Difference
	1,111,920	1,111,920	0
A	18,400	9,375	(9,025)
	82,905	171,663	88,758
**	334,582	410,989	76,407
	105,923	151,272	45,349
	1,653,730	1,855,218	201,488
B-1& 2	406,827	384,945	(21,882)
C-1	51,853	59,446	7,593
	458,680	444,391	(14,289)
	5,500	5,500	0
	7,500	7,500	0
	13,000	13,000	0
	90,045	90,045	0
	19,860	19,860	0
	5,693	5,693	0
	40,156	45,000	4,844
	155,754	160,598	4,844
B-2	118,296	122,424	4,128
D	76,997	125,461	48,464
	(175,786)	(106,385)	69,402
D	677,715	765,562	87,847
	697,222	907,062	209,840
E	67,553	64,891	(2,662)
	95,617	95,132	(485)
	262,561	253,685	(8,876)
	1,000	1,000	0
	1,000	1,000	0
	427,731	415,708	(12,023)
	1,752,386	1,940,759	188,373
	0	0	0
	1,752,386	1,940,759	188,373
	(98,656)	(85,541)	13,115

Unrestricted Net Assets @ 6/30/09
Budgeted Net Loss @ 6/30/10
Projected Unrestricted Net Assets @ 6/30/10

\$ 195,834
(85,541)
\$ 110,293

PROGRAM ACTIVITY **REPORTS**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract 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 July 1, 2010 the Section 8 Housing Choice Voucher program had 5,537 units under contract. The 7-month lease-up average for the 2010 calendar year is 98.39%.
- **Program Utilization:** As of July 1, 2010 the average HAP subsidy is \$1,083 and the average tenant-paid rent portion is \$356 for an average Contract Rent of \$1,439.
 - ❖ As of July 1, 2010 HACA has 80 outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority's jurisdiction).
 - ❖ As of July 1, 2010 HACA billed other housing authorities, primarily the Oakland Housing Authority, for 1,541 incoming portability contracts. HACA receives only 80% of the HUD-authorized Administrative Fee for billed incoming portability contracts.
- **Section 8 Contract Report:** A copy of the Contract Report is attached.
- **Fraud / Debt Recovery:** HACA retained \$16,212.08 in fraud and debt recovery payments for the month of June 2010. A total of \$46,473.61 was retained over the last six months. One landlord made a down payment of \$10,000.00 on a \$27,636.00 debt.

HACA retained \$672.00 in Housing Assistance Payment (HAP) overpayments for the month of June 2010. A total of \$3,421.50 was retained over the last six months.
- **Landlord Rental Listings:** As of July 1, 2010 there are 1,146 landlords with properties in HACA's jurisdiction utilizing the *GoSection8* rental listing

service. There are no new landlords to the Section 8 program this month. There were 234 active properties listed.

FAMILY SELF SUFFICIENCY

The most exciting news from the FSS Department in June is that four participants were hired in full-time positions. These positions all offered a self-sufficiency wage plus benefits. In all cases, the participants were given leads by FSS, submitted applications, were interviewed and selected for these excellent positions.

FSS staff conducted four orientations in June. 118 people attended and 65 applications have already been submitted. By the end of the month, 21 applicants had already been interviewed and signed their Contracts of Participation.

PUBLIC HOUSING

- **Occupancy:** As of July 1, 2010 the Public Housing program had 225 of 230 units leased and has a 97.83% fiscal year-to-date lease up rate.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
**Section 8 Contract and HAP Report for the month of
June 2010**

