



**HOUSING COMMISSION AGENDA**

Regular Meeting Date: February 14, 2024

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](mailto: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.*

	<b>PAGE</b>
<b>1. CALL TO ORDER / ROLL CALL</b>	--
<b>2. APPROVAL OF THE MINUTES OF THE JANUARY 10, 2024 REGULAR MEETING</b>	<b>ACTION</b> 3
<b>3. PUBLIC COMMENT</b>	--
<b>4. EXECUTIVE DIRECTOR’S REPORT</b>	<b>INFORMATION</b> 9
<b>5. NEW BUSINESS</b>	
5-1. Recognize Ronald Kidd as HACA’s Shining Star for February-August 2024	<b>PRESENTATION</b> 11
5-2. Recognition of HACA Years of Service Award Recipients	<b>PRESENTATION</b> 12
5-3. Resolution No. 02-24 Approving Revisions to HACA’s Conflict of Interest Code	<b>ACTION</b> 13
5-4. Quarterly Investment Portfolio Report	<b>INFORMATION</b> 15
5-5. Budget Status Report	<b>INFORMATION</b> 18
5-6. Program Activity Report	<b>INFORMATION</b> 20
<b>5. COMMISSIONER REPORTS</b>	<b>INFORMATION</b> --
<b>6. COMMUNICATIONS</b>	<b>INFORMATION</b> --
<b>7. ADJOURNMENT</b>	

**HOUSING COMMISSION**  
**MEETING MINUTES**  
**January 10, 2024**



**HOUSING COMMISSION**

Regular Meeting Date: January 10, 2024  
Meeting Time: 8:00 a.m.

**SUMMARY ACTION MINUTES**

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

**CALL TO ORDER:**

Vice Chairperson McCorriston called the meeting to order at 8:07 a.m. He announced that Commissioners Chawla, Gerry, and Welch were participating in the meeting remotely, via Zoom, under the “just cause” provisions of AB2449.

**ROLL CALL:**

**Commissioners present in the Board Room:**

Commissioner Pete Ballew  
Commissioner Daniel Goldstein  
Commissioner Michael Hannon  
Commissioner Helen Mayfield  
Commissioner Michael McCorriston (Vice Chair)  
Commissioner Peggy McQuaid  
Commissioner Scott Sakakihara

**Commissioners participating via Zoom:**

Commissioner Seema Chawla  
Commissioner Mark Gerry  
Commissioner Courtney Welch

**Excused:**

Commissioner Angela Finley  
Commissioner Yang Shao (Chair)

Vice Chairperson McCorriston confirmed there was a quorum of commissioners in the HACA Board Room. He asked each of the commissioners on Zoom to confirm that their audio and video were working. He then asked each commissioner if anyone over the age of 18 was present in the room with them and each commissioner confirmed that they had no one present with them.

Vice Chairperson McCorriston proceeded with the rest of the agenda.

**2. ACTION: APPROVAL OF THE MINUTES OF THE NOVEMBER 29, 2023 SPECIAL MEETING**

The meeting minutes were received with no questions or comments from the Housing Commission or the public.

**Recommendation:** Approve the minutes of the Housing Commission’s special meeting held on November 29, 2023 as presented.

**Motion/Second:** McQuaid/Goldstein.

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

Ayes: Cmr. Ballew, Chawla, Gerry, Goldstein, Hannon, Mayfield, McCorrison, McQuaid, Sakakihara, and Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

**3. ACTION: APPROVAL OF THE MINUTES OF THE DECEMBER 13, 2023 REGULAR MEETING**

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The meeting minutes were received with no questions or comments from the Housing Commission or the public.

**Recommendation:** Approve the minutes of the Housing Commission's special meeting held on November 29, 2023 as presented.

**Motion/Second:** McQuaid/Goldstein.

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

Ayes: Cmr. Ballew, Chawla, Gerry, Goldstein, Hannon, Mayfield, McCorrison, McQuaid, Sakakihara, and Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

**4. PUBLIC COMMENT – *On matters not on the Agenda.***

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Tom Silva, a rental housing provider, welcomed Laura Broussard Rosen, HACA's newly appointed Executive Director. He praised HACA for their work and announced that after over 40 years as a rental housing provider, he and his family will be exiting the rental housing business.

