



**HOUSING COMMISSION AGENDA**  
**Regular Meeting Date: April 13, 2022**  
**Time: 8:00 a.m.**

Due to the COVID-19 public health emergency and in accordance with guidance from local and public health officers, the Housing Commission has made several changes to its meetings to protect the public's health and prevent the disease and its variants from spreading in our communities. At this time, the Housing Commission meetings are teleconferenced, and the public may observe and/or participate through the Zoom video conferencing platform and/or by phone:

**JOIN BY ZOOM:**

<https://us02web.zoom.us/j/88460095724>

Meeting ID: 884 6009 5724

**JOIN BY PHONE:**

Dial: 1-888-788-0099

Meeting ID: 884 6009 5724

**MEETING AGENDA**

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- |   |                    |           |
|---|--------------------|-----------|
| <b>1. CALL TO ORDER / ROLL CALL</b>   |                    |           |
| <b>2. RESOLUTION NO. 04-22 APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION 54953(e) (AB361)</b>   | <b>ACTION</b>      | <b>3</b>  |
| <b>3. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION</b><br><i>Pursuant to Government Code §54956.9 (One Case)</i><br><i>Philadelphia Indemnity Insurance Company vs. Housing Authority of the County of Alameda, San Francisco County Superior Court No. CGC-16-555946</i>  |                    |           |
| <b>4. CLOSED SESSION: LABOR NEGOTIATIONS</b><br><i>Pursuant to Government Code §54957.6</i><br><i>Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda</i>   |                    |           |
| <b>5. MINUTES OF THE MARCH 9, 2022 HOUSING COMMISSION MEETING</b>   | <b>ACTION</b>      | <b>8</b>  |
| <b>6. PUBLIC COMMENT</b> - On matters not on the agenda<br>The public may share their comments during the "Public Comment" period on the meeting agenda and these comments may be shared during the meeting in Zoom and/or by phone. The public may also submit written comment(s) to: <a href="mailto:melissat@haca.net">melissat@haca.net</a> . If the comment is on an item on the meeting agenda, please wait for the Chair to call for public comment on that agenda item. If submitting a written comment on an item on the meeting agenda, please include in the email your full name and the agenda item number. 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. |                    |           |
| <b>7. EXECUTIVE DIRECTOR'S REPORT</b>   | <b>INFORMATION</b> | <b>16</b> |

**MEETING AGENDA CONTINUED ON NEXT PAGE**



Housing Authority of the  
County of Alameda

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**HOUSING COMMISSION AGENDA  
(CONTINUED)  
Regular Meeting Date: April 13, 2022  
Time: 8:00 a.m.**

**MEETING AGENDA (CONTINUED)**

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<b>8. NEW BUSINESS</b>		
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<b>8-2.</b> Amendment to Contract with Nan McKay and Associates for Annual Recertification	<b>ACTION</b>	22
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<b>9. COMMISSIONER REPORTS</b>	<b>INFORMATION</b>	
<b>10. ADJOURNMENT</b>		

# **TELECONFERENCING REQUIREMENTS**

## **RESOLUTION NO. 04-22**

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING  
REQUIREMENTS UNDER GOVERNMENT CODE 54953(e) (AB361)**

**HOUSING AUTHORITY OF THE COUNT OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Consideration to Approve Resolution to Implement  
Teleconferencing Requirements Pursuant to Government Code  
section 54953 (e) (AB 361)

Exhibits Attached: Resolution No. 04-22

Recommendation: Adopt Resolution

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**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.*).

**DISCUSSION**

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 Newsom 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.

At your March meeting, your Commission adopted Resolution No. 03-22 to approve the implementation of teleconferencing requirements pursuant to AB361. AB 361 requires public agencies to adopt subsequent resolutions every 30 days to continue the use of virtual meetings. Staff is recommending that your Commission approve a resolution implementing the teleconferencing requirements pursuant to Government Code section 54953(e) as amended by AB 361.

Upon approval of the resolution your Commission may proceed with the rest of the regular agenda.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 04-22**

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER  
GOVERNMENT CODE SECTION 54953 (e) (AB 361)**

**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**, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, and;

**WHEREAS**, due to the seriousness of the current pandemic situation, the Housing Authority of the County of Alameda has implemented several safety measures including a requirement that all employees to wear facial coverings when not alone in a private office or meeting room and remain socially distanced; and

**WHEREAS**, Government Code section 54953(e) requires that the public agency make additional findings every thirty (30) days to continue virtual meetings.

