



HOUSING COMMISSION AGENDA

Regular Meeting Date: October 11, 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.

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PRESENTATION
2023 HACA Scholarship Winners

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 11, 2023

Subject: Presentation of the 2023 HACA Scholarship Winners

Exhibits Attached: None

Recommendation: Receive Presentation and Acknowledge Winners

DISCUSSION

The HACA Scholarship Committee recommended \$16,000 in scholarships for 16 applicants this year. This includes a bonus award for the top applicant who the Scholarship Committee selected to receive an additional award of \$750.00. The Housing Commission approved the Scholarship Committee's recommendations at the September 13 meeting.

Staff will present the scholarship winners who attend the meeting and recognize them for their achievements.

HOUSING COMMISSION
MEETING MINUTES
September 13, 2023



SUMMARY ACTION MINUTES

HOUSING COMMISSION

Regular Meeting Date: September 13, 2023

Meeting Time: 8:00 a.m.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson Shao called the meeting to order at 8:00 a.m.

ROLL CALL:

Commissioners Present:

Commissioner Pete Ballew
Commissioner Seema Chawla
Commissioner Daniel Goldstein
Commissioner Michael Hannon
Commissioner McCorriston (Vice Chair)
Commissioner Peggy McQuaid
Commissioner Scott Sakakihara
Commissioner Yang Shao (Chair)

Entered after Roll Call:

Commissioner Angela Finley
Commissioner Mark Gerry

Excused:

Commissioner Helen Mayfield

Absent:

Commissioner Courtney Welch

2. CLOSED SESSION

Pursuant to Government Code § 54957(a)

Executive Director Recruitment

Executive Director Evaluation

The Housing Commission entered into a Closed Session at 8:02 a.m. and returned to open session at 8:35 a.m. Chairperson Shao announced that no reportable actions were taken during the closed session.

Chairperson Shao stated for the record that Cmsrs. Finley and Gerry, who were not present for the Roll Call, are now present at the meeting.

3. ACTION: APPROVAL OF THE MINUTES OF THE HOUSING COMMISSION’S JUNE 14, 2023 MEETING

Melissa Taesali, Executive Assistant/Housing Commission Clerk stated a correction for the record. She indicated that Cmr. Sakakihara’s name was missing from the Roll Call of the commissioners who were present at the June 14 meeting.

Recommendation: Approve the minutes of the June 14, 2023 meeting with the stated correction.

Motion/Second: McQuaid/Goldstein

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

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

Abstain: Cmr. Finley, and McCorriston

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT

None.

5. INFORMATION: EXECUTIVE DIRECTOR'S REPORT

Kurt Wiest, Executive Director, presented his staff report.

Mr. Wiest reminded the Housing Commission that the HACA Meet & Greet event will be taking place after the meeting and invited all commissioners to attend.

Mr. Wiest provided an update the status of the Executive Director recruitment and reported that the interviews have been scheduled for September 29th.

Mr. Wiest introduced Mildred Otis, HACA's new Human Resources Manager. Ms. Otis expressed appreciation for the welcome and commented that she is looking forward to working at HACA. Mr. Wiest stated that Ms. Otis has already started to make a positive impact on the agency operations.

Mr. Wiest provided information on the terms for the current members of the Personnel Committee.

Lastly, Mr. Wiest recognized Cmr. Peggy McQuaid for her service as Housing Chairperson from 2021-2023 and Cmr. Michael Hannon for his service as the Housing Commission Chairperson from 2019-2021. Mr. Wiest presented each commissioner with a plaque.

Commission Discussion: Cmr. McQuaid expressed her appreciation for the recognition. Cmr. Hannon also thanked staff for the recognition. He shared a memory of his first interactions with the late Donald C. Biddle, former Housing Commissioner from Dublin.