City	Certificates		Vouchers		JUNE 2010 TOTAL		JUNE 2009	JUNE 2008
	Number	HAP*	Number	HAP**	Number	HAP		
Albany	-	\$ -	42	\$ 44,940	42	\$ 44,940	44	44
Castro Valley	13	\$ 11,453	247	\$ 264,290	260	\$ 275,743	250	253
Dublin	2	\$ 1,762	255	\$ 272,850	257	\$ 274,612	206	191
Emeryville	6	\$ 5,286	89	\$ 95,230	95	\$ 100,516	99	103
Fremont	30	\$ 26,430	1,392	\$ 1,489,440	1,422	\$ 1,515,870	1374	1407
Hayward	111	\$ 97,791	2,314	\$ 2,475,980	2,425	\$ 2,573,771	2395	2401
Newark	3	\$ 2,643	294	\$ 314,580	297	\$ 317,223	289	293
Pleasanton	3	\$ 2,643	151	\$ 161,570	154	\$ 164,213	142	148
San Leandro	19	\$ 16,739	1,310	\$ 1,401,700	1,329	\$ 1,418,439	1307	1282
San Lorenzo	3	\$ 2,643	195	\$ 208,650	198	\$ 211,293	187	185
Union City	3	\$ 2,643	711	\$ 760,770	714	\$ 763,413	689	727
TOTALS	193	\$170,033.00	7,000	\$7,490,000.00	7,193	\$7,660,033.00	6982	7034

* based on an average June Housing Assistance Payment (HAP) of \$881 per certificate contract

**based on an average June Housing Assistance Payment (HAP) of \$1070 per voucher contract

09-10

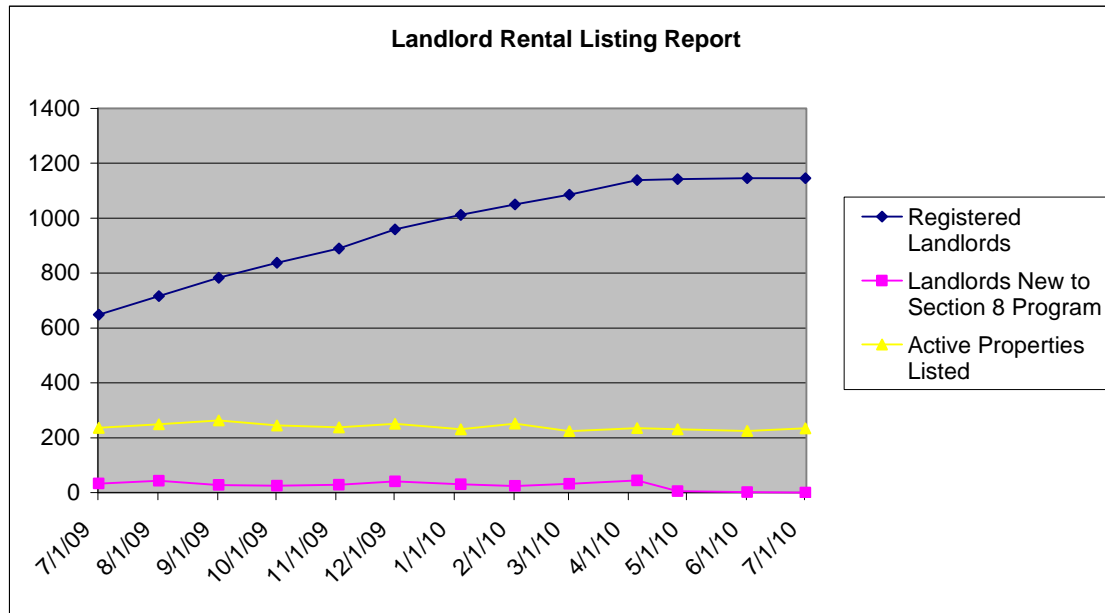
DEBT COLLECTIONS
FYE 6/30/10

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	GRAND TOTALS
<i>DAMAGE CLAIMS</i>	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$65.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$165.00
<i>FRAUD REPAYMENTS</i>	\$15,456.33	\$8,002.83	\$6,044.44	\$5,083.96	\$4,735.92	\$4,452.94	\$6,236.99	\$6,752.48	\$6,037.31	\$6,748.44	\$4,486.31	\$16,212.08	\$90,250.03
<i>HAP OVERPAYMENTS</i>	\$686.50	\$538.00	\$691.50	\$570.00	\$501.00	\$576.70	\$613.50	\$785.00	\$557.00	\$389.50	\$404.50	\$672.00	\$6,985.20
TOTALS	\$16,142.83	\$8,540.83	\$6,735.94	\$5,703.96	\$5,236.92	\$5,029.64	\$6,915.49	\$7,537.48	\$6,644.31	\$7,137.94	\$4,890.81	\$16,884.08	\$97,400.23

