



HOUSING COMMISSION AGENDA
Regular Meeting Date: August 10, 2022
Time: 8:00 a.m.

Due to the COVID-19 public health emergency and in accordance with guidance from state and local public health officials the Housing Commission has made several changes to its meetings to prevent COVID-19 and its variants from spreading in our communities. Here is how to participate in the meetings:

REMOTE/TELECONFERENCE PARTICIPATION:

JOIN MEETING USING ZOOM:

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

Meeting ID: 884 6009 5724

JOIN MEETING BY PHONE:

Dial: 1-888-788-0099

Meeting ID: 884 6009 5724

IN-PERSON PARTICIPATION

HACA Board Room

22941 Atherton Street

Hayward, CA 94541

Note: Seating and occupancy in the HACA Board Room is reduced to allow for social distancing.

MEETING AGENDA

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| 1. CALL TO ORDER / ROLL CALL | | |
| 2. RESOLUTION NO. 09-22 APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION 54953(e) (AB361) | ACTION | 3 |
| 3. ELECTION OF OFFICERS | | 8 |
| 4. MINUTES OF THE JUNE 8, 2022 HOUSING COMMISSION MEETING | ACTION | 10 |
| 5. PUBLIC COMMENT - On matters not on the agenda | | |

All in-person and remote meeting participants who wish to speak on a matter not on the agenda must wait until the Chair calls for PUBLIC COMMENT. To speak on an item that is on the agenda, please wait for the Chair to call for public comment on that agenda item. 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. NOTE: Only matters within the Commission's jurisdiction may be addressed.

If attending the meeting in-person, please obtain a speaker slip from the Housing Commission Clerk, fill it out and submit it the Housing Commission Clerk as soon as possible. If participating or observing the meeting remotely, you can submit your written comment(s) to: melissat@haca.net. In-person and remote attendees must give their full name for the record before proceeding with their comments.

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Housing Authority of the
County of Alameda

22941 Atherton Street, Hayward, CA 94541

Tel. 510.538.8876 TDD 510.727.8551 Fax 510.537.8236 www.haca.net

HOUSING COMMISSION AGENDA (CONTINUED)

Regular Meeting Date: August 10, 2022

Time: 8:00 a.m.

MEETING AGENDA (CONTINUED)

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TELECONFERENCING REQUIREMENTS

RESOLUTION NO. 09-22

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

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: August 10, 2022

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

Exhibits Attached: Resolution No. 09-22

Recommendation: Adopt Resolution

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 the June 8, 2022 Housing Commission meeting, your Commission adopted Resolution No. 06-22 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. 09-22

**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.: 09-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT
CODE SECTION 54953 (e) (AB 361)

AUGUST 10, 2022

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority
of the County of Alameda on this 10th day of August 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Peggy McQuaid
Housing Commission Chairperson

Kurt Wiest
Executive Director/Housing Commission Secretary

Adopted: August 10, 2022

ELECTION OF OFFICERS

August 10, 2022

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: August 10, 2022

Subject: Election of Officers

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson Positions for
FY 2022-2023

DISCUSSION

In accordance with the Housing Commission's bylaws, your Commission must elect, by a majority vote, a Chairperson and Vice-Chairperson for a term of one (1) year. At your June meeting, your Commission appointed Commissioners Gerry and Hannon to serve on the Nominating Committee.

At your August meeting, the Nominating Committee will formally present the candidates that it recommends for the Chairperson and Vice-Chairperson positions and an election will be held. The newly-elected officers will take their seats immediately and the newly-elected Chairperson will chair the rest of the meeting.

HOUSING COMMISSION
MEETING MINUTES
June 8, 2022



SUMMARY ACTION MINUTES

HOUSING COMMISSION

Regular Meeting: June 8, 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

CALL TO ORDER:

Chairperson McQuaid called the meeting to order at 8:01 a.m.

ROLL CALL:

Present:

Commissioner Pete Ballew	Commissioner Sara Lamnin
Commissioner Mark Gerry	Chairperson Peggy McQuaid
Commissioner Michael Hannon	Commissioner Courtney Welch
Commissioner Shawn Kumagai	

Entered after Roll Call:

Vice Chairperson Yang Shao

Excused:

Commissioner Angela Finley
Commissioner Pat Gacoscos
Commissioner Monith Ilvarasan

Absent:

Commissioner Andrew Serna

2. RESOLUTION NO. 06-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT CODE SECTION 54953(e) (AB361)

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

Recommendation: Adopt Resolution No. 06-22 approving the implementation of teleconferencing requirements under Government Code Section 54953(e) (AB361).