6. NEW BUSINESS

6-1. ACTION: APPROVE THE 2023 HACA SCHOLARSHIP PROGRAM AND 2023 DONALD C. BIDDLE MEMORIAL SCHOLARSHIP AWARDS

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that the Housing Commission's 2023 HACA Scholarship Committee members, Cmr. Gerry, Goldstein, McCorriston, and Sakakihara reviewed 17 applications and have made recommendations for award and updates to the scholarship program. He thanked

these commissioners for serving on the committee and the time they dedicated to reviewing the scholarship applications. Mr. Taylor spoke about the Donald C. Biddle Memorial Scholarship first and indicated that although applications were submitted for this memorial scholarship, many of the applications were incomplete. He reported that the committee has decided not to award the Donald C. Biddle Memorial Scholarship at this time and that staff will be working to improve the application instructions and process then will distribute the updated applications at a later date. Mr. Taylor then summarized the committee's recommendations for the HACA Scholarship Program and described the committee's proposed updates. A document outlining the recommendations was shared on Zoom and distributed to the commissioners and public present in the HACA Board Room. Mr. Taylor recommended that the Housing Commission approve the 2023 HACA scholarship awards and the recommended updates to the HACA Scholarship Program.

Recommendation: Approve the 2023 HACA Scholarship awards as recommended by the HACA Scholarship Committee and the recommended updates to the HACA Scholarship Program.

Motion/Second: McCorriston/Hannon.

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

Ayes: C Mrs. Ballew, Chawla, Finley, Gerry, Goldstein, Hannon, McCorriston, McQuaid, Sakakihara, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

6-2. INFORMATION: HACA'S NON-HOUSING ASSETS

Report received with no questions or comments from the Housing Commission. Mr. Wiest advised the commissioners to let staff know if they would be interested discussing this topic further and he will be happy to bring the item back to a future meeting.

6-3. INFORMATION: PROGRAM ACTIVITY REPORT

Report received with no questions or comments from the Housing Commission.

7. INFORMATION: COMMISSIONER REPORTS

None.

8. ADJOURNMENT

There being no further business to discuss Chairperson Shao adjourned the meeting at 8:55 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S REPORT

October 11, 2023

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: October 11, 2023

1. **Welcome to Aimee Fisher, HACA Administrative Analyst:** A recent vacancy in the Administrative Analyst I classification led to the promotion of Aimee Fisher. Aimee is a graduate of UC Berkeley and has extensive experience at HACA and beyond. Aimee joined HACA in 2010 and most recently worked as an Eligibility Leadworker in the Special Programs department. With her wealth of housing experience and passion for HACA's programs and the people that we serve makes, she is a valuable addition to our management team.
2. **Bay Area Housing Finance Agency (BAFHA) Regional Housing Bond:** BAFHA is aligned with the Metropolitan Transportation Commission and the Association of Bay Area Governments in supporting a regional housing bond. The bond will come before voters in November 2024 in the nine Bay Area counties.

Our region is severely behind in producing critically needed affordable housing. As a result, nearly half of Bay Area renters are rent burdened (i.e., paying more than 50% of monthly income for rent and utilities). At the same time 38,000 people are experiencing homelessness in the region. The proposed general obligation housing bond would generate between \$10 billion and \$20 billion, which would be used to create thousands of new housing units and house hundreds of thousands of people throughout the Bay Area. Approximately \$1.4 billion to \$2.8 billion would come to Alameda County.

Over the next month a series of community meetings, sponsored by the Alameda County Board of Supervisors, will be held to introduce the Regional Housing Bond, give context to the need, and respond to questions and concerns. Housing Commissioners are encouraged to attend and invite others to do likewise.

- **October 16 – 6:00 p.m.**
 - Community Meeting - Hayward Library
- **October 19 – 6:00 p.m.**
 - Community Meeting - San Leandro Library
 - Community Meeting - Cherryland Community Center
- **October 26 – 5:00 p.m.**
 - Community Meeting - Ed Roberts Campus, Berkeley
- **November 9 – 6:00 p.m.**
 - Community Meeting - Pleasanton Public Library

NEW BUSINESS
October 11, 2023

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 11, 2023

Subject: Resolution No. 14-23 Approving a Cost-of-Living Adjustment for HACA Management Employees

Exhibits Attached: Resolution No. 14-23

Recommendation: Approve the recommended Cost-of-Living Adjustment of 3.8% retroactive to June 24, 2023, the beginning date of the first pay period of the 2023-2024 fiscal year

Financial Impact: Approximately \$134,248.00

BACKGROUND

It has been HACA’s long-standing practice to conduct an annual survey of public agencies in HACA’s comparability pool to assess the Cost-of-Living Adjustments (COLA) that have been granted to the management employees at these agencies.