**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.
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.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
RESOLUTION NO.: 04-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT  
CODE SECTION 54953 (e) (AB 361)  
APRIL 13, 2022

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**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority  
of the County of Alameda on this 13<sup>th</sup> day of April 2022 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**ATTEST:**

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Kurt Wiest  
Executive Director/Housing Commission Secretary

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Peggy McQuaid  
Housing Commission Chairperson

**Adopted:** April 13, 2022

**HOUSING COMMISSION**  
**MEETING MINUTES**  
**March 9, 2022**





**SUMMARY ACTION MINUTES**

**HOUSING COMMISSION**

**Regular Meeting: March 9, 2022**

**Meeting Time: 8:00 a.m.**

*Due to the COVID-19 public health emergency and in accordance with guidance from local and public health officers, this meeting was conducted via the Zoom video conference platform and by phone.*

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

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**CALL TO ORDER:**

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

**ROLL CALL:**

**Present:**

Commissioner Pete Ballew

Commissioner Michael Hannon

Commissioner Angela Finley

Commissioner Shawn Kumagai

Commissioner Pat Gacoscos

Commissioner Sara Lamnin

Commissioner Mark Gerry

Chairperson Peggy McQuaid

**Excused:**

Vice Chairperson Yang Shao

Commissioner Monith Ilvarasan

**Absent:**

Commissioner Andrew Serna

**2. RESOLUTION NO. 03-22 APPROVING THE IMPLEMENTATION OF  
TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION  
54953(e) (AB361)**

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Melissa Taesali, Executive Assistant, presented the staff report. Report received with no questions or comments from the Housing Commission.

Recommendation: Adopt Resolution No. 03-22 approving the implementation of teleconferencing requirements under Government Code Section 54953(e) (AB361).

Motion/Second: Shao/Gacoscos.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

**3. CLOSED SESSION**

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*Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 of the Government Code - One (1) case*

The Housing Commission entered into a closed session at 8:06 a.m. and reconvened in open session at 8:26 a.m. Chairperson McQuaid reported that there were no reportable actions taken in the closed session.

**4. ACTION: APPROVAL OF THE MINUTES OF THE FEBRUARY 9, 2022, HOUSING COMMISSION MEETING**

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Recommendation: Approve the summary action minutes of the February 9 2022, Housing Commission meeting as presented.

Motion/Second: Ballew/Hannon.

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

Ayes: Cmrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Kumagai, Lamnin, McQuaid, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

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

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None.

**6. INFORMATION: EXECUTIVE DIRECTOR'S REPORT**

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Kurt Wiest, Executive Director, presented his report. Mr. Wiest welcomed and introduced HACA's new Housing Programs Managers, Roger Escobar and Jill Vargas. Mr. Escobar and Ms. Vargas thanked the Commission and staff for the warm welcome, shared their backgrounds, and commented that they are excited to be working at HACA. Following his welcome of the new Housing Programs Managers, Mr. Wiest announced that HACA has awarded Project-Based Vouchers (PBV) to six projects in HACA's jurisdiction. He named each of the projects and the number of PBVs that were awarded to each project. Mr. Wiest provided the Commission with an update on COVID-19 relative to HACA's operations. He also advised the Commission that negotiations has commenced for a successor Memorandum of Understanding (MOU) between SEIU Local 1021 and HACA. Lastly, Mr. Wiest informed the Commission that he has drafted a process for the Executive Director's performance evaluation. He indicated that he shared this draft with the Personnel Committee and that he will be presenting this process to the full Housing Commission at their next meeting.

Commission Discussion: Chairperson McQuaid welcomed Mr. Escobar and Ms. Vargas to HACA.

**7. NEW BUSINESS**

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**7-1. PRESENTATION: RECOGNITION OF EMPLOYEES YEARS OF SERVICE**

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Kurt Wiest presented the staff report. Mr. Wiest reported that HACA is pleased to recognize employees who have been with HACA for 5, 10, 15, and 20 years. He honored the following employees:

Diana Soriano, 5 years	David Mendez, 10 years
Melanie Narain, 5 years	Dina Munday, 10 years
Aimee Fisher, 10 years	Michelle Aragon, 15 years
Teresa Hernandez, 10 years	Tina Prieto, 20 years
Meranda Jones, 10 years	

Mr. Wiest stated that these employees are part of the HACA family and are integral to carrying out HACA's mission.