Vice Chairperson McCorrison thanked Mr. Silva. Cmr. Ballew commented that the Housing Commission does not often respond to public comments but that he felt obliged to express his appreciation to Mr. Silva for all the work he has done not only as a rental housing provider but also for his advocacy efforts in the City of San Leandro. Cmr. Goldstein also expressed his appreciation and commented that Mr. Silva and his family have done outstanding work in the community over the last 40 years. Cmr. Gerry thanked Mr. Silva for his mentorship and all the work he has done to help both landlords and residents in the community. Cmr. Chawla thanked Mr. Silva for his work.

## 5. NEW BUSINESS

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### 5-1. RESOLUTION NO. 01-24: APPROVING CONTRACT SERVICES TO BE PROVIDED BY RETIREE UNDER EXCEPTION TO THE 180-DAY WAIT RULE

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Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen described the 180-day wait rule restriction in California state law that applies to retirees of public agencies. She explained that the 180-day wait rule can be waived should the hiring of a retiree fill a critical need for a public agency. Ms. Broussard Rosen further reported that Irving Aragon, Information Technology (IT) Manager, retired from HACA on December 29 and that while staff has been engaged in the recruitment process for his replacement, an appointment has not been made yet. Ms. Broussard Rosen talked about the critical functions of this role and indicated that there are no other employees presently at HACA who have the expertise to provide oversight over these functions. She stated that staff is requesting approval from the Housing Commission to waive the 180-day wait rule so that HACA can enter into an agreement with Mr. Aragon to fulfill these functions in the interim. Ms. Broussard Rosen further stated that Mr. Aragon would also assist with the transition and training of the new IT Manager once he or she comes on board. She outlined the estimated costs for the agreement and stated that additional budget authority is not required. Ms. Broussard Rosen recommended that the Housing Commission adopt the resolution approving the contract services to be provided by Mr. Aragon under exception to the 180-day wait rule.

**Recommendation:** Adopt Resolution No. 01-24 approving contract services to be provided by HACA retiree, Irving Aragon, under exception to the 180-day wait rule.

**Commission Discussion:** Cmr. McQuaid commented that she does not have any problem approving the recommendation but asked how this type of situation can be avoided in the future. Cmr. McQuaid and Ms. Broussard Rosen talked about some of the factors that hindered the appointment of Mr. Aragon's replacement before he retired. They also discussed the need to assess the functions of the IT department and ensure that there is adequate capacity for coverage moving forward.

Cmr. Goldstein commented that this action is necessary as the role is extremely critical. Cmr. Goldstein asked about the contract term and for clarification of the steps staff would take should Mr. Aragon's services be needed beyond the 6-month maximum. Mansoorali Hudda, Finance Director, discussed the contract terms. He stated that staff will report back to the commission, as an information item, should HACA require Mr. Aragon's services beyond 6 months. Cmr. Goldstein asked if HACA would need to get budget authority from the Housing Commission in the event an overlap of duties results in 2 people in the IT Manager position. Mr. Hudda indicated that he does not anticipate that HACA will need Mr. Aragon's services beyond 6 months but that staff would keep the commission informed should this change.

Cmr. Goldstein asked if HACA's IT programs are standardized and if someone with an IT background could step into the role with relative ease. Mr. Hudda explained that HACA's programs are highly customized but that staff is recruiting for a senior position at a high level so HACA should be able to appoint a suitable candidate for the position. Cmr. Goldstein asked if HACA is obligated to pay Mr. Aragon beyond the 6 months and Mr. Hudda indicated that HACA is only obligated to pay Mr. Aragon for hours worked.

Cmr. Hannon commented that he agrees with Cmr. McQuaid and wants staff to ensure that there is a plan in place for adequate coverage of the IT department moving forward. Vice Chairperson McCorriston commented that he is also in agreement with Cmr. Hannon and McQuaid. He asked if there is any obligation to pay Mr. Aragon for the full 6 months and Mr. Hudda stated that HACA only has to pay Mr. Aragon for hours worked. Vice Chairperson McCorriston asked where staff is at in the recruitment and Ms. Broussard Rosen indicated that HACA will be conducting 2<sup>nd</sup> round interviews and barring any issues hopes to have a candidate in place within the next month.

