

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
HOUSING COMMISSION REGULAR MEETING AGENDA**

**Regular Meeting Date: June 10, 2026**

**Time: 8:00 a.m.**

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

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

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*Housing Commission meetings are held in person and open to the public. All reports and supporting material for the meeting are available on the internet at <https://www.haca.net/housing-commission/> and in the Office of the Secretary at 22941 Atherton Street. Members of the public may also participate virtually by Zoom. The Housing Commission does not guarantee that the public's Zoom access will be free from interruption or technical difficulties. Should Zoom not be available, the Chairperson may, at his/her discretion, continue the meeting in person if no Housing Commissioner is participating in the meeting through teleconference. If a Housing Commissioner is participating in the meeting through teleconference, and Zoom access is interrupted, then the Housing Commission shall take no further action in open session until Zoom access is restored.*

*In-person attendees who wish to speak on a matter are invited to request a speaker slip from the Housing Commission Secretary, fill it out, and return it to the Secretary as soon as possible. Remote attendees who wish to address the Commission by Zoom should click on "raise hand" when the item they wish to speak on is called. The Secretary will activate and unmute speakers in turn. Written comments may be submitted at least 24 hours in advance of the meeting to [melissat@haca.net](mailto:melissat@haca.net). If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. All attendees who wish to comment on a matter NOT on the Housing Commission's agenda must wait until the Chairperson calls the Public Comment item. Comments on specific agenda items will take place when the Chairperson calls for public comments on that agenda item. There is a time limit of three minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers.*

*Persons requesting accommodation for a disability should contact [melissat@haca.net](mailto:melissat@haca.net) at least 24 hours prior to the meeting.*

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**MEETING AGENDA**

- Item No. 1: Call to Order and Roll Call**
- Item No. 2: Public Hearing**  
AB2561: Public Agency Status of Vacant Positions
- Item No. 3: Approve the Minutes of the May 13, 2026 Regular Meeting (Action)**
- Item No. 4: Public Comment**  
*On matters not on the agenda.*
- Item No. 5: Executive Director's Report (Information Only)**
- Item No. 6: In Memoriam - Former Housing Commissioner Pat Gacoscos (Information Only)**

**(MEETING AGENDA CONTINUES ON NEXT PAGE)**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**HOUSING COMMISSION MEETING AGENDA**

**Regular Meeting Date: June 10, 2026**

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**MEETING AGENDA (CONTINUED)**

- Item No. 7: New Business**
- Item No.7-1:** Adopt Resolution No. 06-26 Approving HACA’s Operating Budget and Budgeted Positions for the July 1, 2026-June 30, 2027 Fiscal Year (Action)
- Item No.7-2:** Adopt Resolution No. 07-26 Approving the Contribution to the Alameda County Employees’ Retirement Association (ACERA) for the July 1, 2026-June 30, 2027 Fiscal Year (Action)
- Item No.7-3:** Approve the 2026 HACA and Donald C. Biddle Memorial Scholarship Awards (Action)
- Item No.7-4:** Ratify the Appointment of the Nominating Committee for the Housing Commission’s Chairperson and Vice Chairperson for the July 1, 2026-June 30, 2027 Fiscal Year (Action)
- Item No.7-5:** Election of Officers for the July 1, 2026-June 30, 2027 Fiscal Year (Action)
- Item No.7-6:** Appoint a HACA Housing Commissioner to the Preserving Alameda County Housing, Inc. Board of Directors for the July 1, 2026-June 30, 2027 Fiscal Year (Action)
- Item No.7-7:** Adopt Resolution No. 05-26 Approving Amendments to HACA’s Personnel Rules (Action)
- Item No.7-8:** Adopt Resolution No. 04-26 Approving the Methodology for the Cost-of-Living Adjustments for HACA’s Management Employees (Action)
- Item No.7-9:** Programs Activity Report (Information Only)
- Item No.8: Communications (Information Only)**
- Item No.9: Commissioner Reports (Information Only)**
- Item No.10: Adjournment in Memory of Former Housing Commissioner Pat Gacoscos**

**PUBLIC HEARING**

**June 10, 2026**

**AB2561: Public Agency Status of  
Vacant Positions**

**HOUSING COMMISSION**

**MEETING MINUTES**

**May 13, 2026**

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

**Regular Meeting Date and Time:** May 13, 2026, at 8:00 a.m.

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

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

**MEETING AGENDA**

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

Call to Order:

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

Roll Call:

Present in the Board Room:

Commissioner Pete Ballew  
Commissioner Seema Chawla  
Commissioner Mark Gerry  
Commissioner Daniel Goldstein (Chairperson)  
Commissioner Terrence Grindall  
Commissioner Mark McCorrison  
Commissioner Peggy McQuaid

Excused:

Commissioner Helen Mayfield  
Commissioner Scott Sakakihara (Vice Chairperson)  
Commissioner Yang Shao

Absent:

Commissioner Angela Finley  
Commissioner Courtney Welch

**Agenda Item No. 2: Approve the Minutes of the April 15, 2026 Special Meeting (Action)**

Report received with no questions or comments from the Housing Commission. Melissa Taesali, Executive Assistant, stated for the record that there was a typo in the agenda packet and confirmed the minutes are for the April 15, 2026 Special meeting.

**Recommendation:**

Approve the meeting minutes of the April 15, 2026 Special meeting with the stated correction.

### **Motion and Second:**

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

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

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

Abstain: Commissioner Ballew.

Motion passed. **APPROVED AS RECOMMENDED.**

### **Agenda Item No.3: Public Comment - *On Matters not on the Agenda***

None.

