



HOUSING COMMISSION AGENDA
Regular Meeting Date: October 13, 2021
Time: 8:00 a.m.

Due to the COVID-19 public health emergency, the Housing Commission meetings are teleconferenced to protect the public’s health and prevent the disease and its variants from spreading in our communities. The public can still attend and participate in the Housing Commission meetings through Zoom or by telephone. Here are the instructions on how to access this meeting:

How to attend this meeting using the Zoom Video Conference platform:		
Members of the public may listen, view, and/or participate in this meeting using Zoom. You may have to download the Zoom app, however, using Zoom and downloading the Zoom app is free. You can access the Zoom meeting through one of the following ways:		
<p>Join by clicking on this link: https://us02web.zoom.us/j/88460095724</p>	<p>OR</p> <p>Use your computer or laptop and go to: https://zoom.us/join</p> <p>Type in/enter Meeting ID: <u>884 6009 5724</u></p>	<p>OR</p> <p>Use your mobile device such as a cell phone, iPad and/or tablet. If you don’t have the Zoom app on your device, first download the Zoom app to your device (it’s free) then go in the app and tap on “Join Meeting.”</p> <p>Type in/enter Meeting ID: <u>884 6009 5724</u></p>

How to participate in this meeting by phone:
Dial: 1-888-788-0099 then when prompted, enter Meeting ID: <u>884 6009 5724</u>

PUBLIC COMMENT

Members of the public can email their public comment(s) to melissat@haca.net. Public comments on a matter that is **not** on the Housing Commission’s agenda will be read during the “Public Comment” period of the meeting. Public comments on a specific agenda item should include the person’s name and the agenda item number. The public comments submitted by email will be read when the Housing Commission Chairperson calls for public comments on the agenda item. The public may also voice their public comments during the meeting by joining the meeting on Zoom or by telephone. If a member of the public is submitting their comments on Zoom or by telephone, there is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers who wish to address the Housing Commission.

Thank you for your understanding and flexibility during the COVID-19 public health emergency. If you have any questions, please email melissat@haca.net or call (510)727-8511.

(CONTINUED ON NEXT PAGE)



HOUSING COMMISSION AGENDA
Regular Meeting: October 13, 2021
Time: 8:00 a.m.

Page 2

		<u>PAGE</u>
1. CALL TO ORDER / ROLL CALL		
2. RESOLUTION NO. 10-01 APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 5491 (AB 361)	ACTION	3
3. APPROVAL OF THE MINUTES OF THE SEPTEMBER 8, 2021 MEETING	ACTION	8
4. PUBLIC COMMENT - On matters not on the agenda		
5. EXECUTIVE DIRECTOR'S REPORT	INFORMATION	13
6. NEW BUSINESS		
6-1. Resolution No. 11-01 Approving the Payment Standards for the Section 8 Housing Choice Voucher Program	ACTION	17
6-2. Approve the Management Class Annual Comparability Adjustment and Continue the Management Compensation Policy	ACTION	21
6-3. Program Activity Report	INFORMATION	23
7. COMMISSIONER REPORTS		
8. ADJOURNMENT		

TELECONFERENCING REQUIREMENTS

**RESOLUTION NO. 10-21 APPROVING THE IMPLEMENTATION OF
TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF
EMERGENCY UNDER GOVERNMENT CODE SECTION 5491 (AB 361)**

HOUSING AUTHORITY OF THE COUNT OF ALAMEDA

AGENDA STATEMENT

Meeting: October 13, 2021

Subject: Consideration to Approve Resolution to Implement
Teleconferencing Requirements During a Proclaimed State of
Emergency under Government Code section 54951 (AB 361)

Exhibits Attached: Resolution No. 10-21

Recommendation: Adopt Resolution

Financial Statement: None

BACKGROUND

On March 17, 2020, to address the need for public meetings during the present public health emergency caused by the COVID-19 virus, Governor Newsom issued Executive Order No. N-29-20, suspending the existing requirements and criteria under the Brown Act enabling public agencies to conduct their public agenda meetings by teleconference. On June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act’s teleconferencing requirements through September 30, 2021. Both these Executive Orders allowed public agencies to meet virtually without providing members of the public the right to access the locations from which members of the public agency’s elected officials participated in meetings, thereby eliminating the access requirements under the standard Brown Act teleconference requirements.