Cmr. Hannon asked that Ms. Broussard Rosen keep the Housing Commission updated on the status of the recruitment.

**Motion/Second:** Hannon/McQuaid.

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

Ayes: Cmr. Ballew, Chawla, Gerry, Goldstein, Hannon, Mayfield, McCorriston, McQuaid, Sakakihara, and Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

## 5-2. **INFORMATION:** PROGRAM ACTIVITY REPORT

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Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that the Family Self-Sufficiency (FSS) Program was able to give out gift cards to 174 families through the FSS *Giving Connection* event held in December. He stated that some of the FSS Program families were able to participate in BART's *Shop with a Cop* event over the holidays. Mr. Taylor thanked the Housing Commissioners and staff for supporting the FSS events and expressed appreciation for the Oakland Methodist Foundation as well as a landlord who also contributed to the program.

Mr. Taylor also reported that the FSS staff recently held their Program Coordinating Committee (PCC) meeting and explained that the PCC is made up of community organizations, FSS Program participants, and graduates. He explained that the PCC's mission is to guide and improve the FSS Program.

**Commission Discussion:** Cmr. Mayfield congratulated Mr. Taylor and the FSS Program staff and commented that they are doing a wonderful job. She further commented that the FSS Programs staff is very connected to their participants and that they are constantly sharing resources with their participants. She shared that she is grateful for the FSS Program and that she wished more people could join the program

Cmr. Goldstein commented that one of the highlights of his year was attending the FSS Programs' *It's Your Time to Shine* event. He commented that he spends some time reading and learning about people who struggle in their daily lives and how poverty impacts lives for generations. He further commented that he can see the FSS Program being a breakthrough mechanism and complimented the FSS Program for the services they provide.

Cmr. Hannon commented that he is not familiar with the PCC and asked that staff report back with a list of the agencies that participate in the PCC. He also commented that he echoes the comments from his colleagues that the FSS Programs changes generational poverty to generational success. He praised the FSS Program staff for the great work that they do.

## 6. INFORMATION: COMMISSIONER REPORTS

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None.

## 7. INFORMATION: COMMUNICATIONS

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Ms. Broussard Rosen explained that an Executive Director's report was not included in the meeting agenda packet this month. She indicated that she will continue to highlight important updates for the Housing Commission in the future and thanked the Housing Commission for their patience as she settles into her new role.

**Commission Discussion:** Vice Chairperson McCorrison commented that he liked that the Executive Director's report is in writing and that it can continue to be used whenever there are important updates to report to the Housing Commission.

## 8. ADJOURNMENT

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There being no further business to discuss, Vice Chair McCorrison adjourned the meeting at 8:37 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant/Housing Commission Clerk

**EXECUTIVE DIRECTOR'S REPORT**  
**February 14, 2024**



**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**EXECUTIVE DIRECTOR'S REPORT**

Meeting Date: February 14, 2024

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**FY2024 Annual Plan Released for Public Comment:** HACA released the proposed FY2024 Annual Plan for public comment on January 26, 2024. The public comment period is open through March 13, 2024, and a public hearing will also be held on March 13, 2024. During the public comment period, the proposed FY2024 Annual Plan is available for review on HACA's website ([www.haca.net](http://www.haca.net)) and in HACA's office at 22941 Atherton St. in Hayward.

HUD requires Housing Authorities to submit 5-year Plans and Annual Plans based on their fiscal year. The content of the Annual Plan is a template provided by HUD, which includes standard housing program information and summarizes key updates to policies, operations, and overall goals for addressing housing needs through HACA's Housing Choice Voucher (HCV) program, including progress in meeting the goals of HACA's 5-year Plan.

The proposed FY2024 Annual Plan largely describes changes to HACA's Administrative Plan regarding policies that govern eligibility and rent determination due to the implementation of Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA). These HOTMA Administrative Plan revisions are included in this Annual Plan per HUD requirements; however, these policies will not be implemented until January 1, 2025, or when HACA transitions to HUD's Housing Information Portal (HIP), whichever is later.

The Annual Plan will be presented to the Housing Commission for approval at the March 13 meeting and must be submitted to HUD by April 16, 2024.

