



HOUSING COMMISSION AGENDA

Regular Meeting Date: April 12, 2023

Time: 8:00 a.m.

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

The meeting location is open to the public. Members of the public also have the option to observe and participate in the meeting remotely at the following link: <https://us02web.zoom.us/j/88460095724>

If attending in person and you wish to speak on a matter, please request a speaker slip from the Housing Commission Clerk, fill it out then return the speaker slip to her as soon as possible before the start of the meeting. Members of the public who are participating remotely should submit their written comment(s) to: melissat@haca.net.

For both in-person and remote attendees, if you wish to comment on a matter NOT on the Housing Commission’s agenda, please wait until the Chairperson calls for PUBLIC COMMENT. To comment a specific item on the meeting agenda, please wait for the Chairperson to call for public comments 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.

The Brown Act restricts the Housing Commission from discussing and/or taking action on any matters that are not on the meeting agenda. Therefore, matters that are raised during public comment will be referred to staff. We want to ensure everyone feels comfortable participating in Housing Commission meetings and is not intimidated by any public comments.

	<u>PAGE</u>
1. CALL TO ORDER / ROLL CALL	
2. CLOSED SESSION	
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – 1 CASE	
<i>Major Castleberry II and Carmista Castleberry v. Housing Authority of the County of Alameda Superior Court, State of California, County of Alameda Case No. 22CV019974</i>	
3. APPROVAL OF THE MINUTES OF THE MARCH 8, 2023 HOUSING COMMISSION MEETING	ACTION 2
4. PUBLIC COMMENT	
5. EXECUTIVE DIRECTOR’S REPORT	INFORMATION 8
6. NEW BUSINESS	
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6-2. HACA’s Housing Programs	PRESENTATION 13
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7. COMMISSIONER REPORTS	INFORMATION
8. ADJOURNMENT	

HOUSING COMMISSION
MEETING MINUTES
March 8, 2023



SUMMARY ACTION MINUTES

HOUSING COMMISSION
Regular Meeting Date: March 8, 2023
Meeting Time: 8:00 a.m.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson McQuaid called the meeting to order at 8:03 a.m.

ROLL CALL:

Present:

Commissioner Pete Ballew
Commissioner Mark Gerry
Commissioner Daniel Goldstein
Commissioner Michael Hannon
Commissioner Michael McCorriston
Chairperson Peggy McQuaid
Commissioner Scott Sakakihara
Vice Chairperson Yang Shao

Excused:

Commissioner Angela Finley
Commissioner Courtney Welch

Chairperson McQuaid welcomed new Housing Commissioners, Daniel Goldstein (Hayward), Michael McCorriston (Dublin), and Scott Sakakihara (Union City). Cmsrs. Goldstein, McCorriston, and Sakakihara introduced themselves and talked about their background and experience.

4. ACTION: APPROVE THE MINUTES OF THE FEBRUARY 8, 2023 HOUSING COMMISSION MEETING

Recommendation: Approve the minutes of the February 8, 2023 Housing Commission meeting minutes as presented.

Motion/Second: Hannon/Ballew.

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

Ayes: Cmsrs. Ballew, Gerry, Goldstein, Hannon, McCorriston, and McQuaid.

Abstain: Cmsrs. Sakakihara and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

3. PUBLIC COMMENT: *On matters not on the agenda.*

None.

4-1. ACTION: PUBLIC HEARING: ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2023-2024

Laura Broussard Rosen, Deputy Executive Director, presented the staff report. Ms. Broussard Rosen reported that staff has prepared the draft of HACA's annual Public Housing Agency Plan (PHA Plan) for the fiscal year beginning July 1, 2023. She summarized the components, goals, and initiatives outlined in the draft PHA Plan.

Recommendation: Conduct a public hearing to accept comments, approve HACA's Annual Public Agency Plan for the 2023-2024 fiscal year, and authorize staff to submit plan to the U.S. Department of Housing and Urban Development.

Public Hearing: Chairperson McQuaid opened the public hearing at 8:14 a.m. No comments from the public were received.

Chairperson McQuaid closed the public hearing at 8:15 a.m.

Commission Discussion: Cmr. Sakakihara and Ms. Broussard Rosen discussed the timeline for HACA's 5-Year PHA Plan. Ms. Broussard Rosen indicated that the next 5-year PHA Plan will begin with the 2025-2026 fiscal year.

Motion/Second: Shao/Gerry.