On September 16, 2021, Governor Newsom signed into law, Assembly Bill (“AB”) 361, amending Government Code section 54953 to provide authority and specific requirements for public agencies to continue to hold virtual meetings after September 30, 2021, during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950, *et seq.*).

However, on September 20, 2021, Governor Newsom issued Executive Order N-15-21, delaying the full application of AB 361 until October 1, 2021, allowing public agencies to continue to hold virtual meetings through September 30, 2021.

DISCUSSION and ANALYSIS

The new law enacted by AB 361 requires a notice requirement which provides members of the public instructions on how to access the public agency's virtual meetings enabling members of the public to communicate directly with the agency's elected body during the allotted public comment time. In contrast, the prior Executive Orders issued by Governor Newsome limited public comments to only comments submitted in advance of the meeting.

AB 361 also adds a procedural requirement requiring public agencies to adopt a resolution in advance of conducting any further virtual public meetings. Government Code section 54953(e) permits legislative bodies and public agencies to make decisions whether to hold virtual meetings at the time of the meeting and does not restrict it to one-time use. Additionally, AB 361 requires public agencies to adopt subsequent resolutions every 30 days to continue the use of virtual meetings.

Accordingly, if your Commission chooses to continue to conduct virtual meetings it may wait until the time of such meeting to adopt the resolution called for in Government Code section 5493(3), provided that such resolution is the first item on the agenda and the resolution is approved by a simple majority. After the adoption of such resolution, your Commission may proceed with the rest of the public agenda.

Staff is recommending that your Commission approve the resolution implementing the teleconferencing requirements during a proclaimed state of emergency pursuant to Government Code section 54953 as amended by AB 361.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 10-21

APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 5491 (AB 361)

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, the proclaimed state of emergency remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconference rules set forth in the California Open Meeting law, Government Code section 54950, *et seq.* (the “Brown Act”), which provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 providing that a public agency subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act if that the public agency determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the public agency every thirty (30) days; and

WHEREAS, Government Code section 54953(e) provides for remote teleconferencing (virtual) participation in meetings by members of a legislative body without compliance with the requirements of Government Code section 5493(b)(3), when a state of emergency has been declared by the Governor pursuant to Government Code section 8625; and

WHEREAS, a further required condition of Government Code section 5493(3) is that state or local officials have imposed or recommended measures to promote social distancing, or the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the state legislature have exercised their respective powers to lift the state of emergency; and

WHEREAS, due to the seriousness of the current pandemic situation, the Housing Authority of the County of Alameda requires all employees to wear facial coverings indoors when not in a private office and remain socially distanced; and

WHEREAS, Government Code section 5493 requires that the public agency make additional findings every thirty (30) days to continue virtual meetings.

Housing Authority of the County of Alameda

Resolution No. 10-21: Approving the Implementation of Teleconferencing Requirements During a Proclaimed State of Emergency Under Government Code Section 5491 (AB361)

October 13, 2021

NOW, THEREFORE, BE IT RESOLVED:

1. All the above recitals are true and correct and are incorporated into this Resolution by this reference.
2. The Commission finds that state and local officials have imposed or recommended measures to promote social distancing and has reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to directly impact the ability of the members to safely meet in person.
3. The Commission therefore determines that it and its legislative body shall conduct their meetings virtually by teleconferencing in accordance with Government Code section 54953(e)
4. This Resolution expires thirty (30) days after the date of its adoption only to the extent required by law. Otherwise, this Resolution shall remain in effect until repealed by the Commission or pursuant to action by the Commission.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 13th day of October 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

ATTEST:

Kurt Wiest
Housing Commission Secretary/Executive Director

Peggy McQuaid
Housing Commission Chairperson

Adopted: October 13, 2021

HOUSING COMMISSION
MEETING MINUTES
September 8, 2021



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

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

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

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

ROLL CALL:

Present:

Commissioner Pete Ballew	Commissioner Shawn Kumagai
Commissioner Angela Finley	Commissioner Sara Lamnin
Commissioner Pat Gacoscos	Chairperson Peggy McQuaid
Commissioner Michael Hannon	Vice Chairperson Yang Shao
Commissioner Monith Ilavarasan	

Excused:

Commissioner Mark Gerry

2. ACTION: APPROVAL OF THE MINUTES OF THE JULY 14, 2021 MEETING

Recommendation: Approve the summary action minutes of the July 14, 2021 Housing Commission meeting as presented.