Motion/Second: Hannon/Kumagai

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

Ayes: Cmr. Ballew, Gerry, Hannon, Kumagai, Lamnin, McQuaid, and Welch
Not present for vote: Cmr. Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

3. ACTION: APPROVE THE MINUTES OF THE APRIL 13, 2022 HOUSING COMMISSION MEETING

Recommendation: Approve the minute of the April 13, 2022 Housing Commission meeting as presented.

Motion/Second: Lamnin/Welch.

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

Ayes: Cmr. Ballew, Gerry, Hannon, Kumagai, Lamnin, McQuaid, and Welch

Not present for the vote: Cmr. Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT – On matters not on the agenda

Michelle Aragon, a member of the public, read comments into the record and spoke on behalf of the HACA employees who are represented by SEIU Local 1021 (SEIU). Ms. Aragon communicated their concerns related to recent changes in the agency's organizational structure, staff workload, low employee morale, and shared their perspective on the overall state of the agency.

5. INFORMATION: EXECUTIVE DIRECTOR'S REPORT

Kurt Wiest, Executive Director, presented his report. Mr. Wiest provided an update on COVID-19 related to HACA's operations and explained why staff has paused the plans for hybrid, in-person Commission meetings. He took this opportunity to welcome new commissioner Courtney Welch from the City of Emeryville. Mr. Wiest then provided updates on agency operations including the status of the recruitment for the vacant Human Resources Manager position and the progress of HACA organizational restructure that was implemented last August.

Commission Discussion: Cmr. Hannon thanked Mr. Wiest for the report. Cmr. Hannon and Mr. discussed HACA's ongoing office closure and the impact that the office closure has on vulnerable members of the community. Cmr. Hannon expressed concerns about how their needs are being met during the office closure and stated that it would be in the best interest of HACA's clients to open the office. Mr. Wiest indicated that staff must carefully balance the needs of HACA's clients during the office closure and the health and safety of HACA's employees. Laura Broussard Rosen, Deputy Executive Director, stated that throughout the pandemic, HACA has adapted its operations to ensure that the needs of HACA's clients are being met during the office closure. She described some of the measures that have been put in to place.

Cmr. Lamnin welcomed Cmr. Welch. Cmr. Lamnin and Mr. Wiest discussed the status of labor contract negotiations between HACA and SEIU.

Vice Chairperson Shao praised staff for the work in executing the organizational restructure.

Chairperson McQuaid welcomed Cmr. Courtney Welch to the Housing Commission.

6. NEW BUSINESS

6-1. RESOLUTION NO. 07-22: APPROVING THE CONTRIBUTION TO THE ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (ACERA) FOR THE JULY 1, 2022 – JUNE 30, 2023 FISCAL YEAR

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that as a participating employer in the ACERA pension system HACA makes a contribution to ACERA each year to fund a 401(h) account that ACERA has established for the purpose of providing healthcare benefits to retirees on a tax-exempt basis. He reported that the contribution amount for the July 1, 2022 – June 30, 2023 fiscal year is \$300,510.39 and recommended that the Commission adopt the resolution approving this contribution.

Recommendation: Adopt Resolution No. 07-22 approving a contribution in the amount of \$300,510.39 to the Alameda County Employees' Retirement Association (ACERA) for the July 1, 2022 – June 30, 2023 fiscal year.

Commission Discussion: Cmr. Hannon asked if the contribution amount significantly increases each year and Mr. Hudda indicated that it's a modest increase each year. Vice Chairperson Shao and Mr. Hudda briefly discussed the history of the health benefit account.

Motion/Second: Lamnin/Welch.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

6-2. ACTION: AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2021

Mansoorali Hudda presented the staff report. Mr. Hudda screen-shared a PowerPoint slide deck to provide a high level overview of the audit report and highlight the audit's key points. Mr. Hudda reported that an audit in the areas of financial operation and internal controls for all of HACA's programs, including those activities carried out by HACA's non-profit instrumentality, Preserving Alameda County Housing, Inc. (PACH), for the July 1, 2020 – June 30, 2021 fiscal year, was completed by Harshwal & Company, LLP on March 7, 2022. He highlighted the key sections of the audit report and reported that no findings were identified by the auditor and recommended that the Housing Commission accept the results of the audit.