DISCUSSION

This COLA comparability survey for management employees is typically carried out each year during the fall season since public agencies finalize their annual budgets before granting employee increases. The increases are often unknown until sometime in July, August, or later.

A survey of the public agencies that are part of HACA's comparability pool was conducted, and COLA data was collected from the following agencies:

CITIES and COUNTIES	HOUSING AUTHORITIES
Alameda County	Alameda City Housing Authority
City of Hayward	Housing Authority of Contra Costa County
City of Fremont	Housing Authority of the County of San Mateo
City of San Leandro	Housing Authority of the County of Santa Clara
City of San Mateo	Oakland Housing Authority
	Benicia Housing Authority

Based on the findings of the survey, it has been determined that the agencies included in HACA's comparability pool have reported an average known management COLA percentage of 3.76% for the 2023 fiscal year.

Please see the results below:

COMPARABILITY POOL	COLA PERCENTAGE
Alameda County	2.5%
City of Hayward	5.0%
City of Fremont	5.0%
City of San Leandro	5.0%
City of San Mateo	4.0%
Alameda City Housing Authority	2.9%
Housing Authority of Contra Costa County	2.5%
Housing Authority of the County of San Mateo	4.0%
Housing Authority of the County of Santa Clara	2.5%
Oakland Housing Authority	5.0%
Benicia Housing Authority	3.0%
Average Cost of Living Adjustment:	3.76%
COLA <i>(Rounded to the Nearest Tenth):</i>	3.8%

It is recommended by the staff that your Commission approve a 3.8% COLA for HACA's management employees. This increase will be retroactive to June 24, 2023, which is the beginning of the first pay period in the July 1, 2023 - June 30, 2024, fiscal year.

The approximate cost for this increase in base salaries and benefits is \$134,248.00.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 14-23

**APPROVING A COST-OF-LIVING ADJUSTMENT FOR THE HOUSING AUTHORITY OF
THE COUNTY OF ALAMEDA MANAGEMENT EMPLOYEES**

WHEREAS, the Housing Authority of the County of Alameda (“HACA”) has had a standard practice of conducting an annual management Cost-of-Living Adjustment (“COLA”) comparability survey; and

WHEREAS, based on the survey conducted, the average COLA percentage among the agencies from HACA’s comparability pool that provided a known management COLA for the July 1, 2023 – June 30, 2024 fiscal year is 3.8%.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Commission of the Housing Authority of the County of Alameda, that the Commission does hereby approve and authorize the recommended changes to the salaries as presented at this meeting.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 11th day of October 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Kurt Wiest
Executive Director
Housing Commission Secretary

Yang Shao
Housing Commission Chairperson

Adopted: October 11, 2023

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 11, 2023

Subject: Budget/Audit/Negotiations Committee Appointment

Exhibits Attached: None

Recommendation: Appoint Committee Member

DISCUSSION

At the Housing Commission's July meeting, Cmr. Ballew, Goldstein, Hannon and McCorriston were appointed to the Budget/Audit/Negotiations (BAN) Committee. The Housing Commission directed staff to check with Cmr. Angela Finley, who was excused from that meeting, if she would be interested in serving again the BAN Committee. Cmr. Finley has expressed an interest in continuing her service on the BAN Committee.

Staff recommends that the Housing Commission appoint Cmr. Angela Finley to the BAN Committee at your October meeting.

PROGRAM ACTIVITY **REPORT**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 11, 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.

	10/1/2023	10/1/2022	10/1/2021
	6,889	6,747	6,501

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

	10/1/2023	10/1/2022	10/1/2021
Average HAP Subsidy	\$1,793	\$1,754	\$1,751
Average Tenant-Paid Rent	\$611	\$594	\$558
Average Contract Rent	\$2,405	\$2,348	\$2,309

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

	10/1/2023	10/1/2022	10/1/2021
Outgoing Billed Portability Contracts	85	87	77
Incoming Portability Contracts	57	31	128

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

10/1/2023	10/1/2022	10/1/2021
221	222	228

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of October 4, 2023, there were 60 active properties listed.

