

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION REGULAR MEETING AGENDA

Meeting Date/Time: September 10, 2025 at 8:00 a.m.

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

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

- Item No. 1:** **Call to Order and Roll Call**
- Item No. 2:** **Closed Session**
Pursuant to Government Code §54957
Public Employee Evaluation: Executive Director
- Item No. 3:** **Closed Session**
Pursuant to Government Code §54957.6
Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda
- Item No. 4:** **Approve the Minutes of the July 23, 2025 Special Meeting (Action)**
- Item No. 5:** **Public Comment**
On matters not on the agenda.
- Item No. 6:** **Executive Director's Report (Information Only)**
- Item No. 7:** **New Business**
- Item No.7-1:** Award Contract for Audit Services to Harshwal & Company LLP (Action)
- Item No.7-2:** Ratify the 2025 HACA Scholarship Awards and the 2025 Donald C. Biddle Memorial Scholarship Award (Action)
- Item No.7-3:** Recognize Kesha Simmons as HACA's Shining Star (Information Only)
- Item No.7-4:** Annual Report Pursuant to California Senate Bill 1357 (Information Only)
- Item No.7-5:** Programs Activity Report (Information Only)
- Item No.8:** **Communications (Information Only)**
- Item No.9:** **Commissioner Reports (Information Only)**
- Item No.10:** **Adjournment**

As a courtesy, and technology permitting, members of the public may continue to participate virtually by Zoom. However, HACA does not guarantee that the public's access to teleconferencing or videoconferencing technology will be uninterrupted, and technical difficulties may occur from time to time. Should Zoom not be available, or become non-functioning, or should the Housing Commission otherwise encounter technical difficulties that make Zoom unavailable, the Housing Commission will proceed with business in person unless otherwise prohibited by law. In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission's agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls 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 acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to st

CLOSED SESSION

September 10, 2025

*Pursuant to Government Code §54957
Public Employee Evaluation: Executive Director*

CLOSED SESSION

September 10, 2025

Pursuant to Government Code §54957.6

Contract Negotiations with SEIU Local 1021 and the Housing Authority of the County of Alameda

HOUSING COMMISSION
MEETING MINUTES
July 23, 2025

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION SPECIAL MEETING
SUMMARY ACTION MINUTES**

Meeting Date and Time: July 23, 2025 at 8:00 a.m.

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

Teleconference Location: Privada Terazas No.1, Boulevard Guanajuato, GTO Mexico

Remote Participation Link: <https://us02web.zoom.us/j/88460095724>

MEETING AGENDA

Agenda Item No. 1: Call to order and Roll Call

Chairperson McCorriston called the Housing Commission's Special meeting of July 23, 2025 to order at 8:01 a.m.

Before proceeding with the roll call, Chairperson McCorriston announced that Commissioner Grindall will be participating in the meeting from a remote location under the traditional requirements of the Brown Act. He noted that Commissioner Grindall's teleconference location was posted on the meeting agenda and at the teleconferencing location.

Chairperson McCorriston also announced that Commissioners Chawla and Welch will be participating under the "just cause" provisions of AB2449. Chairperson McCorriston discussed the criteria for remote participation with Commissioner Chawla. Commissioner Chawla confirmed both her audio and video were working. Commissioner Welch had not joined the meeting yet so he indicated that he would go through the criteria with her once she joined.

Roll Call:

Present in the Board Room:

Commissioner Mark Gerry
Commissioner Daniel Goldstein (Vice Chairperson)
Commissioner Helen Mayfield
Commissioner Michael McCorriston (Chairperson)
Commissioner Peggy McQuaid
Commissioner Scott Sakakihara

Present via Zoom:

Commissioner Seema Chawla
Commissioner Terrence Grindall

Excused:

Commissioner Angela Finley

Commissioner Pete Ballew

Commissioner Yang Shao

Agenda Item No. 2: Election of Officers

Chairperson McCorriston thanked Commissioners Gerry, Mayfield, and McQuaid for serving on the Nominating Committee with him. He reported that the committee met on June 26 to discuss candidates for the Housing Commission's Chair and Vice Chair positions. Chairperson McCorriston announced that the committee selected Commissioner Daniel Goldstein for the Chair and Commissioner Scott Sakakihara for Vice Chair and recommended that the Housing Commission take action to elect these commissioners for these positions for a term of 1 year.

Recommendation:

Elect Commissioner Daniel Goldstein as Chair and Commissioner Scott Sakakihara as Vice Chair of the Housing Commission for a term of 1 year.

Commission Discussion:

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

Motion/Second:

Commissioners McQuaid (motion) and Grindall (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Grindall, Mayfield, McCorriston, McQuaid, and Sakakihara.

Not present for the vote: Commissioner Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

Newly elected Housing Commission Chairperson Goldstein chaired the remainder of the meeting. He thanked Commissioner McCorriston for his service as Chair.