Commission Discussion: Chairperson McQuaid congratulated these employees on their years of service. She commented that when HACA and the Housing Commission are able to resume in-person meetings that she'd like staff to plan for an in-person celebration to recognize these employees. Commissioner Hannon congratulated the awardees on achieving, 5, 10, 15, and 20 years of service.

**7-2. PRESENTATION: RECOGNIZE KESHA SIMMONS AS HACA'S SHINING STAR**

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Kurt Wiest introduced this item and introduced Sandra Guy, Chair of HACA's Communications Committee. Ms. Guy announced that Kesha Simmons, a Housing Specialist in HACA's Housing Programs Department, was selected as HACA's Shining Star. Ms. Guy commented that Kesha was one of the employees who remained in working in the office throughout the pandemic and was integral in assisting staff who were working remotely. Ms. Guy read the comments from Kesha's nomination. Kesha expressed her appreciation for the recognition and commented that staff at HACA work really hard and thanked them for the services that they provide to our participant.

Commission Discussion: Chairperson McQuaid congratulated Kesha on her award and thanked her for her work at HACA. Commissioner Hannon expressed his appreciation for Kesha's dedication to HACA's clients and congratulated her on her award.

**7-3. PUBLIC HEARING: ANNUAL PHA PLAN FOR FISCAL YEAR 2022-2023**


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Kurt Wiest introduced this item. Oscar Macias, Administrative Analyst II, presented the staff report. Mr. Macias reported that staff has prepared the draft of HACA's annual Public Housing Agency Plan (PHA Plan) for the fiscal year beginning July 1, 2022. He described the components of HACA's PHA Plan and summarized the goals and initiatives in the PHA Plan. Mr. Macias recommended that the Housing Commission conduct a public hearing to accept comments on the PHA Plan.

Recommendation: Conduct a public hearing to accept comments on HACA annual Public Housing Agency Plan, then approve the Public Housing Agency Plan and authorize staff to submit it to HUD.

Public Hearing: Chairperson McQuaid opened the public hearing at 9:03 a.m. No public comments were submitted during the public hearing. Chairperson McQuaid closed the public hearing at 9:04 a.m.

Commission Discussion: Commission Hannon and Mr. Macias discussed the additional attachments to the PHA Plan. Mr. Macias indicated that staff will include all required certifications and the minutes from the Resident Advisory Board when the PHA Plan is submitted to HUD.

Motion/Second: Lamnin/Finley

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

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

Not present for the vote: Cmr. Kumagai.

Motion passed. **APPROVED AS RECOMMENDED.**

**7-4. ACTION: REVISIONS TO HACA SECTION 8 ADMINISTRATIVE PLAN**


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Oscar Macias presented the staff report. Mr. Macias reported that staff is proposing to amend HACA's Section 8 Administrative Plan (Admin Plan) in order to incorporate new or changed HUD regulations, new or revised HACA practices or program initiatives, or to make clarifications or corrections. Mr. Macias described the proposed revisions to the Admin Plan and recommended that the Housing Commission approve the amendments to the Admin Plan.

Recommendation: Approve revisions to HACA's Section 8 Administrative Plan.

Commission Discussion: Cmr. Lamnin asked why staff has decided not to streamline the recertifications for participants on fixed incomes. Laura Broussard Rosen, Deputy Executive Director, explained that there would still be certain requirements that would have to be met. She further explained HACA's software system is configured in such a way that it would not be efficient to implement this process. Cmr. Shao asked why HACA is not requiring documentation to verify citizenship. Ms. Broussard Rosen explained that documentation is still required but HACA will accept verification from

other entities. Jennifer Cado, Senior Administrative Analyst, gave an example of the type of documentation that HACA will accept. Mr. Wiest reiterated that documentation is still required but HACA is expanding the process for verification. Cmr. Hannon recommended that staff clarify the language about the documentation that will be used to verify citizenship.

Motion/Second: Hannon/Gerry.

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

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

Not present for the vote: Cmr. Kumagai.

Motion passed. **APPROVED AS RECOMMENDED.**

**7.5 ACTION: AMENDMENT TO CONTRACT WITH I STERLING, INC. FOR HOUSING QUALITY STANDARD (HQS) INSPECTIONS**

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Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that HACA's contract with I Sterling, Inc. for Housing Quality Standards (HQS) inspection services is going to expire on April 9, 2022 and that staff is proposing to execute an amendment to contract to extend the contract for a 4<sup>th</sup> year and increase the contract amount to \$177,650.