**NEW BUSINESS**  
**February 14, 2024**

**HOUSING AUTHORITY OF ALAMEDA COUNTY**

**AGENDA STATEMENT**

Meeting Date: February 14, 2024

Subject: Recognize Ronald (Ron) Kidd as HACA’s Shining Star for February – August 2024

Exhibits Attached: None

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**BACKGROUND**

In 2011, a committee of HACA employees created a recognition program called the “HACA Shining Star.” The purpose of the program is to foster the concept of community by providing employees the opportunity to recognize a person who they work with for outstanding performance, exceptional contributions, and their positive impact on overall agency operations.

Once the nominations are submitted, a sub-committee of HACA employees is formed then tasked with reviewing the nominations and selecting the HACA Shining Star. The recognition runs every 6 months and the awardees receive various honors including a reserved parking spot, vacation time, recognition and acknowledgement from the Housing Commission, a trophy, and “news coverage” on HACA’s intranet.

**DISCUSSION**

HACA is privileged to have on its staff Ronald (Ron) Kidd, a Housing Maintenance Worker II, in HACA’s Facilities and Maintenance Department. Ron’s selection as HACA Shining Star for the months of February – August 2024 was announced at an All Staff meeting held on January 26. The comments below were submitted by those who nominated Ron and describe his outstanding work and impact on HACA’s operations:

*He is always willing to help. He is willing to give new ideas of how to move forward with the jobs and the best way to do it. He gives the best attention to the tenants. It is very easy to work together with him. He is always ready to help when needed, order parts and appliances on time, assist the contractors, inspectors, make reports, follow-up on the progress of pending jobs to the end, inspect and complete reports on vacant units, and does it all in the best way possible.*

Staff recommends that your Housing Commission recognize Ronald Kidd as “HACA’s Shining Star” for February-August 2024.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: February 14, 2024

Subject: Recognition of HACA’s Years of Service Award Recipients

Exhibits Attached: None

Recommendation: Receive presentation.

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**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, January 26. The honorees were invited to a presentation in the HACA Board Room where Laura Broussard Rosen, Executive Director, and Mildred Otis, Human Resources Manager, recognized the awardees and presented them with their awards. The following employees were honored for their Years of Service:

YEARS OF SERVICE	EMPLOYEE	TITLE	DEPARTMENT
5	Laura Broussard Rosen	Executive Director	Administration
	Luna Cai	Account Specialist	Finance
	Kelly Huang	Account Specialist	Finance
	Vannessa Kamerschen	Family Self-Sufficiency (FSS) Coordinator	Special Programs
	Jannette Rash	Administrative Clerk	Programs
10	Carol McRae-Jones	Human Resources Secretary	Administration
15	Jessica Allan	Housing Specialist	Programs
	Qais Aziz	Housing Specialist	Programs
	Vanessa Diaz	Eligibility Leadworker	Programs
	Linda Evans	Family Self-Sufficiency (FSS) Leadworker	Special Programs
	Jesus Flores	Housing Maintenance Worker II	Facilities & Maintenance
	Leah Fuller	Leasing Services Leadworker	Special Programs
20	Tonya Edmond	Housing Specialist	Special Programs
	Lynn Shanks	Housing Specialist	Special Programs

HACA is very proud to honor and recognize these employees for their years of service!

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting Date: February 14, 2024

Subject: Resolution Approving Amendments to HACA’s Conflict of Interest Code

Exhibits Attached: - Resolution No. 02-24  
- Attachment A: Marked and clean versions of HACA’s Conflict of Interest Code

Recommendation: Adopt Resolution No. 02-24 approving amendments to HACA’s Conflict of Interest Code

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**BACKGROUND**

The Political Reform Act (Government Code §81000) requires state and local government agencies to adopt a Conflict of Interest Code (Code) and to review the Code on a biennial basis. The biennial review of the Code typically occurs in even numbered years.

**DISCUSSION AND ANALYSIS**

Since the last review of HACA’s Code, there have been updates to certain HACA job classifications and titles, some of which are listed in the Code’s List of Designated Employees which identifies the HACA employees who are required to disclose certain economic interests. All of these updates require amendments to the Code.

Staff is proposing to amend HACA’s Code to make the necessary updates to the list of designated employees as well as revise some language in the overall Code. The edited and clean versions of HACA’s Code are under Attachment A. Staff recommends that your Commission adopt Resolution No. 02-24 approving the proposed amendments to HACA’s Conflict of Interest Code.