Recommendation: Accept the results of the audit for the July 1, 2020 – June 30, 2021 fiscal year.

Commission Discussion: Cmr. Hannon congratulated HACA on consistently achieving a clean audit. Chairperson McQuaid also congratulated staff on the successful audit. Cmr. Ballew welcomed Cmr. Welch to the Housing Commission. Cmr. Ballew praised Mr. Hudda for his work on the audit. Cmr. Hannon welcomed Cmr. Courtney Welch to the Housing Commission.

Motion/Second: Ballew/Hannon.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

6-3. RESOLUTION NO. 08-22: APPROVING HACA'S OPERATING BUDGET FOR THE JULY 1, 2022 – JUNE 30, 2023 FISCAL YEAR

Mansoorali Hudda presented the staff report. Mr. Hudda screen-shared a PowerPoint slide deck to provide a high-level overview and highlight key sections in the proposed operating budget for the July 1, 2022 – June 30, 2023 fiscal year.

Mr. Hudda reported that staff has prepared the operating budget for the July 1, 2022 – June 30, 2023 fiscal year. He described the financial constraints that HACA and many housing authorities must work within as a result of insufficient HUD funding. He explained that the impact that this has had on HACA's operating budget and indicated that HACA has developed cost-saving measures to try and reduce the budget deficit. Mr. Hudda summarized the projected revenues, expense, and deficits in the operating budget and outlined the factors that were considered in the formulation of the budget projections. He stated that the proposed budget was reviewed by the members of the Commission's Budget/Audit/Negotiations (BAN) Committee in a meeting held on May 25 and recommended that the Commission approve the proposed budget as presented.

Recommendation: Adopt Resolution No. 08-22 approving HACA's operating budget for the July 1, 2022 – June 30, 2023 fiscal year.

Motion/Second: Gerry/Hannon.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

6-4. ACTION: AMENDMENT TO CONTRACT WITH HOWROYD-WRIGHT EMPLOYMENT AGENCY (APPLE ONE) FOR TEMPORARY EMPLOYMENT SERVICES

Mansoorali Hudda presented the staff report. Mr. Hudda reported that the HACA's contract for temporary employment services with Howroyd-Wright Employment Agency (Apple One) is set to expire on June 30, 2022 and that staff is in the process of preparing a Request for Proposals (RFP) for a successor contract. He indicated that the RFP process will not be completed before the contract expiration date and there continues to be a need at HACA for temporary employees to cover vacancies in various departments. He stated that staff is proposing to amend the contract to increase the contract in the amount of \$147,600 and extend the contract to October 31, 2022 so that staff can complete the RFP process.

Recommendation: Authorize the Executive Director to execute an amendment to the Contract with Howroyd-Wright Employment Agency (AppleOne).

Commission Discussion: Cmr. Lamnin and Ms. Broussard Rosen discussed the status of recruitments for the vacant positions at HACA. Cmr. Lamnin recommended that staff think

about developing a pipeline with organizations that have job placement and training programs such as Love Never Fails, Chabot College, and Cal State East Bay. Mr. Wiest asked that Cmr. Lamnin for this information and asked that she share the contact information Love Never Fails. Cmr. Hannon and Ms. Broussard Rosen discussed the number of current vacancies at HACA. Cmr. Hannon asked that information about vacancies and staffing level is included in the Executive Director's report moving forward.

Motion/Second: Hannon/Shao.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

6-5. ACTION: APPOINT A NOMINATING COMMITTEE

Kurt Wiest presented the staff report. Mr. Wiest described the role of the Nominating Committee and recommended that the Commission appoint members to a Nominating Committee to nominate candidates for the Housing Commission's FY2022-2023 Chairperson and Vice Chairperson positions. After a brief discussion, Cmr. Gerry and Cmr. Hannon volunteered to serve on the Nominating Committee.

Recommendation: Approve the appointment of Commissioner Michael Hannon and Commissioner Mark Gerry to the Nominating Committee.