Commission Discussion: Cmr. Hannon asked that staff come back with a comprehensive report on I Sterling's performance that will include date on the number and type of inspections handled by I Sterling. Cmr. Lamnin indicated that she would like to see this comprehensive report as well as a report on how many of HACA's contracts are awarded to women and minority-owned businesses. Vice Chairperson Shao and Ms. Broussard Rosen discussed some of the factors that have resulted in an increase in the contract amount. Mr. Shao asked if this contract will go out to bid in the future and Ms. Broussard Rosen indicated that staff plans to do a full solicitation for these services in the next couple of years. Cmr. Hannon commented that it would be helpful if in the future staff include additional

Motion/Second: Gacoscos/Lamnin.

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

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

Not present for the vote: Cmr. Kumagai.

Motion passed. **APPROVED AS RECOMMENDED.**

## 7.6 **ACTION: AMENDMENT TO CONTRACT WITH NAN MCKAY AND ASSOCIATES**

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Laura Broussard Rosen, Deputy Executive Director, presented the staff report. Ms. Broussard Rosen reported that HACA's contract with Nan McKay and Associates for recertification services will expire on April 4, 2022. She stated that staff is proposing to amend the contract for a time-only extension and to ensure that the remaining recertifications that are currently in process are completed and that there is a smooth transition in the return of recertifications to HACA. Ms. Broussard Rosen reiterated that this is a time only extension and that there is no increase to the contract amount. She recommended that the Housing Commission approve the amendment to the Nan McKay contract as presented.

Commission Discussion: Cmr. Finley commented that she is very pleased to hear that the recertification process will return to being handled by HACA's staff. Cmr. Shao, Ms. Broussard Rosen, and Mr. Taylor discussed HACA's housing programs software. Cmr. Shao and Ms. Broussard Rosen discussed HACA's staffing capacity. Ms. Broussard Rosen commented that these issues are being addressed and that most capacity issues will be resolved before the end of the year.

## 7.7 **ACTION: SCHOLARSHIP COMMITTEE APPOINTMENTS**

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Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that staff is preparing to roll out the 2022 HACA Scholarship program and recommended that the Commission appoint members to serve on the committee to work with staff to review scholarship applications and make award recommendations. He thanked Cmr. Gacoscos, Kumagai, McQuaid and former commissioner Christian Patz for serving on the 2021 committee.

Recommendation: Appoint members to the 2022 HACA Scholarship Committee

Commission Discussion: Cmr. Gacoscos stated that she served on the 2020 scholarship committee but did not serve on the 2021 committee. Ms. Taesali stated the correction for the record to reflect that Cmr. Finley served on the 2021 scholarship committee and not Cmr. Gacoscos. Cmr. Finley volunteered to serve on the 2022 HACA Scholarship Committee. Chairperson McQuaid and Cmr. Hannon volunteered to serve if no other commissioners are available. Mr. Taylor thanked Cmr. Finley for volunteering serve on the committee.

Chairperson McQuaid made a motion to appoint Cmr. Finley to the 2022 HACA Scholarship Committee and to direct staff to bring this item back to the April meeting to give the commissioners who were not present at the meeting the opportunity to consider this item and volunteer if they so choose. The motion was seconded by Cmr. Hannon.

Motion/Second: McQuaid/Hannon.

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

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

Not present for the vote: Cmr. Kumagai.

Motion passed. **APPROVED AS RECOMMENDED.**

**7.8 INFORMATION: PROGRAM ACTIVITY REPORT**

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Daniel Taylor presented the staff report. Report received.

Commission Discussion: Cmr. Lamnin and Ms. Cado discussed the decrease in the number of portability contracts. Cmr. Lamnin stated that she would be available to partner with HACA to provide employment resources at HACA's upcoming Health and Resource fair.

**8. COMMISSIONER REPORTS**

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None.

Respectfully submitted,

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Melissa Taesali  
Executive Assistant/Housing Commission Clerk

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Kurt Wiest  
Executive Director/Housing Commission Secretary

**Approved:**

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Peggy McQuaid  
Housing Commission Chairperson

# **EXECUTIVE DIRECTOR'S REPORT**

**April 13, 2022**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**EXECUTIVE DIRECTOR'S REPORT**

Meeting Date: April 13, 2022

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1. **COVID-19 and HACA Operations:** HACA has consistently followed prevailing state and local health orders as well as CDC guidelines since the beginning of the COVID-19 pandemic, including wearing face masks while indoors at HACA facilities. Within the last month public health officials for both the State of California and Alameda County have modified their mandates for face masks. Face mask requirements have been lessened by public health officials because virus transmission and hospitalizations continue to be low and on the decline. In addition, vaccines and boosters are readily available to all but the very young.