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

Ayes: Cmr. Ballew, Gerry, Goldstein, Hannon, McCorriston, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4-2. ACTION: APPROVE AN AMENDMENT TO THE CONTRACT WITH I STERLING, INC. FOR HOUSING QUALITY STANDARDS INSPECTION SERVICES

Laura Broussard Rosen, Deputy Executive Director, presented the staff report. Ms. Broussard Rosen reported that the current contract with I Sterling, Inc. (Sterling) for Housing Quality Standards (HQS) inspection services expires on April 9, 2023. She described Sterling's role in handling HACA's annual/biennial HQS inspections and explained HACA's ongoing need for the services that Sterling provides. She recommended that the Commission approve a contract amendment to extend the contract for a fifth and final year. Ms. Broussard Rosen indicated that the remaining amount in the current contract is sufficient to cover the anticipated number of HQS inspections and that HACA

will conduct a new solicitation for HQS inspection services before the new contract expiration date of April 9, 2024 should the Commission approve the proposed contract amendment.

Recommendation: Authorize the Executive Director to execute an amendment to the current contract with I Sterling, Inc. to extend the contract from April 9, 2023 to April 9, 2024 with the current total contract amount of \$658,208.

Commission Discussion: Cmr. Hannon and Ms. Broussard Rosen talked about how quickly HACA responds to requests for HQS inspections. Ms. Broussard Rosen outlined how requests are handled and commented that Sterling has been very responsive. Cmr. McCorriston asked about performance metrics and if HACA has experienced any challenges with Sterling. Ms. Broussard Rosen indicated that staff closely monitors the data related to HQS inspections to ensure performance and that HACA is happy with Sterling. Vice Chairperson Shao, Cmr. Hannon, and Ms. Broussard Rosen discussed the amount remaining on the contract and the amount that HACA anticipates spending on HQS inspections in the coming year. Ms. Broussard Rosen commented that staff plans to change the way HACA does the pricing on the next solicitation. Cmr. Goldstein and Ms. Broussard Rosen talked about the impact of the atmospheric river on HACA's properties. Cmr. Sakakihara asked how long an HQS inspection typically takes. Ms. Broussard Rosen explained that the Sterling inspectors are familiar with the units since they've been handling the HQS inspections for many years and can complete an HQS inspection fairly quickly. Cmr. Gerry and Ms. Broussard Rosen discussed how long HACA has been under contract with Sterling. Cmr. McCorriston and Ms. Broussard Rosen discussed what staff plans to do once the contract expires and Ms. Broussard Rosen indicated that staff intends to conduct a solicitation and issue a Request for Proposals (RFP).

Motion/Second: Hannon/Goldstein.

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

Ayes: Cmr. Ballew, Gerry, Goldstein, Hannon, McCorriston, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4-3. RESOLUTION NO. 04-23: APPROVING A REVISED PROCUREMENT POLICY

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that HACA's Procurement Policy was last revised in April 2019 and that since then, the U.S. Department of Housing and Urban Development (HUD) has revised the thresholds for Micro Purchases and Simplified Acquisitions. He further reported that staff is proposing to

revise the Procurement Policy in order to comply with HUD's requirements. Mr. Hudda indicated that HACA's counsel, Reno & Cavanaugh LLP, has reviewed the proposed revisions and confirmed that they are in line with HUD's requirements. He recommended that the Housing Commission adopt Resolution No. 04-23 approving the revised Procurement Policy.

Motion/Second: Hannon/Ballew.

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

Ayes: Cmr. Ballew, Gerry, Goldstein, Hannon, McCorrison, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4-4. ACTION: APPOINT A SCHOLARSHIP COMMITTEE FOR THE 2023 HACA SCHOLARSHIP PROGRAM

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor described the HACA Scholarship Program and the role the Scholarship Committee takes in selecting applicants and awarding scholarships. The Housing Commission discussed the appointments to the Scholarship Committee for the 2023 HACA Scholarship Program. Commissioners Gerry, Goldstein, McCorrison, and Sakakihara volunteered to serve on the committee. Melissa Taesali, Executive Assistant, described the timeline for this year's program.

Commission Discussion: Cmr. Ballew commented that he currently serves on a scholarship board and stated that the experience is rewarding. Cmr. Hannon and Chairperson McQuaid talked about their participation on the HACA Scholarship Committee and indicated that they enjoyed reading the personal stories of the applicants.

Motion/Second: Ballew/Hannon.