Motion/Second: Shao/Gacoscos.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Hannon, Kumagai, Ilavarasan, Lamnin, McQuaid and Shao

Motion passed. **APPROVED AS RECOMMENDED.**

3. **PUBLIC COMMENT- ON MATTERS NOT ON THE AGENDA**

A public comment submitted by Cherie Lewis via email was read into the record. The comment was:

“My rent should have been prorated in June 2021. I told Mrs. Linda Morgan Lyles and Theresa Hernandez my check was stolen. My income for that month. My rent stayed the same like I got my full income. If possible I’d like to discuss this teachable situation with HACA director SO THAT THIS NEVER HAPPENS TO NO ONE EVERY AGAIN. Mad as hel-, They did not believe and tried to require proof from Sedgwick, my workman’s compensation company that pays me. I CAN NOT TALK WITH SEDGWICK NOR GET NOTHING FROM THEM SENT TO ME BECAUSE I HAVE A LAWYER!!!!!! I couldn’t eat and no one not 211, Social Service or Section 8 could help me when I couldn’t and had not eaten for three days because I had no check (money)!!!!!!! Rediculous (sic) to say the least. I thought this agency was here to help people like me.1”

4. **INFORMATION: EXECUTIVE DIRECTOR’S REPORT**

Kurt Wiest, Executive Director, presented his report. Mr. Wiest reported on the implementation of an ongoing structural organization. He announced that as part of this reorganization, Laura Broussard Rosen, formerly the Housing Programs Manager, was promoted to Deputy Executive Director and that a recruitment for two Housing Programs Manager is underway. Mr. Wiest also introduced two new members of HACA’s Management team. He welcomed Diana Soriano, an Accountant in the Finance Department and Robert Viernes, HACA’s new Facilities Manager. Ms. Soriano and Mr. Viernes expressed their appreciation for their opportunities. Mr. Wiest commented that they have already made a significant impact at HACA. Mr. Wiest gave a report on the status of HACA’s operations relative to COVID-19. He noted that HACA ended its emergency short-term teleconferencing agreement and that all staff have returned to the working on-site at the office. Mr. Wiest also updated the Housing Commission on the pending appointments for two new Commissioners, Andrew Serna for the Senior Tenant Commissioner vacancy and Scott Donahue for the Emeryville Commissioner vacancy. Lastly, Mr. Wiest described discussions that he and key members of HACA’s staff have had with the Contempo Homeowners Association (HOA) and with Mr. Jack Kwei in response to public comments that Mr. Kwei submitted at the June Housing Commission meeting.

5-1. **ACTION: APPROVE POLICY REVISIONS AND THE MEMORANDUM OF UNDERSTANDING FOR THE EMERGENCY HOUSING VOUCHERS PROGRAM**

Mr. Wiest introduced this item. Mr. Wiest briefed the Commission on HACA’s implementation of the Emergency Housing Vouchers (EHV) program and described the ongoing collaboration between HACA and partner agencies Oscar Macias, Administrative Analyst II, presented the staff report. Mr. Macias reported that the Memorandum of Understanding (MOU) that was presented to the Housing

Commission in draft form at the September meeting is finalized. He also reported that staff is proposing to amend HACA's Section 8 Housing Choice Voucher Program Administrative Plan (Admin Plan) to incorporate provisions for the EHV program. He summarized the proposed revisions and recommended that the Housing Commission approve them.

Recommendation: Approved the proposed revisions to HACA's Section 8 Housing Choice Voucher Program Administrative Plan and the finalized Memorandum of Understanding for the Emergency Housing Vouchers Program.

Commission Discussion: Cmr. Hannon and Mr. Macias discussed Housing Quality Standards (HQS) inspections of units under the EHV program. Mr. Macias explained although HUD does not require a housing authority to complete an HQS inspection before a unit is leased under the EHV program, HACA will

Motion/Second: Lamnin/Shao.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Hannon, Kumagai, Ilavarasan, Lamnin, McQuaid and Shao

Motion passed. **APPROVED AS RECOMMENDED.**

5-2. **INFORMATION: BUDGET STATUS REPORT**

Mansoorali Hudda, Finance Director, presented the staff report. Report received.