The new standard issued by the state and county has shifted from a requirement to a “strong recommendation” for indoor masking, regardless of vaccine status. This standard has been adopted by most businesses and public agencies, except for hospitals, medical and dental offices, residential facilities, public transit and childcare centers.

As a result, we are preparing to modify HACA’s COVID-19 face mask protocols to align with the standards now prevalent locally and elsewhere. We now believe personal choice should dictate whether a HACA staff member or visitor wears a mask in our offices. No date has been set for the change, but it is imminent. We will use the modification of indoor masking protocols as a prelude for discussions on standards for reopening the office to the public.

2. **Update on City of Emeryville Housing Commission Appointment:** The Alameda County Board of Supervisors has in their hands the action item to appoint a replacement Housing Commissioner representing the City of Emeryville. The Clerk of the Board’s office has indicated that the appointment will go before the Board on April 19.
3. **Human Resource Manager Recruitment:** We are utilizing the services of Avery & Associates to assist in the recruitment for a new HR Manager. As the Commission may recall, Avery assisted in the recruitment for both the Finance Director and Executive Director searches.
4. **Resumption of In-person Housing Commission Meetings:** I am recommending, beginning with the May Housing Commission meeting, that we utilize a hybrid approach to conducting your Commission’s regular monthly meetings and your commission’s committee meetings. Under hybrid approach, Housing Commissioners, staff, and the public can choose to attend the meeting in-person in the Bill Ward Conference Room or participate in the meeting via teleconference or by phone. Safety measures for the attending the meetings in-person will be the same as those currently in place for HACA staff who are working in the building which include social distancing, wearing face masks (until modified), and staying away if ill, have been exposed to someone who has tested positive for COVID-19 and/or has tested positive for the virus.

**NEW BUSINESS**  
**April 13, 2022**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Review and Update the Petty Cash Fund Policy

Exhibits Attached: Resolution No. 05-22  
Updated Petty Cash Fund Policy

Recommendation: Adopt Resolution

Financial Statement: N/A

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**BACKGROUND**

The purpose of a Petty Cash Fund is to have a small amount of cash available to allow for the purchase or reimbursement of minor, unanticipated expenses, rather than writing a check. The intent is to simplify the reimbursement of small expenses that generally do not exceed \$50.

HACA has a Petty Cash Fund as referenced in our Procurement Policy, which was last approved by the Commission in August 2018. We have reviewed the petty cash policy and are bringing this agenda item to your Commission for approval.

**DISCUSSION and ANALYSIS**

The Petty Cash Fund Policy was last reviewed in August 2018. Staff has reviewed the policy and strengthened it by adding a requirement for the Fund to be audited at least annually by the Finance Director or his/her designee and adding a replenishment threshold.

Staff recommends that your Commission adopt the attached Resolution approving the updated Petty Cash Fund Policy.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO.: 05-22**

**RESOLUTION ADOPTING THE PETTY CASH FUND POLICY**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires housing authorities to adopt a Petty Cash Fund Policy to govern the spending of petty cash funds; and

**WHEREAS**, the Housing Commission approved a Petty Cash Fund Policy in August 2018; and

**WHEREAS**, staff has reviewed the Petty Cash Fund Policy and is proposing to update it to add an annual audit as well as a replenishment threshold.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the updated Petty Cash Fund Policy as the policy which shall supersede any prior policies.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 13<sup>th</sup> day of April 2022 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Kurt Wiest  
Executive Director/Housing Commission Secretary

\_\_\_\_\_  
Peggy McQuaid  
Housing Commission Chairperson

**Adopted:** April 13, 2022

## HACA PETTY CASH FUND POLICY

**Purpose:**

To establish the authority to set up and maintain petty cash funds.