Commission Discussion: Cmr. Hannon asked if it is appropriate to ask the current Chair and Vice Chair to serve a second term and Mr. Wiest indicated that it is appropriate and good practice to ensure continuity. Chairperson McQuaid indicated that she is interested in continuing as Chair. She commented that her term on the Albany city council will end in December but that she plans to continue to serve on the Housing Commission as a non-elected if the City of Albany will allow her to. Vice Chairperson Shao indicated that he is willing to serve another term as Vice Chair and stated that his term on the Fremont city council also ends in December but that he is confident he will be elected to another term. Cmr. Hannon and Melissa Taesali discussed the process for Housing Commission appointment and the process for obtaining approval of these appointments from the Alameda County Board of Supervisors.

Motion/Second: Lamnin/Hannon.

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

6-6. INFORMATION: DRAFT EXECUTIVE DIRECTOR PERFORMANCE EVALUATION PROCESS

Kurt Wiest, Executive Director, presented the staff report. Mr. Wiest reported that while the HACA management team has a standard process in place for management performance evaluations, a formalized process for evaluating the Executive Director's performance does not currently exist. He explained that developing and implementing a formalized process for the Executive Director's performance evaluation would ensure that the reviews are conducted consistently and timely and allow the Personnel Committee and Housing Commission to provide good feedback. Mr. Wiest reported that he has presented a draft process to the Personnel Committee (PC) that not only formalizes the process but also aligns the process with HACA's fiscal year which ensures the evaluations are conducted consistently and timely. Cmr. Hannon reported that the PC has reviewed the draft process and is in agreement with staff that a formalized process is needed. He gave an overview of the proposed draft process for evaluation. Cmr. Hannon explained that the Executive Director will first meet with the PC in a closed session to go over the parameters, goals, and metrics for the Executive Director's performance evaluation. Hannon further explained that upon completion of the PC's review and evaluation of the Executive Director's performance, the PC will then bring the evaluation to the full Housing Commission and in a closed session, report on their interaction with the Executive Director, obtain feedback from the Housing Commissioners, and then provide their recommendations resulting from the performance evaluation.

Commission Discussion: Cmr. Lamnin thanked staff and the PC for the work put into developing this process. She expressed agreement that the process should be formalized. She commented that she'd like to add a step in the process that would allow the opportunity for others in the organization to provide their feedback. Cmr. Hannon suggested that the PC ask Kurt for a list of employees at HACA who could provide feedback. Cmr. Lamnin also commented that as the Executive Director develops goals for the year, she'd like to see public-serving initiatives, goals that are targeted toward the agency operations, and personal growth goals. Cmr. Hannon agreed that these types of goals are critical. Chairperson McQuaid commented that she appreciates that Cmr. Hannon described the process as a "celebratory" process.

6-7. INFORMATION: PROGRAM ACTIVITY REPORT

Kurt Wiest introduced this item. Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor provided an overview of the Family Self-Sufficiency (FSS) Program for Cmr. Welch. He reported that an FSS participant is in the process of purchasing their first home through the Section 8 Homeownership Program and that another FSS participant recently started a new business that provides tutoring services for those with disabilities. Mr. Taylor invited the Housing Commission to the virtual FSS Health and Resource Fair scheduled for July 30 at 10:00 a.m.

Commission Discussion: Cmr. Ballew commented that it would be good for Mr. Taylor to schedule some time with Cmr. Welch to talk more in-depth about the FSS Program. Cmr. Welch commented that she would like to hear more about the program.

7. COMMISSIONER REPORTS

None.

8. ADJOURNMENT

There being no further business to discuss Chairperson McQuaid adjourned the meeting at 9:21 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
August 10, 2022