Agenda Item No. 3: Public Comment - On Matters Not on the Agenda

None.

Agenda Item No. 4: Approval of the Minutes of the June 11, 2025 Regular Meeting (Action)

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

Recommendation:

Approve the minutes of the June 11, 2025 Regular meeting as presented.

Motion and Second:

Commissioners McQuaid (motion) and Mayfield (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Grindall, Mayfield, McCorriston, McQuaid, and Sakakihara.

Not present for the vote: Commissioner Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

Commissioner Welch joined the meeting on Zoom. Chairperson Goldstein went over the criteria for remote participation and Commissioner Welch confirmed that both her video and audio were working properly.

Agenda Item No.5: Executive Director's Report (Information Only)

Laura Broussard Rosen, Executive Director, presented her report. Ms. Broussard Rosen updated the Housing Commission on HACA's current management position recruitments. She reported that the recent efforts to recruit a Procurement and Purchasing Manager were unsuccessful. Ms. Broussard Rosen stated that this is a niche position that requires technical expertise in public sector procurement and contracting and high-level management skills as well as the ability to do hands-on work. She indicated that staff will regroup for planning a new recruitment and is considering engaging a consultant to provide interim support. Ms. Broussard Rosen also reported that the application period for the Administrative Analyst management position just closed and that staff is in the process of screening applicants and planning for the first round of interviews.

Ms. Broussard Rosen also provided an update on the Emergency Housing Voucher (EHV) Program funding situation. She noted that, as mentioned in previous Housing Commission meetings, the U.S. Department of Housing and Urban Development (HUD) will sunset the EHV program earlier than anticipated and that HUD's funding for this program is exhausted. Ms. Broussard Rosen stated that HACA and other agencies have received final funding allocation amounts and have notified the approximately 200 families with EHV vouchers of the EHV Program's status. She indicated that staff is exploring options to help these families and indicated that HUD has issued guidance for potential options to transfer families on the EHV Program to other voucher programs and commented that nothing is definitive. Ms. Broussard Rosen stated that staff will continue to communicate with the affected families and keep the Housing Commission informed.

Commission Discussion:

Commissioner Mayfield and Ms. Broussard Rosen discussed HACA's wait list. Ms. Broussard Rosen stated that staff held a wait list opening in 2024 to replenish it but that HACA has not issued new vouchers since May 2024 due to funding constraints. Commissioner Mayfield inquired about the families on the wait list prior to the wait list opening and Ms. Broussard Rosen confirmed that these families retain their position on the wait list even during new wait list openings. Commissioner Mayfield and Ms. Broussard Rosen briefly discussed the Veterans Affairs Supportive Housing (VASH) Program and how the program works.

Commissioner McQuaid asked if staff has considered restructuring the Purchasing & Procurement Manager position. Ms. Broussard Rosen commented that HACA has limited options for restructuring due to the Purchasing and Procurement Department's size which includes 1 manager and 1 support position. Mansoorali Hudda, Finance Director, added that HACA must also be mindful of equity when considering restructuring a position.

Chairperson Goldstein inquired about the plans to engage a consultant for interim support in the Purchasing and Procurement Department. Ms. Broussard Rosen indicated that staff has begun initial conversations with potential professional consultants to explore part-time support options.

Vice Chairperson Sakakihara asked if Alameda County's Measure W could be a potential source of funding for the EHV Program and Ms. Broussard Rosen stated that while she has been in some preliminary discussions about Measure W, the county has not specifically indicated that it's a resource for emergency housing vouchers. She stated that Alameda County is still determining what the parameters will be for the Measure W funding and that HACA would explore this as an option if Alameda County indicates that the measure could be a potential source of funding for the EHV Program.

Commissioner Mayfield and Ms. Broussard Rosen discussed the recruitment firm that HACA is using for its management recruitments. Commissioner Mayfield asked if it is the same firm that HACA used for the Executive Director recruitment. Ms. Broussard Rosen clarified that HACA's recruitment firm is CPS HR Consulting (CPS HR) and that HACA has been working with CPS HR on the management recruitments for last 6 months. She added that CPS HR is a different firm from the one used in the Executive Director recruitment and that there have been no issues with CPS HR. Ms. Broussard Rosen reiterated that the challenges HACA has been experiencing are related to the nature of the Procurement and Purchasing Manager position and not the consultant.

Ms. Broussard Rosen revisited a question from Commissioner McQuaid regarding advocacy letters for the EHV Program. She indicated that she was in the process of preparing a letter but recommended that she provide a letter with broader advocacy for the overall funding of all of HACA's programs given that the federal appropriations process has begun.