**Scope:**

The Petty Cash Policy applies to all HACA departments

**Policy:**

This policy establishes a Petty Cash Fund for HACA. Petty cash may be used to cover small expenses not to exceed \$50 per transaction and may not be used to pay a vendor invoice or payroll expenses. The Petty Cash Fund is established at a fixed amount of \$350. The Petty Cash Fund will be replenished when it has been depleted by 50%

The Executive Director may delegate the administration of the Petty Cash Policy to the Finance Director. The Executive Director or the Finance Director shall appoint a Petty Cash Custodian for HACA. The Petty Cash Custodian shall be responsible for managing and for tracking disbursements from the Petty Cash Fund. The Petty Cash Custodian shall ensure that purchases and reimbursements made are eligible and authorized. The Finance Director shall cause the Petty Cash Fund to be audited at least once each fiscal year.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Amendment to Contract with Nan McKay & Associates for Annual Recertifications

Exhibits Attached: None

Recommendation: Ratify your March approval of the contract amendment

Financial Statement: None

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**BACKGROUND**

At your Commission's March meeting, staff presented a recommendation for the Commission to authorize the Executive Director to execute an amendment to the current agreement with Nan McKay & Associates (NMA) through the end of the fiscal year, June 30, 2022, with the existing contract amount of \$640,000. This extension allows sufficient time for NMA to complete the recertifications they have in process and to ensure a smooth transition of recertifications back to HACA staff at the expiration of the contract. The previous contract with NMA expired on April 4, 2022.

On the March 9, 2022 Commission meeting agenda, the NMA contract amendment was listed as an Action item (7-6) and presented as such. Staff requested your approval of the contract amendment, and your Commission gave your verbal approval. However, an error in the staff report indicated that the contract amendment was an informational item, and a formal vote of approval was not taken at the March meeting.

Staff now requests that your Commission ratify your March 9, 2022 verbal approval for an amendment to the contract with NMA through June 30, 2022, with the existing contract amount of \$640,000.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Amendment to contract with Liebert Cassidy Whitmore for Legal Services

Exhibits Attached: None

Recommendation: Authorize the Executive Director to Execute an Amendment to the Contract with Liebert Cassidy Whitmore (LCW)

Financial Statement: \$50,000 from respective Section 8 Administrative Budgets

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**BACKGROUND**

On February 2, 2017, staff issued a Request for Proposals (RFP) to provide legal services for labor relations and employment law. The scope of work included but was not limited to: services for labor negotiations, labor relations, legal representation and training on related issues.

The contract was awarded to LCW for a term of two years with a not to exceed amount of \$183,900. Amendments were made extending the contract for years three, four, and five. The current contract expires on April 11, 2022.

**DISCUSSION AND ANALYSIS**

Labor negotiations with SEIU have commenced in March 2022 for a successor Memorandum of Understanding (MOU) and are expected to be on going until the parties reach agreement. The existing contract for legal support services will expire on April 11, 2022, and there is insufficient time remaining to HACA and LCW to prepare a negotiation strategy, conduct negotiations with SEIU, conclude negotiation, and reach agreement on the new three (3) year MOU. Although staff is in the process of issuing an RFP for legal services, it is necessary to maintain continuity of legal support in labor negotiations and to ensure legal support for other potential matters that may arise before the solicitation is completed. It will be necessary to extend the LCW contract for an additional six (6) months from April 11, 2021.

It is proposed that the contract be extended to October 10, 2022 and the amount be increased by \$50,000. The budget for period July 1, 2022 to April 10, 2023 will be incorporated in the FY 2022-2023 budget request

Staff recommends your Commission authorize the Executive Director to execute an amendment to the current contract with Liebert Cassidy Whitmore, reflecting the changes above.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Annual Review of Executive Director Performance

Exhibits Attached: Executive Director Performance Review Process

Recommendation: Information Only

Financial Statement: None

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**BACKGROUND**

There currently is no formal process to review HACA's executive director's performance. It is recommended that a formalized process be instituted, both for the benefit of the executive director as well as the agency as a whole. All other management positions in the organization are reviewed annually using a standard methodology that has been in place for many years.

HACA's chief executive officer serves at the will and direction of the Alameda County Board of Supervisors and the Housing Commission. The incumbent has a contract for employment, which is now the general standard for such positions at public housing authorities and could be assumed to continue beyond his tenure with HACA. This employment agreement specifies that *"HACA, through its Housing Commission, its Personnel Committee or a designated ad hoc committee, shall use best efforts to undertake a performance evaluation on approximately an annual basis during the life of this Agreement. The Housing Commission may elect to make adjustments to compensation as a result of such evaluation."*

A recommended evaluation process was presented on March 13 to the Personnel Committee for their review and feedback. The exhibit attached includes suggestions made by Committee members.