Upon approval by your Commission, staff will submit the amended Code to the Alameda County Board of Supervisors for their final approval. The amended Code does not become effective until approved by the Alameda County Board of Supervisors.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 02-24**

**APPROVING AMENDMENTS TO CONFLICT OF INTEREST CODE FOR THE  
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**WHEREAS**, the Political Reform Act (Government Code §81000 et seq.) requires every local governmental agency to review its Conflict of Interest Code (“Code”) for accuracy to determine if it is necessary to amend the Code; and

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) has reviewed its Code and has determined that amendments to the Code are necessary to update job classifications in the Code’s List of Designated Employees which identifies the employees who are required to disclose certain economic interests as well as revise language in the overall Code.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the amendments to the Code.

**BE IT FURTHER RESOLVED**, that the Executive Director shall submit the amended Code to the Alameda County Board of Supervisors for final approval.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 14th day of February 2024, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

\_\_\_\_\_  
Laura Broussard Rosen  
Executive Director/Housing Commission Secretary

\_\_\_\_\_  
Yang Shao  
Housing Commission Chairperson

**Adopted: February 14, 2024**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: February 14, 2024

Subject: Quarterly Investment Portfolio Report

Exhibits Attached: Investment Portfolio Report for Quarter ended December 31, 2024

Recommendation: Receive Report

Financial Statement: \$29,598,534.28 invested at an Average Annual Yield ranging from 3.59% to 4.82% (excluding FSS Escrow Participant Accounts)

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**BACKGROUND**

Public agencies are required to file an investment policy with their governing boards and to provide quarterly financial reports on the status of the agency's investments to certify their compliance with the approved investment policy.

**DISCUSSION AND ANALYSIS**

The attached investment portfolio report reflects the investments as of the quarter ending December 31, 2023 for each program that HACA administers. \$1.59M, or 5% of the total portfolio, is invested in Union Bank commercial paper, and \$28.01M, or 95% of the total, in the State of California Local Agency Investment Fund (LAIF).

The Housing Choice Voucher program had no funds invested at the end of the reported quarter. The re-establishment of HUD-held program reserves and the dwindling balance of Unrestricted Net Position (UNP) has made even short-term investment infeasible.

Ocean Avenue has a total investment of about \$398.4K, which is 1% of the total investment portfolio.

Park Terrace has a total investment of about \$1.2M, which is 4% of the total investment portfolio.

The Housing Development Fund has a total investment of \$6.84M, which is 23% of the total investment portfolio and entirely in LAIF.

PACH has a total investment of about \$14.04M, which is 47% of the total investment portfolio.

The Health Care Services Agency (HCSA) Flexible Housing Subsidy Program has \$7.13M, which is 24% of the total investment.

The FSS Participant Escrow Accounts are maintained in a savings account, in accordance with HUD regulations, at US Bank.

**Housing Authority of Alameda County  
Investment Portfolio  
For the Quarter Ended December 31, 2023**

PROGRAM NAME	TYPE OF ACCOUNT	AMOUNT	CONCENTRATION	INTEREST RATE	MATURITY DATE
Ocean Avenue	Union Bank N.A. Commercial Paper	\$398,400.00	1%	4.819277%	1/11/24
Park Terrace	Union Bank N.A. Commercial Paper	\$1,195,200.00	4%	4.819277%	1/11/24
	Sub-total	\$1,593,600.00			
PACH	State of CA - Local Agency Investment Fund	\$14,039,797.28	47%	3.59%	N/A
Housing Dev Fund	State of CA - Local Agency Investment Fund	\$6,836,531.24	23%	3.59%	N/A
HCSA	State of CA - Local Agency Investment Fund	\$7,128,605.76	24%	3.59%	N/A
<b>TOTAL</b>		<b>\$29,598,534.28</b>			
The above investment portfolio is in compliance with the policy approved by the Housing Commission.					
	Laura Broussard Rosen			Date	
	Executive Director				



# **BUDGET STATUS REPORT**

**For the Period Ended  
December 31, 2023**

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
 BUDGET STATEMENT OF REVENUES, AND EXPENSES  
 FOR THE PERIOD ENDED DECEMBER 31, 2023