Agenda Item No.6: New Business

Agenda Item No.6-1: Adopt Resolution No. 05-25 Approving the Section Eight Management Assessment Program Certification and Authorizing Submission to the U.S. Department of Housing and Urban Development (Action)

Jennifer Cado, Senior Administrative Analyst, presented the staff report. Ms. Cado explained that the HUD measures a housing authorities' administration of the Housing Choice Voucher (HCV) Program through the Section Eight Management Assessment Program (SEMAP) that consists of 14 key performance indicators for HACA's HCV program. Ms. Cado described the factors that the SEMAP scores are based on including the PHA's self-certification for certain

indicators, data in HUD's national database of tenant information, and independent audit findings.

Ms. Cado reported that for the period of July 1, 2024-June 30, 2025, HACA's overall SEMAP rating is "Standard" with an overall performance ratio of 81%, which is an improvement from the previous fiscal year. She reviewed HACA's SEMAP scores, highlighted the SEMAP performance indicators where full points were not achieved, explained what those indicators measure and outlined the steps that HACA is taking to improve performance in these areas. Ms. Cado recommended that the Housing Commission adopt Resolution No. 05-25 to approve the SEMAP certification and authorizing the Executive Director to submit it to HUD.

Recommendation:

Adopt Resolution No. 05-25 Approving the SEMAP certification and authorize submission to HUD.

Commission Discussion:

Commissioner McCorriston commented that the indicators seem to be tied to one another and that one indicator could impact the other indicators. Ms. Broussard Rosen agreed and commented that there is very little room for error in the scoring, which is not unreasonable.

Commissioner McQuaid commented that HACA's scores are progressing in the right direction and encouraged staff to continue their efforts. She also commented that if the score for the Family Self-Sufficiency (FSS) Program indicator were still counted toward SEMAP, HACA's totals would be closer. Commissioner McQuaid asked if FSS Program funding is tied to SEMAP and Ms. Broussard Rosen clarified that it is not tied to SEMAP. She further explained that HACA is not required to measure the FSS Program through SEMAP because HACA has already met its obligations to HUD and now operates the FSS Program voluntarily.

Vice Chair Sakakihara discussed the 4 performance indicators where HACA lost points and asked for clarification on the scoring for indicators 9 and 12. Ms. Cado explained that SEMAP allows for only a "Yes/No" response to indicate whether points are earned and that this data for these indicators come from HUD's database. She further explained that there are thresholds for these indicators that determine the number of points earned.

Commissioner Mayfield asked about the stability of the funding for the FSS Program over the next 3 years. Ms. Broussard Rosen explained that the funding for the FSS Programs depends on the federal budget. She stated that HACA is committed to operating the FSS Program and noted that its continuation is contingent upon the funding available from the federal government. Commissioner Mayfield asked if this means that the FSS Program is in jeopardy and Ms. Broussard Rosen responded that the short answer is yes, and that some cuts have been proposed, but that it will be depend on the final funding situation. She commented that the direct impact to HACA is difficult to determine until the final funding levels are known.

Ms. Broussard Rosen commented that HACA still has a lot of work to do to improve in SEMAP but acknowledged the efforts of HACA's staff and managers. She stated that HACA offered a lot of voluntary overtime work over the past fiscal year and that many staff stepped up and have worked hard to make sure HACA is progressing in the right direction.

Commissioner McCorriston commented that this progress has taken some time and asked how these issues evolved. Ms. Broussard Rosen described the challenges resulting from the pandemic, position vacancies, and unexpected employee leaves that created gaps in HACA's capacity and significantly impacted HACA's overall operations. She noted that HACA is still working very hard to recover from these challenges and that while there is still more work to do, HACA has made significant progress.

Chairperson Goldstein recognized HACA's staff and executive team. He expressed his appreciation for the hard work they are doing to meet these challenges.

Motion and Second:

Commissioner McCorriston (motion) and Commissioner McQuaid (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Grindall, Mayfield, McCorriston, McQuaid, Sakakihara, and Welch.

Motion passed. **APPROVED AS RECOMMENDED.**

Agenda Item No.6-2: Approve HACA's Housing Choice Voucher Administrative Plan Policy Revisions (Action)

Jennifer Cado presented the staff report. Ms. Cado reported that staff is proposing to revise HACA's Housing Choice Voucher (HCV) Administrative Plan (Admin Plan) to incorporate new or revised HACA policies or program initiatives. She summarized the proposed revisions to chapters 4, 8, 9, 12, 15, 17, and 18 of the Admin Plan. Ms. Cado recommended that the Housing Commission approve the proposed policy revisions to HACA's HCV Admin Plan.

Recommendation:

Approve revisions to HACA's Housing Choice Voucher Administrative Plan as presented.