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: August 10, 2022

1. **COVID-19 and HACA Housing Commission Meetings:** The Housing Commission meeting of August 10, 2022 represents the first in-person public meeting for HACA since March 11, 2020, nearly 2 ½ years ago. We are anticipating using a hybrid format (i.e., in-person with virtual options) for the indefinite future. The hybrid format for Housing Commission meetings is an important progression away from the drastic measures instituted at the beginning of the COVID-19 pandemic. Face masks are encouraged but are optional while inside the building. Social distancing standards are still in place and seating in the Bill Ward Boardroom is designed to meet 6-foot distancing standards. HACA continues to align with COVID-19 health and safety standards set by the Alameda County Public Health department and the Centers for Disease Control.
2. **Human Resource (HR) Manager Recruitment:** Filling this position has been hindered by an extremely competitive market for skilled HR professionals. We've been using the services of Avery & Associates, a recruitment consultant, who provided us with well-qualified candidates who were invited to a panel interview, and a list of eligible candidates for the Human Resources Manager classification was established. The eligibility list was comprised of 3 candidates who, at various stages in the final processes, advised HACA that they were no longer available due to accepting other employment. As such, Avery & Associates has re-opened the recruitment, and we will continue the search to fill this critical management position.
3. **Staffing Update:** In addition to the HR Manager position, there are 8 other vacancies across HACA's operations, including 3 Administrative Clerks, 4 Eligibility Technicians, and 1 Leasing Services Leadworker. Temporary employees are currently covering 3 Administrative Clerk and 3 Eligibility Technician vacancies, and staff is in the process of filling a newly vacated Eligibility Technician position with another temporary employee.

Staff is thoughtfully and strategically planning for recruitments in the absence of a Human Resources Manager. Currently, in addition to the open recruitment for the Human Resources Manager position, HACA has opened the recruitments for the Administrative Clerk and Leasing Services Leadworker classifications. Future recruitments for other vacancies will take place when it is feasible to move forward to additional recruitments. In addition, staff will plan for the recruitment for the newly added Housing Specialist position in the Special Programs department.

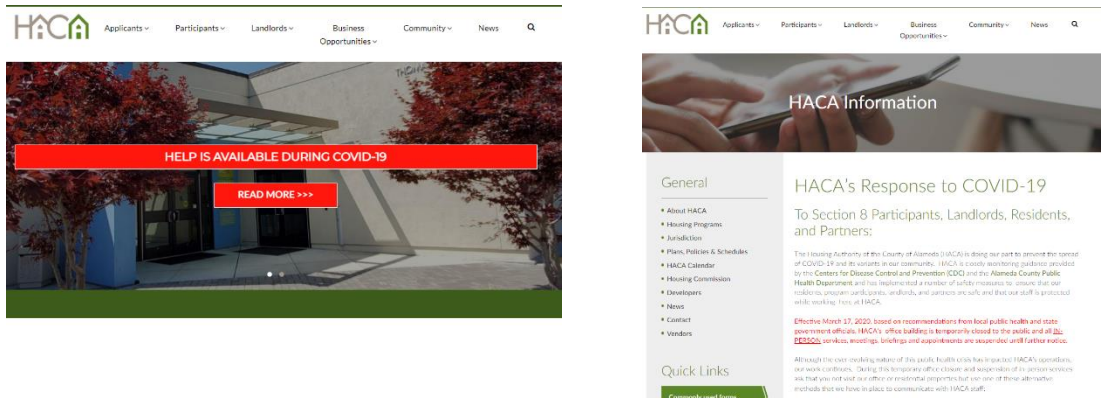
4. **Meeting Client and Community Needs During the Office Closure:** At the June Housing Commission meeting a request was made to share information on how operations address client needs during a period of office closure. Throughout the pandemic, HACA has met ongoing operational functions by adapting how we serve the community and our participants. With the office closed to the public, HACA staff increased and encouraged the use of electronic methods for communication, including but not limited to accepting and sending notifications through phone/email, exchanging documents through email, and using phone and video conferencing in place of in-person meetings. HACA staff utilize a document drop-box at the office as an alternative to sending correspondence and documents electronically or through the mail.

Program participants are aware the office is closed to the public, and we have informational signage posted near the entrance for others. The HACA website provides specific information on how to conduct business during the office closure. (See attached screen shots from www.haca.net).

On those rare occasions when clients come to the office, we provide aid while adhering to our current safety protocols.

An internal committee of HACA staff has been tasked with determining operational factors to be considered for the eventual reopening of the office, although no date has been set for such reopening.