	Housing Choice Voucher			Housing Development Fund			PACH		
	Approved Budget FY 2023-2024	Budget 12/31/2023	Actuals 12/31/2023	Approved Budget FY 2023-2024	Budget 12/31/2023	Actuals 12/31/2023	Approved Budget FY 2023-2024	Budget 12/31/2023	Actuals 12/31/2023
<b>Housing Assistance Payments (HAP)</b>									
Est. HUD PHA grants-HAP	142,397,836	71,198,918	74,801,916						
Less: Est. HAP expenses	142,397,836	71,198,918	74,543,827						
<b>Operating Income</b>									
Rental revenue - tenants	-	-	-	156,000	78,000	78,000	1,417,176	708,588	666,975
Other revenue -tenants	-	-	-	-	-	-	116,785	58,393	58,392
HUD PHA grants (Admin. Funds)	10,038,998	2,509,750	2,964,312	-	-	-	3,760,704	1,880,352	1,853,385
Other revenue	280,518	70,130	67,085	42,500	21,250	5,000	3,500	1,750	2,584
Other revenue - property management fees	-	-	-	1,780,440	890,220	891,300	-	-	-
Investment income	-	-	-	200,000	100,000	103,134	250,000	125,000	215,776
<b>Total</b>	<b>10,319,516</b>	<b>2,579,880</b>	<b>3,031,397</b>	<b>2,178,940</b>	<b>1,089,470</b>	<b>1,077,434</b>	<b>5,548,165</b>	<b>2,774,083</b>	<b>2,797,112</b>
<b>Operating Expenses</b>									
Administrative salaries	(5,327,155)	(1,331,789)	(1,025,896)	(345,427)	(172,713)	(192,445)	-	-	-
Administrative expenses	(2,040,080)	(510,020)	(364,373)	(153,840)	(76,920)	(49,033)	(1,645,358)	(822,679)	(476,860)
Property Management and Administrative Service Fees							(1,670,400)	(835,200)	(835,200)
Utilities	-	-	-	(70,232)	(35,116)	(31,402)	(229,153)	(114,577)	(135,349)
Tenant Services	-	-	-	-	-	-	(14,200)	(7,100)	(8,821)
Maintenance services	-	-	-	(196,927)	(98,463)	(49,551)	(1,033,129)	(516,565)	(375,636)
General Exp. (includes PACH collection loss of \$112,368)	(176,817)	(44,204)	(40,100)	(18,129)	(9,065)	-	(249,791)	(124,896)	(251,306)
Employee benefits	(3,036,478)	(759,120)	(649,478)	(296,227)	(148,114)	(156,690)	-	-	-
<b>Total</b>	<b>(10,580,530)</b>	<b>(2,645,133)</b>	<b>(2,079,847)</b>	<b>(1,080,782)</b>	<b>(540,391)</b>	<b>(479,121)</b>	<b>(4,842,031)</b>	<b>(2,421,017)</b>	<b>(2,083,172)</b>
<b>Income (Loss)</b>	<b>(261,014)</b>	<b>(65,253)</b>	<b>951,550</b>	<b>1,098,158</b>	<b>549,079</b>	<b>598,313</b>	<b>706,134</b>	<b>353,066</b>	<b>713,940</b>

**PROGRAM ACTIVITY REPORT**  
**February 14, 2024**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

Meeting: February 14, 2024

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.

2/1/2024	2/1/2023	2/1/2022
6,898	6,629	6,165

- **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.

	2/1/2024	2/1/2023	2/1/2022
Average HAP Subsidy	\$1,806	\$1,766	\$1,774
Average Tenant-Paid Rent	\$613	\$597	\$554
Average Contract Rent	\$2,420	\$2,364	\$2,328

- ❖ 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.

	2/1/2024	2/1/2023	2/1/2022
Outgoing Billed Portability Contracts	85	91	76
Incoming Portability Contracts	60	54	42

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

2/1/2024	2/1/2023	2/1/2022
220	222	223

- **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 February 5, 2024, there were 67 active properties listed.