	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
	5/1/23	6/1/23	7/3/23	7/31/23	9/5/23	10/4/23
Units	90	110	100	89	76	60

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

	Q3 2023		Q2 2023		Q1 2023	
Scheduled Annual Inspections	906		910		927	
Passed the Day Inspected	648	72%	536	59%	638	69%
Failed Inspection	95	10%	163	18%	136	15%
No Shows or Deferred Due to COVID-19	163	18%	207	23%	145	16%
Moved Out Prior to Inspection	0	0%	4	0%	8	1%
HAP Abatements for Non-Compliance with HQS	7		3		4	

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
 Section 8 Contract and HAP Report for the Month of **September 2023**

City	Certificates		Vouchers		SEPTEMBER 2023 TOTAL		SEPTEMBER 2022	SEPTEMBER 2021
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2059		based on avg \$1,761				
Albany	0	\$0	11	\$19,371	11	\$19,371	10	12
Castro Valley	5	\$10,295	237	\$417,357	242	\$427,652	242	234
Dublin	3	\$6,177	433	\$762,513	436	\$768,690	420	413
Emeryville	6	\$12,354	159	\$279,999	165	\$292,353	161	163
Fremont	25	\$51,475	1,248	\$2,197,728	1,273	\$2,249,203	1,255	1,182
Hayward	39	\$80,301	1,913	\$3,368,793	1,952	\$3,449,094	1,902	1,877
Newark	6	\$12,354	261	\$459,621	267	\$471,975	233	232
Pleasanton	4	\$8,236	302	\$531,822	306	\$540,058	303	285
San Leandro	20	\$41,180	1,411	\$2,484,771	1,431	\$2,525,951	1,387	1,318
San Lorenzo	2	\$4,118	174	\$306,414	176	\$310,532	180	179
Union City	14	\$28,826	699	\$1,230,939	713	\$1,259,765	717	704
TOTALS	124	\$255,316	6,848	\$12,059,328	6,972	\$12,314,644	6,810	6,599

* Based on an average September Housing Assistance Payment (HAP) of \$2,059 per certificate contract

**Based on an average September Housing Assistance Payment (HAP) of \$1,761 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of September 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	\$1,361	\$348	20%
Castro Valley	237	\$2,439	\$1,815	\$619	25%
Dublin	433	\$2,433	\$1,833	\$602	25%
Emeryville	159	\$1,986	\$1,450	\$536	27%
Fremont	1,248	\$2,528	\$1,917	\$611	24%
Hayward	1,913	\$2,326	\$1,719	\$608	26%
Newark	261	\$2,580	\$1,938	\$641	25%
Pleasanton	302	\$2,266	\$1,738	\$524	23%
San Leandro	1,411	\$2,312	\$1,707	\$605	26%
San Lorenzo	174	\$2,581	\$1,856	\$725	28%
Union City	699	\$2,570	\$1,898	\$670	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: October 11, 2023

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

It's Your Time to Shine

The FSS team is finalizing the details of our 14th annual *It's Your Time to Shine* celebration, scheduled for Thursday, November 9th at 6:00 p.m. The event will be held at the Hayward City Hall Rotunda, located at 777 B Street. Achievements of FSS families over the last year will be recognized. There will be dinner, raffles, and the presentation of awards.

Participant Spotlight

Mr. Finley is a recent graduate of the FSS program and staff would like to recognize his outstanding achievements. He was unemployed when he joined the FSS program in 2018. He attended FSS's employment workshop and spoke to a representative from Alameda County Employment Services that referred him to Pepsi. He was hired by Pepsi and subsequently earned a promotion to a supervisor position. Mr. Finley set a savings goal of \$6,400 and was able to reach his goal while paying off debt. During his participation in the FSS program, Mr. Finley developed a serious health condition, but he did not let this stop him from achieving his goals. He had to stop working temporarily, but he was able to return to work and is healthy again. His hard work and the fight he showed during his health battle has inspired staff.

Program Coordinating Committee (PCC)

On Wednesday, September 20, 2023, the FSS team held a PCC meeting. The PCC consists of Alameda County agencies, non-profit organizations, FSS graduates and FSS participants. Its purpose is to offer guidance and strengthen our FSS program. The PCC members provided program updates regarding their respective agencies and shared helpful information. The next PCC meeting is scheduled for Wednesday, December 13, 2023.

FSS PROGRAM SUMMARY

Program Summary	September 2023
Total Clients Under Contract:	238
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	12
Case Management Referrals:	16
Job Referrals:	45