Commission Discussion: Cmr. Hannon and Mr. Hudda discussed the availability of unrestricted funds for unanticipated expenses. Mr. Hudda noted that staff would request approval from the Housing Commission to use these funds should an emergency arise. Cmr. Hannon asked if staff could include the balance of the unrestricted funds on the next report and Mr. Hudda stated that this data could be included in the report moving forward. Cmr. Lamnin commented that the Budget/Audit/Negotiations (BAN) Committee has requested future meeting to discuss these unrestricted funds and planning for unanticipated expenses and that it would be helpful if staff included the other Commissioners in these planning meetings. Mr. Hudda confirmed that staff is planning to hold such a meeting and will prepare a presentation to outline strategies to sustain HACA's program. He indicated that this meeting would take place in either December or January. Vice Chairperson Shao and Mr. Hudda discussed how HACA used funding that HACA received through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Vice Chairperson Shao commented that it is unfortunate that the funds intended for one-time expenses had to be used to cover the ongoing expenses resulting from insufficient funding of the Section 8 Housing Choice Voucher Program (Section 8). He also commented that he is looking forward to working with staff to develop strategies for sustainability and Mr. Wiest commented that staff has been focusing closely on initiatives to reduce

HACA’s budget deficit. Cmr. Hannon commented on the federal budget encouraged the Housing Commissioners and staff to advocate for full funding of the housing programs. Chairperson McQuaid and Mr. Wiest discussed plans to schedule the presentation on the budget for the December 14 Housing Commission meeting.

5-3. INFORMATION: PROGRAM ACTIVITY REPORT

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that the Family Self-Sufficiency (FSS) program held this year’s resource fair virtually and that it was a success. He also reported that an FSS program participant recently donated \$500 to the HACA Scholarship Program. Mr. Taylor also reported that HACA submitted its application to HUD for FSS Funding. He also announced that the annual *It’s Your Time to Shine* event is virtual this year and scheduled for November 10.

Commission Discussion: Cmr. Hannon asked for additional point-in-time data for the incoming ports report. Cmr. Lamnin, Ms. Broussard Rosen, Mr. Taylor and Mr. Wiest discussed landlord participation in the Section 8 program. Chairperson McQuaid reported that the City of Albany, HACA, and Berkeley Food and Housing will be holding an informational forum for Albany property owners on the benefits of the participating in their programs and that the event will be held on October 7 at 12:00 p.m. on Zoom.

7. COMMISSIONER REPORTS

Chairperson McQuaid welcomed Scott Donahue and announced that Mr. Donahue was nominated by the City of Emeryville to serve as Emeryville’s representative on the Housing Commission. Cmr. Hannon congratulated Ms. Broussard Rosen on her promotion to Deputy Executive Director.

8. ADJOURNMENT

There being no further business to discuss Chairperson McQuaid adjourned the meeting at 8:49 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

Kurt Wiest
Executive Director/Housing Commission Secretary

Approved:

Peggy McQuaid
Housing Commission Chairperson

EXECUTIVE DIRECTOR'S REPORT
October 13, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: October 13, 2021

1. **Welcome to Our New Housing Commissioners:** We extend a warm welcome to Andrew Serna and Scott Donahue, our two newest HACA Housing Commissioners. Both were recently approved by the Alameda County Board of Supervisors, which delegates governance of HACA to a Housing Commission. Andrew represents senior participants and Scott represents the City of Emeryville. With their appointment, all twelve (12) of the Housing Commission's seats are now filled.
2. **Management Staff Change:** Charla Freckmann, HACA's Human Resources Manager, will soon be leaving to accept a position with the City of Petaluma. This is a significant change for both Charla and HACA. Charla has served as HACA's Human Resources Manager for over 10 years and provided leadership in many significant areas for the agency. Nearly half of our current staff have been onboarded by Charla. Her knowledge and experience with labor relations, benefits administration, and HR tasks has been a great asset to HACA. Charla will be missed. Recruitment for a replacement is already underway.
3. **Status of Federal / State / Local Eviction Moratoriums:** Both federal and state eviction moratoriums related to the COVID-19 pandemic have now expired. This eliminates protections given to tenants who find themselves in economic hardship due to loss of income during the pandemic. However, Alameda County's eviction moratorium remains in effect and prohibits rent-related evictions in Alameda County. This moratorium will end 60 days after the County's current Public Health Emergency Order ends. The Board of Supervisors has not discussed ending Order and has not scheduled further discussion.

We have not experienced any evictions, including those related to non-payment of rent, during the pandemic for households served by HACA. Protections such as the ability to request rent adjustments due to loss of income have had the effect of keeping vulnerable HACA-assisted participants stably housed over the last 18

months. We continue to work with and support the County's Emergency Rental Assistance Program (ERAP) and have received some funds on behalf of PACH residents who had unpaid balances before and during the pandemic.