Commission Discussion:

Commissioner McCorriston and Ms. Broussard Rosen discussed the proposed revisions to Chapters 8.II.F and 8.II.G. He asked if the consultant looked at the practices of other agencies in similar situations. Ms. Broussard Rosen affirmed that the consultant has worked with many other housing authorities and is very familiar with the administration of the program nationally. She commented that the sheer volume of inspections are a challenge for HACA and that the proposed policy revisions allow HACA some efficiencies. Ms. Broussard Rosen noted that staff will continually evaluate these processes and policies and will return to the Housing Commission if further revisions to the Admin Plan are necessary.

Commissioner McCorriston and Ms. Broussard Rosen discussed the time period for corrections on failed inspections. Commissioner McCorriston asked if this timeline is tied to SEMP. Ms. Broussard Rosen clarified that this time period refers to the amount of time a landlord has to correct deficiencies before they are subjected to abatement and it is not tied to SEMAP. She gave a general example of how these particular revisions to the policy would impact the timeline and process for the owner to certify that the deficiencies have been corrected.

Commissioner Mayfield asked how the failed inspections and resulting correction period affects the tenant. Ms. Broussard Rosen described what happens when a unit fails an inspection and deficiencies are identified and the required timeframe for the landlord to make and certify that corrections have been made. Ms. Broussard Rosen explained that abatement affects only the landlord's payments and not the program participant's voucher. She added in the very rare instance where a landlord does not correct the deficiencies, HACA will have to terminate the contract for the unit and the program participant will have to move because the unit is not in compliance. She reiterated that this rarely happens but confirmed that HACA will work with the tenant to provide support and referrals to resources should the tenant have to move. Commissioner Mayfield asked what can be done to hold the landlord accountable in cases such as this. Ms. Broussard Rosen explained that since HACA is not a party to the lease, HACA's role is limited to enforcing inspection requirements and abating the payments to the landlord. She added that HACA does not have the authority to make the landlords comply beyond these measures.

Commissioner Mayfield talked about a situation she encountered in her unit with an emergency water heater issue. She asked who would be responsible for inaction. Ms. Broussard Rosen described how that particular situation would be handled and stated that the only authority HACA could exercise in that case is abatement of the Housing Assistance Payments, which could lead to a termination of the contract for the unit.

Commissioner McQuaid suggested that to avoid moving too far off topic, emergency response processes could be revisited in a future meeting for further discussion.

Commissioner McCorriston asked about the notification process. Ms. Broussard Rosen indicated that when a unit fails, both the owner and the participant will receive notice of the items that have failed and that the notice explains the timelines and requirements for correction.

Chairperson Goldstein commented that moving is one of the highest stressors in a family's life and asked if there were any resources available in Alameda County to assist in these situations. Roger Escobar, Housing Programs Manager, stated that HACA can and has connected landlords and tenants with organizations that can help mitigate and provide other assistance.

Commissioner Mayfield expressed concern that if deficiencies are not corrected, and in the worst case scenario, a tenant has to move that their participation in the program will be in jeopardy. Ms. Broussard Rosen explained that this process does not impact a tenant's participation in the program and that the participant will have their voucher regardless of if they

cannot find a unit within 30 days. She clarified that the impact is on the landlord and the contract for their unit in the program.

Commissioner McCorriston thanked Ms. Broussard Rosen for going into detail about these processes.

Before taking action on this item, Commissioner McQuaid suggested that when the commissioners make a motion, they state what the motion is for.

Motion and Second:

Commissioner McCorriston (motion) and Commissioner Mayfield (second).

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Mayfield, McCorriston, McQuaid, Sakakihara, and Welch.

Not present for the vote: Commissioner Grindall.

Motion passed. **APPROVED AS RECOMMENDED.**

Item No.6-3: Approve the 2025 HACA Scholarship Awards and the 2025 Donald C. Biddle Memorial Scholarship Award (Action)

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported that HACA's annual scholarship program provides FSS Program participants and tenants in the HACA-managed units owned by Preserving Alameda County Housing, Inc. (PACH) the opportunity to apply for a scholarship to help pay for eligible expenses related to their education. He reported that HACA received 12 applicants for the 2025 HACA Scholarships and 4 applicants for the 2025 Donald C. Biddle Memorial Scholarship Award. He thanked Commissioners Chawla, Gerry, and Goldstein for serving as the 2025 Scholarship Committee. Mr. Taylor reported that the committee reviewed the applications and have come up with award recommendations. Melissa Taesali, Executive Assistant, distributed a handout of the award recommendations and shared this information on screen for the remote participants.

Mr. Taylor summarized the award recommendations and noted that the committee selected 2 outstanding applicants to share the bonus award this year. Mr. Taylor shared some highlights from their scholarship applications and shared the accomplishments of the person selected for the Donald C. Biddle Memorial Scholarship award. Mr. Taylor recommended that the Housing Commission approve the 2025 HACA Scholarship awards and the 2025 Donald C. Biddle Memorial Scholarship award.

Recommendation:

Approve the 2025 HACA Scholarship awards and the 2025 Donald C. Biddle Memorial Scholarship award as presented.