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

Ayes: Cmr. Ballew, Gerry, Goldstein, Hannon, McCorrison, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

7. COMMISSIONER REPORTS

Cmr. Ballew reported that the City of San Leandro approved an ordinance extending the city's eviction moratorium for COVID related reasons. He commented that he would be interested in a trend analysis on portability given the increasing cost of housing in HACA's jurisdiction.

8. ADJOURNMENT

There being no further business to discuss Chairperson McQuaid adjourned the meeting at 8:53 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
April 12, 2023

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: April 12, 2023

1. **Annual Financial Audit Results:** HACA received the final Financial Audit Report for the July 1, 2021 – June 30, 2022 fiscal year from our auditors Harshwal & Company. I am pleased to report that the auditors have issued an unmodified or clean opinion on our financial statements. Staff cooperated fully with the auditors to achieve this result. We will present the financial audit report with an analysis of the results along with the proposed budget for the July 1, 2023 – June 30, 2024 fiscal year at the June meeting.
2. **Executive Director Recruitment:** As has been regularly discussed since my appointment as Executive Director in 2020, I intend to retire at the end of 2023. An Executive Director Recruitment Plan, with timelines, is being developed to ensure a seamless transition to a new Executive Director. We plan to schedule a meeting with the Housing Commission Personnel Committee sometime in May.

NEW BUSINESS

April 12, 2023

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: April 12, 2023

Subject: Years of Service Recognition

Exhibits Attached: Years of Service Awardees

Recommendation: Receive presentation.

DISCUSSION

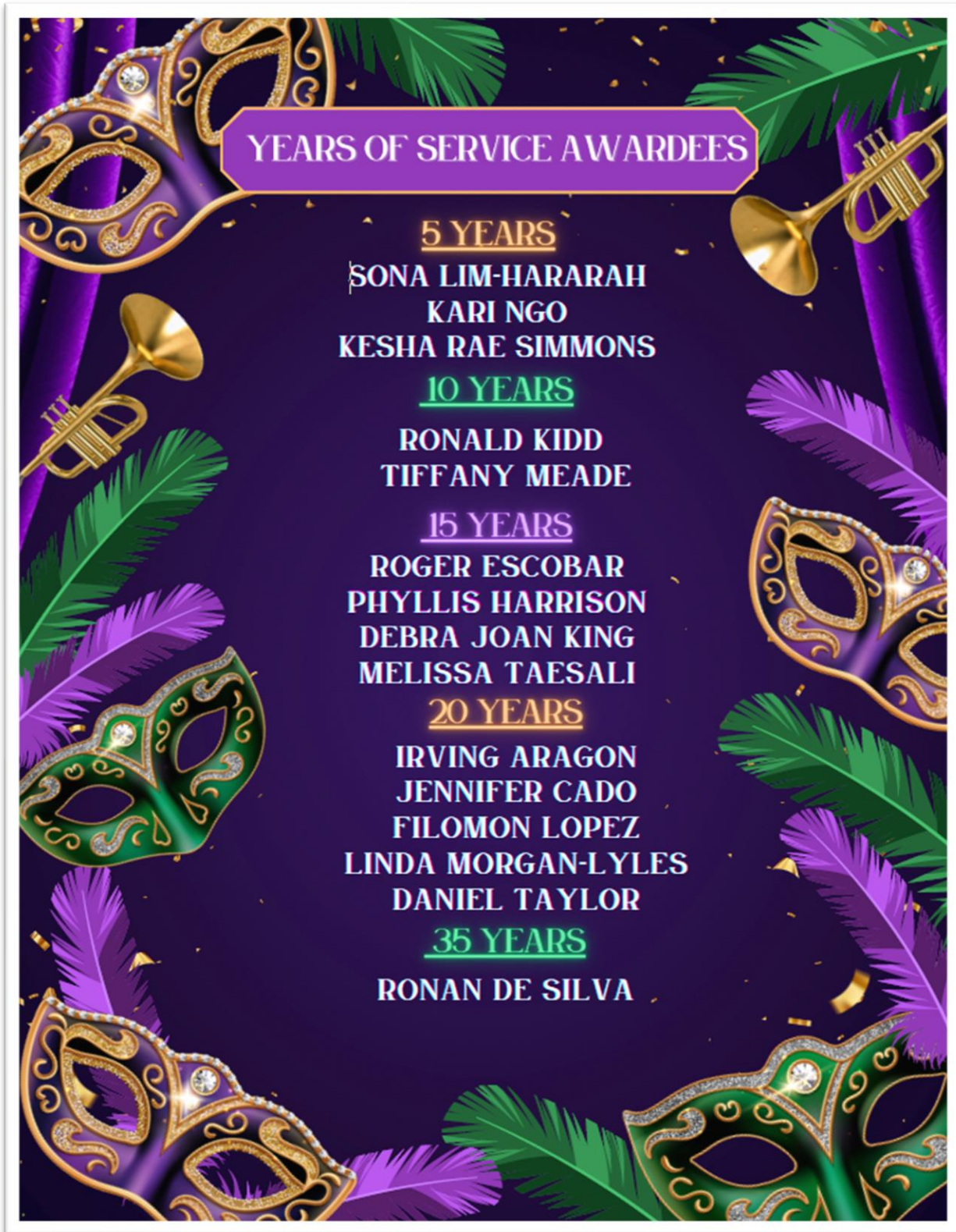
HACA's service awards program recognizes employees, in 5 year increments, who have achieved 5 or more years of service with HACA. Employees receive an employee recognition gift and, depending on the number of years of service the awardee has achieved, he or she may also receive vacation time.