HACA staff have current information regarding the status of eviction moratoriums and how to access Emergency Rental Assistance Program funds and are sharing this information widely with clients and the public

4. **COVID-19 Operations Update:** HACA offices remain closed to the public. Staff continues to work in-person and are expected to comply with strict health and safety measures related to the COVID-19 virus within the office and when they are out working in the field. As a result, we have had no outbreaks of the virus since the beginning of the pandemic.

We are also monitoring closely the actions of other public and private entities regarding appropriate measures and timelines to resume in-person contact with those we serve. Following the announcement by President Biden earlier this month to institute vaccine mandates among federal employees and contractors, we had an exploratory discussion with SEIU on the mandates and will continue to monitor this closely as well.

NEW BUSINESS
October 13, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 13, 2021

Subject: Section 8 HCV Payment Standards

Exhibits Attached: Resolution 11-21

Recommendation: Adopt the Attached Resolution Approving the Proposed Payment Standards for the HCV Program

Financial Statement: None

BACKGROUND

A housing authority’s payments to landlords to subsidize the rents of Section 8 Housing Choice Voucher (HCV) Program participants are called “Housing Assistance Payments” (HAP). A formula determines the total HAP funding that HUD provides annually to each housing authority. Congress may or may not appropriate sufficient funds to fund 100% of that formula.

A housing authority must manage the HAP funds that it receives from HUD to pay landlords enough so that families can afford modest housing and yet not run out of money before the end of the year. If a housing authority sets the rents that families are allowed to pay too low for its market area, families won’t be able to find suitable housing and/or will have to pay too much of their income (i.e., more than 30% - 40%) for rent. If the housing authority sets rents too high, it may run out of HAP funds and will have to reduce the size of its program, possibly having to terminate participating families unless HUD provides additional shortfall funding.

The rents that a housing authority allows participating families to pay are determined, in large part, by HUD. Every year, HUD publishes “fair market rents” for each market area in the United States to be effective October 1 of that year (October 1 is the beginning of the federal fiscal year). Fair market rent (FMR) is the rent, including the cost of utilities (except telephone, internet and cable TV), that are paid in the market area to rent privately owned, decent, safe and sanitary rental housing that is *modest* (i.e., non-luxury and pegged at the 40th percentile of rents in the market area). It is not intended that the FMRs enable a participating family to rent every type of unit in a community.

After HUD publishes the FMRs, every housing authority must then adopt one or more “payment standard” schedules based on those FMRs. A county housing authority like HACA may either

adopt a single payment standard for its entire FMR area or a separate payment standard for each city. HACA adopts payment standards by city and groups together those with the same payment standards.

The payment standard serves as a cap on HAP payments. It establishes the **maximum gross rent** (i.e., rent plus a utility allowance) that will be used by the housing authority to compute the monthly HAP that it will pay the landlord on behalf of the Section 8 family. However, HUD regulations require the housing authority to conduct a ‘rent reasonableness’ review of the requested rent based on comparisons to similar units in the same general neighborhood, so some units rent for less than the payment standard as a result.

The housing authority may establish the payment standard amount for a unit size at any level between 90% and 110% of the published FMR for that unit size. This is called the “basic range.”

DISCUSSION and ANALYSIS

HUD published the **2022** FMRs for the Alameda County/Contra Costa County HUD FMR Metro Area in August 2021. Those FMRs were approximately 4% lower than the previous year’s FMRs across all bedroom sizes. At your September meeting of 2018, you authorized HACA to participate in a rent study with the other seven housing authorities in our FMR Metro Area to be used by HUD to reevaluate the FMRs. However, rent study data can only be used for 3 years and this year HUD reverted to using its own data and standard formula to calculate the 2022 FMRs, which resulted in an expected decrease. Staff and the other housing authorities in our FMR Metro Area discussed the possibility of conducting another rent study to challenge the 2022 FMRs but determined that this year’s drop was not significant enough to warrant another study considering the risks that current rent data could be adversely affected by the pandemic. However, HACA will evaluate the need to conduct another study at the issuance of HUD’s 2023 FMRs.