Landlord Rental Listing Report

Monthly

	7/1/09	8/1/09	9/1/09	10/1/09	11/2/09	12/1/09	1/4/10	2/1/10	3/1/10	4/5/10	4/26/10	6/1/10	7/1/10
Registered Landlords	648	716	783	838	890	959	1012	1050	1086	1139	1142	1146	1146
Landlords New to Section 8 Program	33	43	28	25	29	41	30	24	32	44	5	2	0
Active Properties Listed	236	249	263	245	238	251	231	252	224	235	231	225	234





To: Christine Gouig, Executive Director
From: Sharon DeCray, HAFS Manager
Re: **FSS Program Summary**
CC: Ron Dion, Phyllis Harrison, Linda Evans
Date: July 1, 2010

Program Summary	June 2010
Total Clients under Contract:	211
Graduates:	1
Escrow Disbursed:	\$19,137.72
Ports In:	0
Ports Out:	1
Terminations:	6
New Contracts:	21

FSS Program News:

Orientations

In June, the FSS Department held four orientations on various dates, days and times in order to describe the program to our long list of interested parties. The 298 individuals on the FSS waiting list were invited to attend the orientations. One hundred sixty (160) responded, 118 attended, 65 turned in their applications for entry into the program, and 21 have been interviewed face to face at least twice and accepted into FSS effective 7/1/2010 based on eligibility. The others will come in at a later date as their eligibility is determined.

A new FSS wait list is open for an orientation that will take place in September 2010.

Workshops

We have scheduled a Money Management I workshop in collaboration with Meriwest Credit Union in July in order to accommodate the new enrollees. Topics will include:

- Creating a monthly budget
- “Smart Spending”
- Taking charge of your checking account
- Online banking
- ChexSystems and how it can effect your banking

Participant Successes

As the result of job leads provided by FSS, four participants reported being offered and accepting full-time jobs with full benefits. These leads are a part of the job search assistance provided by FSS to all participants. These positions are especially good because they offer a living wage and benefits. The following lists the position and the employer:

- Eligibility Clerk - Alameda County Social Services
- Child Advocate - East Bay Children's Law Firm
- Personnel Coordinator - Maxim Healthcare
- Financial Processor - Bay Area FastTrak

Referrals

83 Case Management Referrals (this includes current FSS participants and the 21 new participants)

One mass mailing to all FSS participants that included:

- Meriwest Credit Union Money Management I workshop
- FSS Health and Resource Fair in August
- NAHRO Poster Contest Sign Up
- Hayward Public Library Literacy Program Information

OPEN SESSION

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: July 28, 2010

Subject: Consideration of Continuance of Affirmative Action
Hearing
Exhibits Attached: None
Recommendation: Consider accepting additional evidence and argument
Financial Statement: n/a

BACKGROUND

At the June 16th Housing Commission meeting your Commission conducted a hearing pursuant to the Housing Authority's Affirmative Action (AA) Program. Keandra Rhone, a probationary employee with the Housing Authority, had filed a complaint that her release from probation was based on her race and therefore constituted illegal discrimination and a violation of the AA Program. Your Commission heard testimony and retired into closed session to deliberate.

Subsequent to the hearing, Pamela Holmes-Morton, Ms. Rhone's representative, submitted a letter dated June 20 to Brian Washington, the County Counsel who represented your Commission at the hearing. The letter presented additional evidence and argument with respect to Ms. Rhone's claim. Mr. Washington contacted Anu Natarajan, Commission Chair, to discuss Ms. Holmes-Morton's request that her letter be considered by your Commission. Mr. Washington was directed to ask each party (i.e., Ms. Rhone and HACA management) to submit a letter addressing two issues:

1. Can the Commission consider the additional evidence that you provided under its rules? If yes, does the Commission have the discretion to decline to consider the evidence?
2. If the Commission considers the additional evidence, provide any argument that you wish the Commission to consider regarding the additional evidence.

The responses were due to Mr. Washington by July 2. Mr. Washington will distribute them at your meeting and your Commission can decide how you would like to proceed.