From the main page on HACA’s website, visitors can click on the “**READ MORE >>>**” button to access the **HACA’s Response to COVID-19** page which provides information on how to contact HACA staff during our temporary office closure and suspension of in-person services and links to download the most commonly used forms:



HOW TO COMMUNICATE WITH HACA STAFF WHILE THE OFFICE IS CLOSED TO THE PUBLIC

<p>CALL HACA 510.538.8876</p> <p>LISTEN CAREFULLY TO THE INSTRUCTIONS TO CONNECT TO THE RIGHT DEPARTMENT AND/OR EXTENSION.</p>	<p>MAIL YOUR DOCUMENTS</p> <p>HACA 2294 LATHERTON ST HAYWARD, CA 94541</p>	<p>USE THE DROPBOX</p> <p>YOU CAN PLACE YOUR DOCUMENTS IN THE DROP BOX LOCATED ON THE HALL TO THE RIGHT OF THE LOBBY FRONT DOORS</p>
<p>SEND AN EMAIL TO OUR TEAMS</p> <p>SEE "EMAIL OUR TEAMS" INFORMATION ON THE NEXT PAGE.</p>	<p>Para asistencia en español llame (510) 727-8578. برای کمک در تماس فارسی (915) 727-8547 Để được hỗ trợ bằng tiếng Việt (510) 727-8584.</p>	

EMAIL OUR TEAMS

<p>TENANT TEAM</p> <p>tenantteam@haca.net</p> <ul style="list-style-type: none"> • Requests to port out • Tenant concerns regarding rent amounts, unit, or landlord • Tenant request for an inspection due to unsafe/hazardous conditions • Tenant questions about HACA policy 	<p>LANDLORD TEAM</p> <p>landlordteam@haca.net</p> <ul style="list-style-type: none"> • Landlord rent increases and inquiries • For landlord inquiries about tenant matters that are NOT related to tenants moving into or out of your unit 	<p>PORTABILITY TEAM</p> <p>portabilityteam@haca.net</p> <ul style="list-style-type: none"> • Incoming portability packets to submit to HACA for tenants moving into HACA's jurisdiction • You initiated the process and/or you are already in the process of porting-in or porting-out and you have questions
<p>REQUESTS FOR INTERIM RE-EXAMINATIONS</p> <p>To request an Interim Re-examination due to loss of income, loss of job, change in household composition, increase in medical expenses, etc. send an email directly to your ELIGIBILITY TECHNICIAN (ET). If you don't know who your ET is, send your email to: csc@haca.net</p>	<p>MOVING TEAM</p> <p>movingteam@haca.net</p> <ul style="list-style-type: none"> • Rent increase • Tenant requests to move within HACA's jurisdiction • Tenant and/or Landlord questions related to moving from one unit to another 	

For all other inquiries email: haca@haca.net

To download this information click here: [HOW TO COMMUNICATE WITH HACA STAFF](#). You can also communicate with HACA through our website contact form by clicking here: [SEND US AN EMAIL](#)

For your convenience, the most frequently used forms can be downloaded by clicking on the title of the form below:

- 📄 Notice of Change
- 📄 Mutual Agreement
- 📄 Request for Reasonable Accommodation
- 📄 Request for Portability
- 📄 Waitlist Update
- 📄 Waitlist Application
- 📄 Rental Listing

NEW BUSINESS
August 10, 2022

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: August 10, 2022

Subject: Award Contracts to Reno & Cavanaugh LLP and Liebert Cassidy Whitmore for Legal Services

Exhibits Attached: None

Recommendation: Authorize the Executive Director to Execute Contracts with Reno & Cavanaugh LLP and Liebert Cassidy Whitmore for Legal Services.

Financial Impact: \$550,000 over five years including options.

BACKGROUND

In May 2022, HACA issued a Request for Proposals (RFP) to provide legal services in six (6) specific areas (lots) as under:

Lot #1- National Representation: HUD regulatory and programmatic issues related to Public Housing Authorities, HUD housing programs; civil rights and fair housing requirements, including claims involving violations of the Civil Rights Act of 1964, the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), and the Fair Housing Act.

Lot #2- Housing and Land Use Development: Issues specific to the redevelopment, rehabilitation, and revitalization of property; real estate issues specific to the evaluation, acquisition, purchase, sale, and leasing of real property; law related to affordable housing financing and transactions

Lot #3- Employment Law: Employment matters, including but not limited to labor negotiations, personnel rules, discrimination and wrongful termination claims, worker's compensation, and compliance with employment related laws.