	2/27/23	4/3/23	5/1/23	6/1/23	7/3/23	7/31/23
Units	73	82	90	90	100	89
	9/5/23	10/4/23	11/1/23	12/4/23	1/2/24	2/5/24
Units	76	60	66	66	68	67

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the Month of January 2024**

City	Certificates		Vouchers		JANUARY 2024 TOTAL		JANUARY 2023	JANUARY 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,113		based on avg \$1,800				
Albany	0	\$0	10	\$18,000	10	\$18,000	11	12
Castro Valley	3	\$6,339	245	\$441,000	248	\$447,339	239	233
Dublin	3	\$6,339	434	\$781,200	437	\$787,539	422	421
Emeryville	6	\$12,678	157	\$282,600	163	\$295,278	162	160
Fremont	20	\$42,260	1,249	\$2,248,200	1,269	\$2,290,460	1,268	1,211
Hayward	37	\$78,181	1,891	\$3,403,800	1,928	\$3,481,981	1,919	1,881
Newark	6	\$12,678	283	\$509,400	289	\$522,078	230	232
Pleasanton	3	\$6,339	306	\$550,800	309	\$557,139	297	294
San Leandro	17	\$35,921	1,426	\$2,566,800	1,443	\$2,602,721	1,398	1,327
San Lorenzo	1	\$2,113	174	\$313,200	175	\$315,313	176	177
Union City	13	\$27,469	696	\$1,252,800	709	\$1,280,269	713	713
<b>TOTALS</b>	<b>109</b>	<b>230,317</b>	<b>6,871</b>	<b>12,367,800</b>	<b>6,980</b>	<b>12,598,117</b>	<b>6,835</b>	<b>6,661</b>

\* Based on an average January Housing Assistance Payment (HAP) of \$2,113 per certificate contract

\*\*Based on an average January Housing Assistance Payment (HAP) of \$1,800 per voucher contract

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of January 2024**

<b>City</b>	<b>Number of HAP Contracts (HCV Only)</b>	<b>Average Contract Rent</b>	<b>Average HAP Paid by HACA</b>	<b>Average Rent Paid by Family</b>	<b>Average Family-Paid Rent as a Percentage of Average Contract Rent</b>
Albany	10	\$1,687	\$1,317	\$370	22%
Castro Valley	245	\$2,445	\$1,799	\$641	26%
Dublin	434	\$2,474	\$1,844	\$630	25%
Emeryville	157	\$2,012	\$1,466	\$546	27%
Fremont	1,249	\$2,561	\$1,943	\$618	24%
Hayward	1,891	\$2,341	\$1,731	\$610	26%
Newark	283	\$2,522	\$1,921	\$601	24%
Pleasanton	306	\$2,276	\$1,749	\$524	23%
San Leandro	1,426	\$2,327	\$1,708	\$618	27%
San Lorenzo	174	\$2,604	\$1,848	\$756	29%
Union City	696	\$2,591	\$1,934	\$655	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: February 14, 2024

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report

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**FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS**

**FSS PROGRAM ACTIVITIES**

**Program Coordinating Committee Members**

FSS continues to host quarterly PCC meetings. The next meeting will be held on March 13, 2024. The PCC consists of Alameda County agencies, non-profit organizations and FSS participants. Members change over time as we strive to bring in new and diverse community organizations. The following is a list of our current PCC:

- Hayward Rubicon and WIOA Program
- Hayward Public Library
- Eden Information & Referral
- Habitat for Humanity
- Bay Area Quality Insurance Agency (Covered California)
- Partners for Change Tri-Valley
- Downtown Streets Team
- SparkPoint Fremont
- A-1 Community Housing Services
- Workforce Development Board (WIB)
- Two FSS participants



**FSS Participant Spotlight**

Mr. Nassar, a HUD-VASH program participant, was a single father of three when he joined the FSS program in December 2019. He worked part-time driving for Uber until the COVID-19 pandemic. Mr. Nassar set a goal to become a project manager. His FSS Coordinator connected him with the Workforce Investment and Opportunity Act (WIOA) program at the Tri-Valley Career Center. The WIOA program covered the entire cost of Mr. Nassar’s classes, books, and licensing exam for the project management professional (PMP) certification. He passed the PMP exam and obtained a job as a project manager in February 2022. Mr. Nassar’s household income increased significantly from \$12,500 when he first joined the program to \$120,000. Mr. Nassar also set a goal to become homeownership ready. He was able to pay off his credit card debt and save over \$7,000 toward a downpayment and increase his credit score above seven hundred. Mr. Nassar is completely self-sufficient and continues to work toward his goal of becoming a homeowner without Housing Choice Voucher (HCV) assistance.