The new evaluation process gives all Housing Commissioners an opportunity to give feedback on the executive director's performance. The measures of performance are based on annual agency goals approved prior to the beginning of HACA's fiscal year along with the annual budget. The evaluation process is initiated each year in May and concludes in September. This review process is intended to standardize the evaluation of HACA's executive director's performance and calendar these assessments to correspond with HACA's fiscal year (July 1 – June 30) to ensure



that reviews are consistently and regularly conducted, feedback is given, and any adjustments to compensation as a result of the performance evaluations are given consideration.

This performance evaluation process is tied to the development of the HACA fiscal year budget and the development and adoption of annual agency-wide goals. The latter has not been done previous to nor during the current executive director's short tenure but is a best practice for organizations and one that would keep the Housing Commission, the executive director, HACA staff, and those HACA serves in alignment with goals and objectives.

**HACA Executive Director Performance Evaluation Procedures**

1. Members of the HACA Personal Committee (PC), led by the PC chair, have primary responsibility for the annual performance review of the Executive Director. The PC report their findings to the Housing Commission by no later than 3 months following the end of the HACA fiscal year.
2. The Executive Director delivers agency goals for the upcoming fiscal year to the Housing Commission as part of the annual budget review and approval process. These agency goals relate to HACA objectives during the upcoming fiscal year and are tied to resources allocated in the approved budget. The goals are reviewed and approved by the Housing Commission along with the annual budget in the June Housing Commission meeting.
3. In May the PC Chair reviews and makes any updates to the Executive Director's Performance Review forms.
4. In June the PC chair gives Self-Evaluation instructions to the Executive Director to complete. If the PC Chair is the same person as the Housing Commission Chair, the Housing Commission Chair will select another PC committee members to serve as the PC Committee Executive Director evaluation chair.
5. The Executive Director delivers the completed Self-Evaluation to the PC chair, or his or her designee, prior to the July Housing Commission meeting.
6. The PC chair, of his or her designee, distributes a Feedback Form and a copy of the completed Self-Evaluation to all Housing Commissioners at the July Housing Commission meeting. Commissioners complete the Feedback Form independently of each other and email it to the PC Chair for compilation. The feedback shall be for the period of the recently passed performance year (July 1 to June 30).
7. The PC chair will share the compiled results with the Housing Commission and discuss language to use in writing the performance review. The PC chair, or his or her designee, and Housing Commission chair, or his or her designee, will complete a draft of the Performance Evaluation with assistance from the PC.
8. The Housing Commission shall discuss the draft Performance Evaluation in a closed session at the August Housing Commission meeting.
9. The PC Committee Chair, or his or her designee, will finalize the Performance Evaluation reflecting the consensus reached at the closed session in August and email it to the Executive Director.
10. Prior to the September Housing Commission meeting, the PC chair, or his or her designee, and Housing Commission chair, or his or her designate, will provide a final copy of the Performance Evaluation and discuss it with the Executive Director.
11. At the September Housing Commission meeting, the Executive Director and the Housing Commission will conclude the annual evaluation process. A brief confirmation that the evaluation has been concluded is all that is needed to be announced and documented in the minutes, unless it is necessary to have further discussion related to agency goals for the next year.
12. The Executive Director's compensation will be adjusted, if warranted by a determination of the Housing Commission, with an effective date of the beginning of the fiscal year following the review period.

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: HACA Scholarship Committee Appointment

Exhibits Attached: None

Recommendation: Approve HACA Scholarship Committee appointments

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**BACKGROUND**

At your Commission's March meeting, staff requested that your Commission appoint members to the 2022 HACA Scholarship Committee to work with staff on reviewing this year's scholarship applications and making award recommendations.

Commissioners Finley, Kumagai, McQuaid, and former Housing Commissioner Christian Patz served on the 2021 HACA Scholarship committee. After a brief discussion, Commissioner Finley volunteered to serve on the committee and she was appointed to the committee.

Chairperson McQuaid directed staff to bring this item to your April meeting so that the commissioners who were not present at the March meeting are given the opportunity to consider this item and volunteer to serve if they so choose.

**PROGRAM ACTIVITY**  
**REPORT**

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

Meeting: April 13, 2022

Subject: Programs Activity Report

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

Recommendation: Receive Report

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#### **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.

4/1/2022	4/1/2021	4/1/2020
6,669	6,208	6,069

- **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.

	4/1/2022	4/1/2021	4/1/2020
Average HAP Subsidy	\$1,778	\$1,732	\$1,683
Average Tenant-Paid Rent	\$555	\$547	\$568
Average Contract Rent	\$2,333	\$2,278	\$2,251

- ❖ 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.