The HACA Years of Service Awards were presented on Friday, February 10. The honorees were invited to a ceremony in the Board Room where Kurt Wiest, Executive Director, recognized the awardees and presented them with their awards. A Mardi Gras themed luncheon was held following the ceremony and all staff were invited to join in the lunch and celebrate the awardees. The following employees were honored for their Years of Service:

YEARS OF SERVICE	EMPLOYEE	TITLE	DEPARTMENT
5	Sona Lim-Hararah	Eligibility Technician	Special Programs
	Kari Ngo	Eligibility Technician	Programs
	Kesha Rae Simmons	Housing Specialist	Programs
10	Ronald Kidd	Housing Maintenance Worker II	Facilities & Maintenance
	Tiffany Meade	Eligibility Technician	Programs
15	Roger Escobar	Housing Programs Manager	Programs
	Phyllis Harrison	Family Self-Sufficiency Coordinator	Special Programs
	Debra Joan King	Administrative Clerk	Special Programs
	Melissa Taesali	Executive Assistant	Administration
20	Irving (Irv) Aragon	Information Technology Manager	Administration
	Jennifer Cado	Senior Administrative Analyst	Administration
	Filomon (Filo) Lopez	Housing Maintenance Worker II	Facilities & Maintenance
	Linda Morgan-Lyles	Leasing Services Leadworker	Programs
	Daniel Taylor	Special Programs Manager	Special Programs

35 Years of Service

HACA is very proud to honor and recognize Ronan (Ron) DeSilva. Ron, an Account Specialist in HACA's Finance Department, began his employment with HACA on June 15, 1987 and has achieved 35 years of service at HACA! Details of his employment will be presented at the meeting.



YEARS OF SERVICE AWARDEES

5 YEARS

**SONA LIM-HARARAH
KARI NGO
KESHA RAE SIMMONS**

10 YEARS

**RONALD KIDD
TIFFANY MEADE**

15 YEARS

**ROGER ESCOBAR
PHYLLIS HARRISON
DEBRA JOAN KING
MELISSA TAESALI**

20 YEARS

**IRVING ARAGON
JENNIFER CADO
FILOMON LOPEZ
LINDA MORGAN-LYLES
DANIEL TAYLOR**

35 YEARS

RONAN DE SILVA

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: April 12, 2023

Subject: HACA's Housing Programs

Exhibits Attached: None

Recommendation: Receive presentation

DISCUSSION AND ANALYSIS

Staff has prepared a presentation on the various housing programs that are managed by HACA. In this presentation, your Commission will get an overview of how these programs are structured and funded as well as the participants they serve.

This is a presentation only; no Commission action is required.

PROGRAM ACTIVITY

REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: April 12, 2023

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.

	4/1/2023	4/1/2022	3/1/2021
	6,815	6,669	6,143

- **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.

	4/1/2023	4/1/2022	3/1/2021
Average HAP Subsidy	\$1,768	\$1,778	\$1,729
Average Tenant-Paid Rent	\$610	\$555	\$547
Average Contract Rent	\$2,378	\$2,333	\$2,275

- ❖ 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.

	4/1/2023	4/1/2022	3/1/2021
Outgoing Billed Portability Contracts	90	76	169
Incoming Portability Contracts	48	15	458

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

4/1/2023	4/1/2022	3/1/2021
223	223	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 April 3, 2023, there were 82 active properties listed.