Lot #4- Procurement: Laws and regulations related to procurement for Public Housing Authorities and public agencies (California Public Contract Laws, HUD Acquisition Regulations, and Federal Acquisitions), including review of DRAFT solicitations and contracts for legal sufficiency prior to execution.

Lot #5- Local Representation (for PACH): General legal counsel services and Board representation; compliance with general state and local law regarding local government entities, including but not limited to the California Tort Claims Act, the Brown Act (California open meetings requirements), the California Public Records Act, and general liability issues.

Lot #6- Tenant Landlord Law/Unlawful Detainer/Evictions (for PACH): Legal advice regarding landlord tenant laws as well as the preparation and prosecution of unlawful detainers, which shall consist of all necessary requirements from the preparation of eviction complaint, filing and initial court appearance through entry of the writ of possession. In the event a trial is necessary, trial work will be billed at the set hourly rate.

HACA recognized that law firms generally tend to specialize in specific areas and we reserved the right in the RFP to issue multiple contracts based on the firms' areas of expertise. HACA also reserved the right to not issue a contract for one or more lots. Staff received proposals from the following three firms:

- Liebert Cassidy & Whitmore (Lot #3)
- Goldfarb & Lipman LLP (Lots #1-6)
- Reno & Cavanaugh LLP (Lots #1,2,& 4)

DISCUSSION AND ANALYSIS

A selection committee comprised of the Executive Director, the Deputy Executive Director and the Finance Director evaluated the proposals and ranked them as follows per lot:

- Lot #1: Reno & Cavanaugh LLP (94 points), Goldfarb & Lipman LLP (79 points)
- Lot #2: Reno & Cavanaugh LLP (94 points), Goldfarb & Lipman LLP (84 points)
- Lot #3: Liebert Cassidy Whitmore (95 points), Goldfarb & Lipman LLP (53 points)
- Lot #4: Reno & Cavanaugh LLP (91 points), Goldfarb & Lipman LLP (66 points)

As there was only one bid for Lots #5 and #6, which was not satisfactory, staff will procure these services in a separate procurement action.

Staff recommends that your Commission authorize the Executive Director to execute a contract with Reno & Cavanaugh for Lots #1, 2, and 4 in the amount of \$300,000 to cover a period of five years, including an initial two-year contract and options for three one-year extensions. Staff further recommends that your Commission authorize the Executive Director to execute a contract with Liebert Cassidy Whitmore for Lot#3 in the amount of \$250,000 to cover a period of five years, including an initial two-year contract and options for three one-year extensions. The appropriation for FY2022-2023 is included in the approved HACA and PACH budgets. Expenses for future years will be budgeted in those years.

PROGRAM ACTIVITY
REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: August 10, 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

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.

8/1/2022	7/1/2021	6/1/2020
6,722	6,348	6,118

- **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.

	8/1/2022	7/1/2021	6/1/2020
Average HAP Subsidy	\$1,759	\$1,738	\$1,723
Average Tenant-Paid Rent	\$583	\$559	\$536
Average Contract Rent	\$2,342	\$2,297	\$2,259

- 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.

	8/1/2022	7/1/2021	6/1/2020
Outgoing Billed Portability Contracts	86	128	155
Incoming Portability Contracts	36	254	390

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

8/1/2022	7/1/2021	6/1/2020
222	224	227

- **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 June 1, 2022, there were 40 active properties listed.

	9/1/21	10/1/21	11/1/21	12/1/21	1/3/22	2/7/22	3/1/22	4/4/22	5/1/22	6/1/22	7/5/22	7/29/22
Units	58	51	54	50	44	49	42	37	47	40	49	41

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

	Q2 2022		Q1 2022		Q4 2021	
Scheduled Annual Inspections	940		1,081		1,274	
Passed the Day Inspected	616	66%	686	63%	819	64%
Failed Inspection	95	10%	135	12%	196	15%
No Shows or Deferred Due to COVID-19	218	23%	251	23%	247	19%
Moved Out Prior to Inspection	7	1%	9	1%	12	1%
HAP Abatements for Non-Compliance with HQS	8		4		6	