Commission Discussion:

Commissioner Gerry commented that the applicants were very impressive and thanked staff for doing a great job with the scholarship program over the years.

Commissioner Chawla commented that the applicants are working very hard to do something with their lives and that she wished they could give an award to everyone. She also thanked Mr. Taylor and Ms. Taesali for the work they did during the application process.

Chairperson Goldstein talked about the annual *It's Your Time to Shine* celebration and stated that it is a heartwarming celebration. He commented that seeing the participants and their families using these tools, resources, and encouragement to improve their lives is very impactful.

Commissioner Mayfield and Mr. Taylor discussed the application process. Commissioner Mayfield commented that sometimes an applicant's potential does not come across if they are not a good writer. Mr. Taylor explained that award amounts are not just based on the personal essay. He added that staff does provide feedback to applicants if they did not submit a strong application or if they were not selected for an award. Commissioner Mayfield asked staff to connect applicants with resources that could help them with completing the scholarship application.

Commissioner Chawla asked if any follow up is done with the award recipients to ensure that they are using the scholarship and attending school. Mr. Taylor discussed some tools and documentation that staff utilizes to confirm an applicant's enrollment.

Commissioner McCorriston asked if there was just 1 recipient this year for the Donald C. Biddle Memorial Scholarship. Mr. Taylor explained that there is typically 1 winner each year but that in 2024 there were 2 recipients since no applicants in 2023 were selected for the award.

Commissioner Mayfield and Mr. Taylor discussed the staff capacity to provide guidance to scholarship applicants during the application process. Mr. Taylor stated that this is something that staff and the FSS Coordinators usually help with. Ms. Broussard Rosen commented that the FSS Coordinators can assist with providing guidance, feedback, and connecting scholarship applicants to resources as this falls within the scope of their regular interactions with FSS participants.

Commissioner Mayfield commented that it is great to see the slight increase in the award amounts. She and Mr. Taylor briefly discussed the accomplishments of the person selected for the Donald C. Biddle Memorial Scholarship.

Ms. Taesali informed Chairperson Goldstein that Commissioner Grindall and Commissioner Welch had to leave the meeting and that the Housing Commission has lost its quorum. Chairperson Goldstein stated that the Housing Commission will defer acting on this item and the next item on the agenda.

Commissioner McQuaid asked about the processing of the scholarship awards. Mr. Hudda indicated that staff could process the scholarship payments and bring the item back to the Housing Commission to retroactively ratify the awards. The Housing Commission agreed.

The Commission moved on to agenda items 6-5 and 6-6 since these items were information only.

Agenda Item No.6-4: Appoint a HACA Housing Commissioner to the Preserving Alameda County Housing, Inc. Board of Directors (Action)

This item will be presented at a future Housing Commission meeting.

Agenda Item No.6-5: Quarterly Investment Portfolio Report for the Quarter Ended June 30, 2025 (Information Only)

Mansoorali Hudda presented the staff report. Report received.

Commission Discussion:

Commissioner McCorriston and Mr. Hudda discussed the average maturity on the California Local Agency Investment Fund.

Agenda Item No.6-6: Programs Activity Report (Information Only)

Daniel Taylor presented the staff report. Mr. Taylor reported on the recent FSS Resource Fair held on June 28. He thanked Commissioners Mayfield and McQuaid for attending and expressed appreciation to staff who volunteered for the event.

Commission Discussion:

Commissioner Mayfield commented that it was a wonderful event with excellent resources. Chairperson Goldstein commented that having access to resources helps everyone and recognized the contributions of the work that people are doing in the community.

Commissioner McQuaid and Ms. Broussard Rosen discussed the increase in the number of abatements in the second quarter. Ms. Broussard Rosen described the factors that impacted this data including a significant increase in a number of inspections that were conducted.

Agenda Item No.7: Communications (Information Only)

Ms. Broussard Rosen stated that HACA plans to cancel the Housing Commission's Regular meeting scheduled for August 13 but will be meeting with the Personnel Committee that day. She also announced that HACA will also be meeting with the Budget/Audit/Negotiations (BAN) Committee to discuss labor contract negotiations.

Agenda Item No.8: Communications (Information Only)

None.

Agenda Item No.9: Adjournment

There being no further business to discuss, Chairperson Goldstein adjourned the meeting at 9:46 a.m.

Respectfully submitted,

Melissa Taesali

Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S
REPORT
September 10, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: September 10, 2025

HACA Management Position Recruitments

Final interviews for the Administrative Analyst position were completed, and top candidates have been identified for next steps in the process. HACA is working with CPS HR Consulting for the Housing Programs Manager recruitment; the application deadline is September 15. HACA has not yet initiated a new recruitment for the Procurement & Purchasing Manager position. However, HACA has secured a procurement consultant to assist with coverage during the prolonged vacancy.