To determine our 2022 payment standards, staff first reviewed current Section 8 program data, including:

- gross rents currently being paid by Section 8 participants, paying close attention to those that moved in the previous year;
- the number of “over-housed” families (that is, families living in a unit larger than their voucher size);
- the number of families whose rent exceeds the current payment standard (where the tenant pays the overage);
- the number of families whose rent exceeds 30 percent of their adjusted monthly income,
- likely increases in the utility allowances; and
- the impact on the total tenant rent portion of current participants.

After reviewing all the factors listed above, staff determined that there is no immediate need to raise our current payment standards. Due to our conservative approach last year in keeping most of our payment standards unchanged, even though HUD’s 2022 FMRs decreased by ~4%,

all of our payment standards stayed within the allowable basic range with the exception of Dublin and Pleasanton’s three-bedroom which has to be adjusted from \$3,319 to \$3,306, a \$13 decrease.

COST IMPACT

There are 68 three-bedroom units with a payment standard decrease of \$13, which at a glance would appear to provide HACA with \$10,608 in yearly program savings. However, HACA policy states that if the amount on the payment standard schedule is decreased during the term of the HAP contract, the family will be held harmless until the second regular reexamination following the effective date of the decrease. Therefore, there is no cost impact to neither HACA nor the existing families because of this decrease.

RECOMMENDATION

Staff recommends that your Housing Commission adopt the attached Resolution approving the payment standards shown below.

PAYMENT STANDARDS BY CITY

City	Unit Size by Bedrooms							
	Studio	1	2	3	4	5	6	7
Albany	\$1,552	\$1,863	\$2,350	\$3,262	\$3,651	\$4,199	\$4,746	\$5,294
Castro Valley (u)	\$1,552	\$1,863	\$2,350	\$3,262	\$3,651	\$4,199	\$4,746	\$5,294
Dublin	\$1,580	\$1,914	\$2,390	\$3,306	\$3,789	\$4,357	\$4,925	\$5,494
Emeryville	\$1,552	\$1,863	\$2,350	\$3,262	\$3,651	\$4,199	\$4,746	\$5,294
Fremont	\$1,580	\$1,899	\$2,385	\$3,282	\$3,719	\$4,278	\$4,835	\$5,394
Hayward	\$1,522	\$1,828	\$2,306	\$3,201	\$3,624	\$4,167	\$4,710	\$5,253
Newark	\$1,580	\$1,899	\$2,385	\$3,282	\$3,719	\$4,278	\$4,835	\$5,394
Pleasanton	\$1,580	\$1,914	\$2,390	\$3,306	\$3,789	\$4,357	\$4,925	\$5,494
San Leandro	\$1,522	\$1,828	\$2,306	\$3,201	\$3,624	\$4,167	\$4,710	\$5,253
San Lorenzo (u)	\$1,522	\$1,828	\$2,306	\$3,201	\$3,624	\$4,167	\$4,710	\$5,253
Union City	\$1,580	\$1,899	\$2,385	\$3,282	\$3,719	\$4,278	\$4,835	\$5,394

For the cities of Albany, Castro Valley, Emeryville, Fremont, Hayward, Newark, San Leandro, San Lorenzo, and Union City, HACA’s current payment standards will remain unchanged. For the cities of Dublin and Pleasanton, the three-bedroom payment standard will be set to \$3,306.

These payment standards would become effective October 1st, 2021, and remain in effect until October 1, 2022, when HUD usually issues new FMRs and we establish new payment standards based on those FMRs.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 11-21

APPROVING UPDATE TO THE BENEFIT PAYMENT STANDARDS

WHEREAS, the U. S. Department of Housing and Urban Development (“HUD”) requires the Housing Authority of the County of Alameda (“HACA”) to adopt one or more payment standard schedules for its Housing Choice Voucher program based on the Fair Market Rents (“FMRs”) published by HUD; and

WHEREAS, HUD further requires that such payment standards be set within 90 percent to 110 percent of the FMRs (known as the “basic range”); and

WHEREAS, HUD published FMRs for the Alameda County/Contra Costa County HUD FMR Metro Area on August 6, 2021; and

WHEREAS, HACA now desires to adopt payment standards within the basic range based on the 2022 FMRs;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby adopt the payment standards presented at this meeting with an effective date of October 1, 2021.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on October 13, 2021 by the following vote:

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 13th day of October 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

ATTEST:

Kurt Wiest
Housing Commission Secretary/Executive Director

Peggy McQuaid
Housing Commission Chairperson

Adopted: October 13, 2021

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 13, 2021

Subject: Management Class Annual Comparability Adjustment

Exhibits Attached: 2021 Management Class Comparability Survey Results – Cost of Living Adjustment (COLA)