	5/2/22	6/1/22	7/5/22	7/29/22	9/1/22	10/3/22
Units	47	40	49	41	44	42
	11/1/22	12/5/22	1/3/23	2/1/23	2/27/23	4/3/23
Units	44	56	54	58	73	82

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

	Q1 2023		Q4 2022		Q3 2022	
Scheduled Annual Inspections	927		919		906	
Passed the Day Inspected	638	69%	544	59%	532	59%
Failed Inspection	136	15%	187	20%	184	20%
No Shows or Deferred Due to COVID-19	145	16%	180	20%	182	20%
Moved Out Prior to Inspection	8	1%	8	1%	8	1%
HAP Abatements for Non-Compliance with HQS	4		4		8	

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Contract and HAP Report for the Month of March 2023

City	Certificates		Vouchers		MARCH 2023 TOTAL		MARCH 2022	MARCH 2021
	Number	HAP* based on avg \$2,073	Number	HAP** based on avg \$1,768	Number	HAP		
Albany	0	\$0	11	\$19,448	11	\$19,448	12	12
Castro Valley	3	\$6,219	241	\$426,088	244	\$432,307	232	225
Dublin	3	\$6,219	418	\$739,024	421	\$745,243	418	412
Emeryville	6	\$12,438	163	\$288,184	169	\$300,622	154	157
Fremont	20	\$41,460	1,252	\$2,213,536	1,272	\$2,254,996	1,221	1,138
Hayward	40	\$82,920	1,895	\$3,350,360	1,935	\$3,433,280	1,878	1,881
Newark	6	\$12,438	227	\$401,336	233	\$413,774	232	230
Pleasanton	3	\$6,219	299	\$528,632	302	\$534,851	295	276
San Leandro	17	\$35,241	1,397	\$2,469,896	1,414	\$2,505,137	1,343	1,316
San Lorenzo	2	\$4,146	177	\$312,936	179	\$317,082	181	179
Union City	12	\$24,876	712	\$1,258,816	724	\$1,283,692	713	700
TOTALS	112	232,176	6,792	12,008,256	6,904	12,240,432	6,679	6,526

* Based on an average March Housing Assistance Payment (HAP) of \$2,073 per certificate contract

**Based on an average March Housing Assistance Payment (HAP) of \$1,768 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of March 2023

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	\$1,709	\$1,358	\$351	21%
Castro Valley	241	\$2,401	\$1,788	\$613	26%
Dublin	418	\$2,389	\$1,814	\$577	24%
Emeryville	163	\$1,918	\$1,410	\$508	26%
Fremont	1,252	\$2,492	\$1,906	\$586	24%
Hayward	1,895	\$2,287	\$1,686	\$601	26%
Newark	227	\$2,676	\$1,934	\$742	28%
Pleasanton	299	\$2,193	\$1,705	\$488	22%
San Leandro	1,397	\$2,284	\$1,693	\$591	26%
San Lorenzo	177	\$2,557	\$1,869	\$687	27%
Union City	712	\$2,546	\$1,893	\$653	26%

*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: April 12, 2023

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

Scholarship Donation

A graduate of the FSS program, Ms. Tafoya, donated \$500 to HACA's scholarship program. This is the second time she has given back by donating to the program. She mentioned being grateful to her FSS Coordinator and the housing authority for the assistance we provided her while she was an FSS participant. She is currently working full-time at the University of Oregon. Her husband is also working full-time in a management position. They mentioned that they are always happy to donate to HACA's scholarship program. The FSS team is grateful and proud to have a positive impact on our participant families.

Participant Spotlight

FSS graduate Ms. Earle did well while in the program and continues to strive towards new goals. She previously earned an AA degree from Chabot College. Although she did not finish high school prior to earning her AA degree, education is very important to her. While in the FSS program she set a goal to take the high school equivalency test and passed. She increased her credit score by 100 points, bringing her credit score to 750. Additionally, she set a savings goal and was able to not only meet that goal but exceed it. She currently works at a non-profit organization in Oakland that serves homeless clients. She is taking multiple training courses to improve her skills which include training from the Workforce Development Professional Program, which partners with Sacramento State College and courses provided by the Alameda County Probation Department which focus on reentry. The FSS team is proud of her achievements in FSS, as well as her drive to continue to improve her life through education and job training, while doing work that gives back to the community.

FSS Orientations

The FSS team held two orientations in March. A total of sixty-five (65) people attended. The team continues to schedule orientations quarterly to grow the size of our program.

FSS PROGRAM SUMMARY

Program Summary	March 2023
Total Clients Under Contract:	187
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	1
Case Management Referrals:	15
Job Referrals:	94