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

City	Certificates		Vouchers		AUGUST 2022 TOTAL		AUGUST 2021	AUGUST 2020
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,049		based on avg \$1,760				
Albany	0	\$0	11	\$19,360	11	\$19,360	12	12
Castro Valley	3	\$6,147	237	\$417,120	240	\$423,267	227	226
Dublin	3	\$6,147	420	\$739,200	423	\$745,347	412	406
Emeryville	4	\$8,196	153	\$269,280	157	\$277,476	153	157
Fremont	21	\$43,029	1,234	\$2,171,840	1,255	\$2,214,869	1,142	1,109
Hayward	40	\$81,960	1,851	\$3,257,760	1,891	\$3,339,720	1,839	1,882
Newark	6	\$12,294	227	\$399,520	233	\$411,814	224	227
Pleasanton	3	\$6,147	302	\$531,520	305	\$537,667	275	246
San Leandro	16	\$32,784	1,354	\$2,383,040	1,370	\$2,415,824	1,296	1,328
San Lorenzo	2	\$4,098	182	\$320,320	184	\$324,418	179	180
Union City	12	\$24,588	709	\$1,247,840	721	\$1,272,428	695	702
TOTALS	110	225,390	6,680	11,756,800	6,790	11,982,190	6,454	6,475

* Based on an average August Housing Assistance Payment (HAP) of \$2,049 per certificate contract

**Based on an average August Housing Assistance Payment (HAP) of \$1,760 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of August 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	11	\$1,711	\$1,370	\$341	20%
Castro Valley	237	\$2,355	\$1,759	\$596	25%
Dublin	420	\$2,351	\$1,799	\$555	24%
Emeryville	153	\$1,906	\$1,426	\$479	25%
Fremont	1,234	\$2,467	\$1,892	\$575	23%
Hayward	1,851	\$2,259	\$1,678	\$581	26%
Newark	227	\$2,649	\$1,889	\$759	29%
Pleasanton	302	\$2,177	\$1,689	\$487	22%
San Leandro	1,354	\$2,265	\$1,699	\$566	25%
San Lorenzo	182	\$2,561	\$1,887	\$673	26%
Union City	709	\$2,495	\$1,872	\$624	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.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: August 10, 2022

Subject: Family Self-Sufficiency Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FSS PROGRAM NEWS

FSS Program Activities

Health & Resource Fair

On Saturday, July 30, 2022, FSS held its annual *Health and Resource Fair*. This year's fair event was held through Zoom. Five (5) community partners presented valuable information about resources in the county. Sixty-nine (69) participants attended the event. The following partners presented and answered questions:

- Anthem Blue Cross (Health Care Services)
- Community Housing Development Corporation (Driving Clean Assistance – Electric Vehicles Program)
- Jewish Vocational Services (Job Training Assistance)
- Operation Hope (Entrepreneurship and Homeownership Coaching)
- Wells Fargo (NeighborhoodLIFT Program Down Payment Assistance for Homebuyers)

Anthem Blue Cross sponsored the event and provided the program with a \$500.00 grant. The grant allowed us to purchase supplies for kids to draw posters for NAHRO's *What Home Means to Me* poster contest. Kids that submit a poster for the contest will receive a free backpack filled with school supplies. We are grateful for Anthem's support.

The FSS team would like to thank HACA Commission Chairperson Peggy McQuaid for joining HACA Executive Director Kurt Wiest in providing opening remarks. We would also like to thank Vice Chairperson Yang Shao, Commissioner Peter Ballew, and Commissioner Michael Hannon for attending the event.

NAHRO Poster Contest

Jorgina H.'s submission for NAHRO's *What Home Means to Me* poster contest has been selected as a winner at the state level. Her artwork (pictured below) will be judged at the regional level. Winners at the regional level go on to compete at the national level for a chance at winning a month in the *What Home Means to Me* calendar. The grand prize winner is selected for the cover of the calendar.

Jorgina H. was the inaugural winner of the *Christine Gouig Youth Leadership Award*. She was also a national winner in the *What Home Means to Me* poster contest in 2021. Her artwork was featured in the month of June.



Jorgina H.'s 2023 *What Home Means to Me* Poster Contest submission

FSS Program Summary

Program Summary	July 2022
Total Clients Under Contract:	221
Graduates:	0
Escrow Disbursed:	0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	2
Case Management Referrals:	83
Job Referrals:	18