**FSS PROGRAM SUMMARY**

<b>Program Summary</b>	<b>January 2024</b>
Total Clients Under Contract:	230
Graduates:	0
Escrow Disbursed:	0
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	3
Case Management Referrals:	18
Job Referrals:	29

# **ATTACHMENT A**



**CONFLICT OF INTEREST CODE  
FOR THE  
HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

~~Revised: February 9, 2022 – Resolution No. 02-22~~

Revised: February 14, 2024 – Resolution No. 02-24

The Political Reform Act (Government Code §81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730), which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's Code. After public notice it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the **attached** Appendix "A" designating employees, establishing disclosure categories, and identifying officials and employees required to file disclosure statements pursuant to Gov. Code Section 87200, shall constitute the Conflict of Interest Code of the Housing Authority of the County of Alameda ("HACA").

Designated employees and officers and employees filing statements pursuant to Gov. Code Section 87200 shall file their statements with the Executive Assistant to the Executive Director of HACA who will retain said statements, or copies thereof, and make them available for public inspection and reproduction. (Gov. Code Section 81008).

### **Officials who Manage Public Investments:**

It has been determined that the positions listed below manage investments and will file a statement of economic interests pursuant to Government Code Section 87200:

Accountant  
Executive Director  
Deputy Executive Director  
Finance Director  
Financial Accounting Manager  
Housing Commissioner

### **Disclosure Categories**

Designated employees must disclose:

**I. Rental Property**

Any interest in real property within the County of Alameda used as or for residential rental.

**II. Other Real Property**

Any interest in real property which could be sold or used for residential development within the County of Alameda County

**III. Business Entities and Sources of Income That May Provide Goods and Services to HACA**

Investments and business positions in business entities and sources of income which are of the type which contract with HACA to supply goods, services, materials, supplies or leased space. Such entities may include, but are not limited to, construction contractors, architects and architectural firms, and business entities which provide legal, brokerage, financing, insurance, property management, investment services or materials and supplies.

**IV. Business Entities and Sources of Income That Engage in Land & Real Estate Development**

Investments and business positions in business entities and sources of income which engage in land development, construction, acquisition and/or sale of real property for development of residential rental housing.

**V. \*Consultants:**

Consultants shall be included in the list of designated employees and shall disclose economic interests pursuant to the broadest disclosure category in the Code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "Designated Employee," has been employed to perform a range of duties which are limited in scope, and thus shall not be required fully to comply with disclosure requirements described in this Appendix. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination shall be a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

**APPENDIX “A”**  
**CONFLICT OF INTEREST CODE FOR THE**  
**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

Designated Employees	Disclosure Categories
<u>Accountant</u>	<u>ALL</u>
Administrative Analyst I/II	ALL
*Consultants	ALL
Deputy Executive Director	ALL
Eligibility Services Leadworker	I, III
Executive Assistant	ALL
<u>Executive Director</u>	<u>ALL</u>
Family Self-Sufficiency Leadworker	I, III
<u>Financial Accounting Manager</u>	<u>ALL</u>
<u>Finance Director</u>	<u>ALL</u>
<u>Housing Commissioner</u>	<u>ALL</u>
Housing Inspector	I, III
Housing Specialist	I, III
Human Resources Manager	ALL
Information Technology Manager	ALL
Leasing Services Leadworker	I, III
Facilities Manager	ALL
Procurement Manager	ALL
Housing Programs Manager	ALL
Property Management Administrator	ALL
Property Management Assistant	I, II
Special Programs Manager	ALL
Senior Administrative Analyst	ALL



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

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Financial Accounting Manager	ALL
Finance Director	ALL
Housing Commissioner	ALL
Housing Inspector	I, III
Housing Specialist	I, III
Human Resources Manager	ALL
Information Technology Manager	ALL
Leasing Services Leadworker	I, III
Facilities Manager	ALL
Procurement Manager	ALL
Housing Programs Manager	ALL
Property Management Administrator	ALL
Property Management Assistant	I, II
Special Programs Manager	ALL
Senior Administrative Analyst	ALL