Emergency Housing Voucher (EHV) Program Funding Update

HACA continues to evaluate the duration of final HUD funding for the Emergency Housing Voucher (EHV) Program and the impact on approximately 200 EHV families. HACA is in the process of using HUD-provided technical assistance to fully assess and update EHV funding projections and to plan for the possible transition of EHV families to HCV and/or Mainstream programs, pending available funding in these programs. HACA expects to have further information as a result of the technical assistance and anticipates sending another update to EHV families in the next several weeks.

Management Compensation Analysis Update

As directed by the Housing Commission, HACA initiated a management compensation analysis, including an analysis of methodologies for cost-of-living adjustments. The compensation analysis, led by CBIZ Benefits & Insurance Services Inc., is well underway and most survey responses have been submitted by the participating housing authorities in the region. HACA anticipates presenting the initial findings and recommendations to the Personnel Committee in October.

NEW BUSINESS
September 10, 2025

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: September 10, 2025

Agenda Item No.7-1.: Award Contract for Audit Services to Harshwal & Company LLP

Exhibits Attached: Audit Services Contract Award Summary

Recommendation: Authorize the Executive Director to Execute a Contract with Harshwal & Company LLP for Audit Services

Financial Statement: \$232,905 over five-year contract

BACKGROUND

Each year, HACA is required to submit its audited annual financial report to the U.S. Department of Housing and Urban Development (HUD) and to the Federal Audit Clearing House (FAC). HACA's current contract for audit services has now expired, and a new contract for audit services is required to ensure continued compliance.

DISCUSSION AND ANALYSIS

On June 11, 2025, HACA issued a Request for Proposals (RFP) for audit services. Staff received proposals from four (4) firms which were evaluated by a selection committee comprised of the Finance Director and the Financial Accounting Manager. The proposals were evaluated in accordance with the criteria established in the RFP, as outlined in the attached exhibit.

Harshwal & Company LLP (Harshwal), a firm that specializes in performing audits of Public Housing Authorities (PHAs), received the highest ranking with 251 points out of a maximum possible 300 points. Harshwal is HACA's previous auditor and has provided excellent professional services to HACA in the past. More information about Harshwal is provided in the attached exhibit.

The average cost of annual audit services for HACA is \$46,581. For the new contract award, staff estimates a total cost of \$232,905 to cover audit services for the next five years.

RECOMMENDATION

Staff recommends that the Housing Commission authorize the Executive Director to execute a contract with Harshwal & Company LLP in the not to exceed amount of \$232,905 over a five-year contract period. Anticipated audit expenses are already included in the FY2025-2026 budget, and expenses for future years will be budgeted in those respective years.

EXHIBIT: Audit Services Contract Award Summary

About Harshwal & Company LLP

- Principal: Mr. Sanwar Harshwal, CPA
- Experience:
 - 40+ years' experience
 - Familiarity with both U.S. Department of Housing & Urban Development (HUD) and Government Accounting Standards Board (GASB) statements
 - Some PHAs that Harshwal has worked with previously include:
 - Housing Authority of the County of Alameda
 - Housing Authority of the County of San Mateo
 - Housing Authority of the County of Butte
 - Housing Authority of the City of Benecia
 - County of Humboldt Housing Authority

Evaluation Factors for Request for Proposals (RFP)

Proposals submitted for the Audit Services RFP were evaluated based on the following factors.

- Does the firm have a quality control program to help ensure adherence to high professional standards? (0-10)
- Does the firm subject itself to "Peer Review" to provide an independent review of its quality control policies and procedures? (0-5)
- Did the "Peer Review" cover the governmental auditing section and was the "Peer Review" opinion attached? (0-5)
- Does the proposal fully respond to the needs of HACA and DHA regarding this audit? (0-5)
- Will the firm be able to meet the authorities' 150-day deadline? (0-10)
- Is the quality of the firm's professional personnel to be assigned to the engagement and quality of the firm's management support personnel available for technical consultation adequate? (0-15)
- Has the firm audited other Housing Authorities? If so, please state and let us know if we may contact them. What is the PIH/REAC rejection rate of your audits? (0-10)
- Will the field personnel to be assigned to the engagement have previous Housing Authority or local government experience? How experienced and credentialed are the staffs that will be involved in the audit? Are the "in-charge" people CPAs? (0-10)
- Does the proposal adequately describe in a clear, concise, and understandable manner the work to be performed including sampling techniques and analytical procedures to be used? (0-15)
- Does the proposal demonstrate the firm's familiarity with generally accepted accounting principles (GAAP) as they apply to Housing Authorities? (0-10)
- Have the firm's prior experiences with HACA or another Housing Authority, if any, been acceptable? (0-10)
- The Finance Director evaluated points pertaining to Cost (0-20).