Recommendation: Approve recommended annual salary adjustment of 2.7% retroactive to June 12, 2021, the beginning of the first pay period of the fiscal year, and continue the Management Compensation Policy

Financial Statement: Approximately \$46,842.38

BACKGROUND

The Housing Commission originally adopted various components for setting and maintaining compensation for management employees in 1986. These components have been a longstanding practice and currently remain in place with minor periodic revision. Taken together these components are referred to as the Management Compensation Policy. In 2003, the Commission appointed a sub-committee to review the various methodologies used for setting and maintaining compensation. The sub-committee affirmed the Management Compensation Policy and its practices with a few recommended changes regarding the then-existing comparability pool. Over the years, the comparability pool has been adjusted a few times, adding and deleting comparator agencies when appropriate. However, the underlying practice of maintaining and implementing the various components of the management compensation policy has remained consistent.

The core components of the Management Compensation Policy are:

1. Annual Cost of Living Adjustment

Conduct annual cost of living adjustment (COLA) surveys by assessing cost of living adjustments granted to management employees in the comparability pool, calculating the mean (average) of those adjustments and applying them to both employees' salaries and HACA's salary range structure;

2. Triennial Salary Survey of Management Positions

Conduct triennial surveys to review HACA's management positions and compare them to similar positions within our comparability pool to ensure that they are assigned a pay range at the median (middle) rate of comparable positions within the pool or are tied to another classification internally; and

3. Triennial Survey of Management Total Compensation

As part of the triennial survey, review total compensation programs for management classifications to make sure that HACA's program is competitive.

DISCUSSION and ANALYSIS

The annual management COLA comparability survey is usually conducted in the Fall of each year because public agencies adopt their annual budgets prior to granting management employee increases and often the increase is not known until July, August or even later. The results of HACA's annual survey are attached. At the October 8, 2014 meeting, with respect to COLAs, the Housing Commission modified the methodology to allow rounding of the survey results to the nearest tenth of a percent.

The average adjustment for the agencies in HACA's comparability pool providing a known cost of living adjustment to management employees is 2.712%, which would be rounded to 2.7%. The proposed management employee COLA is retroactive to June 12, 2021, the first pay period in the fiscal year. The cost is \$46,842.38 in base salaries.

Staff recommends that your Commission approve the COLA as described above. Along with accepting the results of the survey and directing staff to implement the results, it has been your Commission's practice to direct staff to continue the practices and procedures of the Management Compensation Policy going forward.

SURVEY SUMMARY

Management COLA - FY 2021/22

	AGENCY	COLA	DATE
1	City of Alameda Housing Authority	3.2%	effective 7/1/21
2	City of Hayward	2.0%	effective 1/1/21
3	City of San Mateo	2.0%	effective 4/4/21
4	Contra Costa County Housing Authority	2.5%	effective 6/27/21
5	County of Alameda	3.0%	effective 12/27/21
6	Marin Housing Authority	2.0%	effective 04/01/21
7	San Mateo County Housing Authority	4.0%	effective 12/13/21
8	Santa Clara County Housing Authority	3.0%	effective 7/1/21

Total agencies used = 8

Average COLA: 2.712%
HACA COLA: 2.7%
 (rounded to the nearest tenth)

PROGRAM ACTIVITY REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 13, 2021

Subject: Programs Activity Report

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

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** The below chart provides the number of Section 8 HCV program units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority but excludes portability clients for which we are billing the initial housing authority.

10/1/2021	9/1/2021	10/1/2020
6,501	6,447	6,087

- **HCV Program Utilization:** The below chart provides the average HAP subsidy, average tenant-paid portion, and average contract rent. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.

	10/1/2021	9/1/2021	10/1/2020
Average HAP Subsidy	\$1,751	\$1,747	\$1,731
Average Tenant-Paid Rent	\$558	\$559	\$534
Average Contract Rent	\$2,309	\$2,306	\$2,266

- ❖ The below chart provides the outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction) and incoming portability contracts where HACA billed other housing authorities.

	10/1/2021	9/1/2021	10/1/2020
Outgoing Billed Portability Contracts	77	80	155
Incoming Portability Contracts	128	139	449

- ❖ PACH has 230 project-based voucher (PBV) units. The chart below provides the number of these units that are leased. Due to COVID-19, we are leasing the two units at Nidus Court that were being held vacant to be used as temporary living units for tenants while we remodel their units at the property. We hope to resume our remodeling project soon.