	4/1/2022	4/1/2021	4/1/2020
Outgoing Billed Portability Contracts	76	174	153
Incoming Portability Contracts	15	415	424

- ❖ PACH has 230 project-based voucher (PBV) units. The chart below provides the number of these units that are leased.

4/1/2022	4/1/2021	4/1/2020
223	225	225

- **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 March 1, 2022, there were 42 active properties listed.

	4/1/21	5/3/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21	11/1/21	12/1/21	1/3/22	2/7/22	3/1/22
Units	111	97	89	72	67	58	51	54	50	44	49	42

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

	Q1 2022		Q4 2021		Q3 2021	
Scheduled Annual Inspections	1,081		1,274		1,661	
Passed the Day Inspected	686	63%	819	64%	1,005	61%
Failed Inspection	135	12%	196	15%	311	19%
No Shows or Deferred Due to COVID-19	251	23%	247	19%	329	50%
Moved Out Prior to Inspection	9	1%	12	1%	16	1%
HAP Abatements for Non-Compliance with HQS	4		6		11	

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the month of March 2022**

City	Certificates		Vouchers		MARCH 2022 TOTAL		MARCH 2021	MARCH 2020
	Number	HAP* based on avg \$ 2,061	Number	HAP** based on avg \$ 1,775	Number	HAP		
Albany	0	\$0	12	\$21,300	12	\$21,300	12	12
Castro Valley	3	\$6,183	229	\$406,475	232	\$412,658	222	214
Dublin	3	\$6,183	415	\$736,625	418	\$742,808	409	398
Emeryville	5	\$10,305	149	\$264,475	154	\$274,780	151	148
Fremont	19	\$39,159	1,202	\$2,133,550	1,221	\$2,172,709	1,117	1,102
Hayward	38	\$78,318	1,840	\$3,266,000	1,878	\$3,344,318	1,837	1,901
Newark	6	\$12,366	226	\$401,150	232	\$413,516	224	231
Pleasanton	4	\$8,244	291	\$516,525	295	\$524,769	273	222
San Leandro	13	\$26,793	1,330	\$2,360,750	1,343	\$2,387,543	1,303	1,335
San Lorenzo	2	\$4,122	179	\$317,725	181	\$321,847	176	183
Union City	9	\$18,549	704	\$1,249,600	713	\$1,268,149	693	691
<b>TOTALS</b>	<b>102</b>	<b>210,222</b>	<b>6,577</b>	<b>11,674,175</b>	<b>6,679</b>	<b>11,884,397</b>	<b>6,417</b>	<b>6,437</b>

\* Based on an average March Housing Assistance Payment (HAP) of \$2,061 per certificate contract

\*\*Based on an average March Housing Assistance Payment (HAP) of \$1,775 per voucher contract

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of March 2022

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	\$1,729	\$1,414	\$315	18%
Castro Valley	229	\$2,343	\$1,775	\$568	24%
Dublin	415	\$2,328	\$1,804	\$524	23%
Emeryville	149	\$1,915	\$1,445	\$470	25%
Fremont	1,202	\$2,459	\$1,916	\$543	22%
Hayward	1,840	\$2,247	\$1,693	\$554	25%
Newark	226	\$2,613	\$1,940	\$694	27%
Pleasanton	291	\$2,156	\$1,690	\$466	22%
San Leandro	1,330	\$2,251	\$1,702	\$548	24%
San Lorenzo	179	\$2,544	\$1,916	\$628	25%
Union City	704	\$2,499	\$1,896	\$603	24%

\*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.



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: April 13, 2022

Subject: Family Self-Sufficiency Program Summary

Exhibits Attached: None

Recommendation: Receive Report

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**FSS PROGRAM NEWS**

**FSS Program Activities**

**Workshop**

On Saturday, March 26, 2022, the FSS team partnered with SparkPoint Fremont to present a virtual workshop, Credit 101. Thirty (30) participants logged in for the event. Topics included the following:

- Credit report basics
- Credit Score basics
- Building good credit history
- Protecting your credit
- Disputing errors
- Clearing Collections
- Negotiable items

**Orientations**

The FSS team held two orientations in the month of March. The team continues to schedule orientations quarterly in an effort to maintain the size of our program. Fifty-two (52) prospective participants attended the FSS orientations.

**FSS PROGRAM SUMMARY**

<b>Program Summary</b>	<b>March 2022</b>
Total Clients Under Contract:	221
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1
Case Management Referrals:	37
Job Referrals:	59