Harshwal & Company LLP Contract Fee Schedule

Audit Year Ended June 30,	Total Fees
2025	\$43,000
2026	\$44,720
2027	\$46,510
2028	\$48,370
2029	\$50,305

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 10, 2025

Agenda Item No.7-2.: Ratification of the 2025 HACA Scholarship Awards and the 2025 Donald C. Biddle Memorial Scholarship Award

Exhibits Attached: None.

Recommendation: Retroactively ratify the 2025 HACA Scholarship Awards and the 2025 Donald C. Biddle Memorial Scholarship Award

DISCUSSION AND ANALYSIS

Each year, the HACA Scholarship Program provides an opportunity for participants in the Family Self-Sufficiency (FSS) program and for tenants of HACA-managed properties owned by Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship to help cover eligible education-related expenses. For 2025, staff received 12 applications for the 2025 HACA Scholarship and 4 applications for the 2025 Donald C. Biddle Memorial Scholarship (Don Biddle Award).

The Housing Commission's Scholarship Committee (Commissioners Chawla, Gerry, Goldstein, and Grindall) reviewed all scholarship applications and the following award recommendations were presented at the Housing Commission meeting held on July 23:

	APPLICANT NAME	SCHOOL	SCHOLARSHIP	AWARD RECOMMENDATION
1.	Christine B.	Kaplan School of Financial Education	HACA	\$750.00
2.	Natasha B.	CSU East Bay	HACA	\$1750.00
3.	Lateefah C.	Chabot	HACA	\$750.00
4.	LaKenya D.	Project Heartbeat	HACA	\$750.00 + \$500.00* <i>*Bonus for outstanding application</i>
5.	Tonya L.	Ohlone College	HACA	\$750.00
6.	Angelica M.	Las Positas	HACA	\$750.00
7.	Tiara M.	Cal State East Bay	HACA	\$1750.00 + \$500.00* <i>*Bonus for outstanding application</i>
8.	Riyah M.	Charles R. Drew University	HACA	\$2000.00
9.	Alisha R.	Fremont Adult Continuing Education	HACA	\$250.00
10.	Maureen S.	LSU	HACA	\$2000.00
11.	Nona C.	American Indian Health Center Fruitvale	Don Biddle Award	\$2500.00

However, at the time this item was presented in the meeting, the Housing Commission lacked a quorum and could not take formal action on this item. The Housing Commission directed staff to process the scholarship payments, with ratification to follow at the next Regular meeting.

RECOMMENDATION

Staff recommends that the Housing Commission retroactively ratify the 2025 HACA Scholarship awards and the 2025 Donald C. Biddle Memorial Scholarship award.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: September 10, 2025

Agenda Item No.7-3.: Recognize Kesha Simmons as HACA's Shining Star for August 2025-January 2026

Exhibits Attached: None

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, "HACA Shining Star" parking space, 2 days of vacation, recognition and acknowledgement from the Housing Commission, a trophy, and a spotlight on HACA's intranet.

DISCUSSION

HACA is privileged to have on its staff Kesha Simmons, a Leasing Services Leadworker in HACA's Housing Programs Department. Kesha's selection as HACA Shining Star for the months of August 2025 – January 2026 was announced at an All Staff meeting held on July 25. The comments below were submitted by those who nominated Kesha and describe her outstanding work and impact on HACA's operations:

The accounting team at HACA proudly nominates Kesha Rae Simmons for the Shining Star award.

As a Leadworker in Programs, Kesha has become an invaluable liaison between the programs and accounting teams over the past year. In a fast-paced work environment, she consistently makes herself available to Account Specialists, answering questions and providing effective solutions. Kesha approaches complex challenges with confidence and ensures that requests for assistance are addressed promptly and thoroughly.

Thanks to Kesha's knowledge, responsiveness, and willingness to help, Account Specialists can deliver exceptional service to HACA's clients, aligning with our Mission Statement. Her contributions not only enhance our efficiency but also create a more enjoyable workplace. Everyone appreciates her timely and friendly responses, making our environment better for all.

Kesha will attend the Housing Commission's September meeting to receive recognition as "HACA's Shining Star" for August 2025 – January 2026.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 10, 2025

Agenda Item No.7-4.: Annual Report Pursuant to California Senate Bill 1357

Exhibits: Draft FY2024-2025 Annual Report

Recommendation: Receive information

BACKGROUND

Senate Bill No. 1357 (SB1357) proposed by Senator Aisha Wahab (District 10), was signed into law, effective January 1, 2025. SB 1357 is specifically related to HACA and includes requirements to report specific information on its website.

Based on the requirements of SB1357, staff has prepared a draft annual report for fiscal year 2024-2025 that includes both housing program data and agency employment data. The draft annual report will be presented at the meeting.

PROGRAMS ACTIVITY
REPORT
September 10, 2025

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 10, 2025

Agenda Item No.7-5.: 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 chart below 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.