10/1/2021	9/1/2021	10/1/2020
224	224	228

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of October 1, 2021, there were 58 active properties listed.

	11/4/20	12/1/20	1/4/21	2/1/21	3/1/21	4/1/21	5/3/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21
Units	118	100	92	97	95	111	97	89	72	67	58	51

- **HCV Housing Quality Standards (HQS) Inspections and Abatements:** The below chart provides quarterly information on HQS inspections and HQS abatements.

	Q3 2021	Q2 2021	Q3 2020
Scheduled Annual Inspections	1,661	1,780	0
Passed the Day Inspected	1,005 (61%)	1,166 (66%)	0
Failed Inspection	311 (19%)	317 (15%)	0
No Shows or Deferred Due to COVID-19	329 (20%)	228 (18%)	0
Moved Out Prior to Inspection	16 (1%)	25 (1%)	0
HAP Abatements for Non-Compliance with HQS	11	11	0

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

City	Certificates		Vouchers		SEPTEMBER 2021 TOTAL		SEPT. 2020	SEPT. 2019
	Number	HAP*	Number	HAP**	Number	HAP		
		BASED ON AVG \$2,019		BASED ON AVG \$1,754				
Albany	0	\$0	12	\$21,048	12	\$21,048	12	13
Castro Valley	3	\$6,057	231	\$405,174	234	\$411,231	226	223
Dublin	3	\$6,057	410	\$719,140	413	\$725,197	403	400
Emeryville	6	\$12,114	157	\$275,378	163	\$287,492	155	145
Fremont	20	\$40,380	1,162	\$2,038,148	1,182	\$2,078,528	1,106	1,066
Hayward	35	\$70,665	1,842	\$3,230,868	1,877	\$3,301,533	1,882	1,924
Newark	6	\$12,114	226	\$396,404	232	\$408,518	227	225
Pleasanton	3	\$6,057	282	\$494,628	285	\$500,685	248	220
San Leandro	14	\$28,266	1,304	\$2,287,216	1,318	\$2,315,482	1,320	1,314
San Lorenzo	3	\$6,057	176	\$308,704	179	\$314,761	180	190
Union City	8	\$16,152	696	\$1,220,784	704	\$1,236,936	701	698
TOTALS	101	203,919	6,498	11,397,492	6,599	11,601,411	6,460	6,418

* Based on an average September Housing Assistance Payment (HAP) of \$2,019 per certificate contract

**Based on an average September Housing Assistance Payment (HAP) of \$1,754 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of September 2021

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	12	\$1,654	\$1,226	\$429	26%
Castro Valley	231	\$2,347	\$1,776	\$573	24%
Dublin	410	\$2,294	\$1,774	\$520	23%
Emeryville	157	\$1,925	\$1,412	\$513	27%
Fremont	1,162	\$2,442	\$1,894	\$548	22%
Hayward	1,842	\$2,226	\$1,676	\$551	25%
Newark	226	\$2,608	\$1,909	\$699	27%
Pleasanton	282	\$2,115	\$1,683	\$434	21%
San Leandro	1,304	\$2,238	\$1,690	\$549	25%
San Lorenzo	176	\$2,538	\$1,868	\$670	26%
Union City	696	\$2,477	\$1,863	\$614	25%

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

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



To: Kurt Wiest, Executive Director
From: Daniel Taylor, Special Programs Manager
Re: **FSS Program Summary**
CC: Linda Evans, Phyllis Harrison, Mary Sturges, Vannessa Kamerschen
Date: September 24, 2021

Program Summary	September 2021
Total Clients Under Contract:	199
Graduates:	2
Escrow Disbursed:	\$6,686.00
Ports In:	0
Ports Out:	0
Terminations:	3
New Contracts:	2

FSS PROGRAM NEWS:

FSS Orientations

The FSS team held two orientations in the month of September. The team continues to schedule orientations quarterly. Forty-seven (47) prospective participants attended the FSS Orientations.

It's Your Time to Shine Celebration

The FSS team is finalizing the details of our 12th annual *It's Your Time to Shine* celebration, scheduled for Wednesday, November 10, 2021, at 6:00 p.m. Achievements of FSS families over the last year will be recognized. The event will be held over Zoom—to continue to celebrate our families during the pandemic.

Case Management Referrals = 10

Job Referrals = 71