9/1/2025	9/1/2024	9/1/2023
6,989	6,961	6,863

- **HCV Program Utilization:** The chart below 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.

	9/1/2025	9/1/2024	9/1/2023
Average HAP Subsidy	\$1,948	\$1,866	\$1,785
Average Tenant-Paid Rent	\$587	\$604	\$616
Average Contract Rent	\$2,535	\$2,470	\$2,401

- ❖ The chart below 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.

	9/1/2025	9/1/2024	9/1/2023
Outgoing Billed Portability Contracts	79	87	87
Incoming Portability Contracts	212	71	68

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

9/1/2025	9/1/2024	9/1/2023
221	223	219

- **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 September 2, 2025, there were 61 active properties listed.

	7/15/24	9/3/24	9/30/24	11/4/24	12/2/24	1/28/25
Units	68	63	92	80	92	84
	3/3/25	5/5/25	6/2/25	7/7/25	8/5/25	9/2/25
Units	65	55	68	66	61	61

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the Month of August 2025

	Certificates		Vouchers		AUGUST 2025 TOTAL			
City	Number	HAP*	Number	HAP**	Number	HAP	AUGUST 2024	AUGUST 2023
		based on avg \$ 2,158		based on avg \$ 1,949				
Albany	0	\$0	17	\$33,133	17	\$33,133	11	11
Castro Valley	5	\$10,790	280	\$545,720	285	\$556,510	246	243
Dublin	7	\$15,106	499	\$972,551	506	\$987,657	458	433
Emeryville	0	\$0	194	\$378,106	194	\$378,106	170	166
Fremont	23	\$49,634	1,241	\$2,418,709	1,264	\$2,468,343	1,258	1,278
Hayward	32	\$69,056	1,948	\$3,796,652	1,980	\$3,865,708	1,954	1,957
Newark	5	\$10,790	260	\$506,740	265	\$517,530	280	249
Pleasanton	3	\$6,474	340	\$662,660	343	\$669,134	325	303
San Leandro	16	\$34,528	1,445	\$2,816,305	1,461	\$2,850,833	1,474	1,430
San Lorenzo	1	\$2,158	168	\$327,432	169	\$329,590	176	174
Union City	9	\$19,422	714	\$1,391,586	723	\$1,411,008	700	714
TOTALS	101	217,958	7,106	13,849,594	7,207	14,067,552	7,052	6,958

* Based on an average August Housing Assistance Payment (HAP) of \$2,158 per certificate contract

**Based on an average August Housing Assistance Payment (HAP) of \$1,949 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of August 2025

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	17	\$2,165	\$1,614	\$551	25%
Castro Valley	280	\$2,490	\$1,935	\$554	22%
Dublin	499	\$2,676	\$2,043	\$627	23%
Emeryville	194	\$2,154	\$1,622	\$532	25%
Fremont	1,241	\$2,705	\$2,107	\$599	22%
Hayward	1,948	\$2,426	\$1,834	\$592	24%
Newark	260	\$2,735	\$2,148	\$587	21%
Pleasanton	340	\$2,397	\$1,933	\$463	19%
San Leandro	1,445	\$2,424	\$1,867	\$557	23%
San Lorenzo	168	\$2,693	\$2,015	\$678	25%
Union City	714	\$2,727	\$2,111	\$617	23%

*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: September 10, 2025

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



Family Self-Sufficiency (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

Participant Spotlight

The FSS team is pleased to recognize Ms. Francis, a June 2025 graduate, for her remarkable achievements. Ms. Francis overcame early barriers to education and employment. Over five years, she demonstrated financial discipline and personal resilience, increasing her income threefold to \$70,000 through her work as an in-home healthcare provider. With support from the FSS Program's financial literacy resources, she built confidence in banking and saved \$10,000. Ms. Francis received an escrow disbursement of \$38,066.88, which she plans to invest in educational savings for her grandsons and a family vacation.

NEW Housing Choice Voucher Homeowner

Ms. Robinson graduated from the FSS program in 2018, saving her escrow funds with the long-term goal of homeownership. Through patience, financial foresight, and persistence, she achieved that goal in July 2025, using her Housing Choice Voucher (HCV) to purchase a 4-bedroom, 2-bathroom house in the city of Hayward. Ms. Robinson is proud of this milestone and looks forward to creating new memories in her home. Her journey reflects the power of planning, perseverance, and the support of the FSS Program and the HCV Homeownership Program.

FSS PROGRAM SUMMARY

Program Summary	July 2025	August 2025
Total Clients Under Contract:	192	193
Graduates:	2	3
Escrow Disbursed:	\$60,708.53	\$68,591.84
Ports In:	0	0
Ports Out:	3	0
Terminations:	0	0
New Contracts:	1	3
Case Management Referrals:	65	26
Job Referrals:	32	27