### **Agenda Item No.4: Executive Director's Report (Information Only)**

Laura Broussard Rosen, Executive Director, presented her report. Ms. Broussard Rosen updated the Housing Commission on the status of the recruitments for HACA's vacant management positions. She reported that the recruitment for the Administrative Analyst position was successful and that the new Administrative Analyst will be starting at the end of the month. Ms. Broussard Rosen also reported that a fourth recruitment attempt for the Procurement and Purchasing Manager position was not successful as the candidate withdrew from the process. Ms. Broussard Rosen noted that, as previously discussed with the Housing Commission, this is a niche position that has been a challenge to fill. She also shared that recent feedback from the recruitment consultant indicated that the salary for this position may not be competitive, so staff is developing a recommendation for a salary range adjustment for this position and will include the recommendation as part of the proposed operating budget for the next fiscal year that staff plans to present at the June meeting.

Ms. Broussard Rosen provided the Housing Commission with advanced notice that staff plans to cancel the Commission's Regular meeting in July, scheduled for Wednesday, July 8, and hold a Special meeting on Wednesday, July 22. She explained that it has been an established practice to move the July meeting to later in the month to allow enough time for staff to complete the U.S. Department of Housing and Urban Development's (HUD) Section Eight Management Assessment Program (SEMAP) reporting process at the end of the fiscal year. She stated that staff will send out reminders and a calendar appointment with the new meeting date.

### **Commission Discussion:**

Commissioner McCorrison commented that it seems that the candidates for the Procurement and Purchasing Manager position know what the role is when they apply, decide to participate in the full process, then withdraw at the last minute. He asked if there are other factors beyond compensation that are contributing to the ongoing challenges with this particular recruitment. Ms. Broussard Rosen explained that it has been a combination of factors. She noted that some of the candidates have not been from the local area and find that relocation is not feasible for them.

Mansoorali Hudda, Finance Director, and direct manager for this position agreed. He added that beyond compensation, some candidates ultimately withdraw because HACA does not offer a hybrid or remote work option.

### **Agenda Item No.5: New Business**

#### **Agenda Item No.5-1: Approve the Audit of the July 1, 2024 – June 30, 2025 Fiscal Year (Action)**

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that the July 1, 2024 – June 30, 2025 fiscal year audit of the financial operations and internal controls for all HACA's programs, including those activities carried out by PACH, Inc., was conducted by auditors Harshwal & Company LLP. He highlighted key sections of the audit and reported on an audit finding related to compliance with program requirements.

Ms. Broussard Rosen provided the Housing Commission with additional details regarding the audit finding, clarifying that the finding is related to housing inspection processes. She explained that the finding is directly tied to issues previously discussed with the Housing Commission during the prior fiscal year's SEMAP reporting process. Ms. Broussard Rosen noted that the staffing and capacity challenges, as well as a recently identified performance issue in which certain documentation was missing from a number of sample files, resulted in the audit finding. Ms. Broussard Rosen outlined the steps that staff has taken to address the issues, including actively working with a housing programs consultant to re-evaluate program policies and procedures to develop standard operating procedures for housing inspections. She noted that these steps are included in a corrective action plan that was submitted to the auditors and that efforts are already underway in resolving these issues.

Staff recommended that the Housing Commission approve the audit of the July 1, 2024-June 30, 2025 fiscal year.

#### **Recommendation:**

Approve the audit for the July 1, 2024-June 30, 2025 fiscal year as presented.

#### **Commission Discussion:**

Commissioner McCorriston praised staff for the efficient response to the audit and expressed appreciation for their efforts. Chairperson Goldstein agreed and commented that he has confidence in staff to carry out HACA's goals and objectives.

Commissioner McQuaid made a point of order and stated that the recommendation should be restated to accept, rather than approve, the audit of the July 1, 2024-June 30, 2025 fiscal year.

#### **Revised Recommendation:**

Accept the audit for the July 1, 2024-June 30, 2025 fiscal year as presented.

#### **Motion and Second:**

Commissioners Chawla (motion) and Gerry (second).

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

**Agenda Item No.5-2: Resolution Approving a Cost-of-Living Adjustment for HACA's Management Employees (Action)**

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen noted that there are 2 separate agenda items related to the Cost-of-Living Adjustment (COLA) for HACA's management employees. She clarified that this item is to request approval of the COLA for management for the current fiscal year, while the other item relates to the methodology for determining the management COLA. Ms. Broussard Rosen reported that it has been HACA's long-standing practice to survey peer agencies in HACA's comparability pool to gather data on the COLA that they've granted to their management employees and calculate the average to determine HACA's management COLA. She explained that although the survey was conducted and completed in February 2025, the management COLA was delayed due to ongoing labor contract negotiations between HACA and SEIU Local 1021. Ms. Broussard Rosen explained that it has been HACA's practice to refrain from making any adjustments to management salary schedules until negotiations have concluded.

Ms. Broussard Rosen further reported that based on the results of the survey, the average COLA is 3.4%, however, based on HACA past practice, staff is recommending that the Housing Commission approve a COLA of 3% for the management employees, consistent with the COLA negotiated for the represented staff.

**Recommendation:**

Adopt Resolution No. 03-26 approving a 3% Cost-of-Living Adjustment for HACA's management employees to be applied retroactively to the first pay period of the July 1, 2025-June 30, 2026 fiscal year.

**Commission Discussion:**

Commissioner McQuaid asked if applying the management COLA retroactively to the start of the fiscal year could create an issue with the represented staff since HACA and the Housing Commission were firm about no retroactive adjustments during the labor contract negotiations process. Ms. Broussard Rosen explained that the COLA for the represented employees and the timing for which it is applied is a negotiable item governed by the labor negotiations process, while the management COLA is determined through a different and separate process. Ms. Broussard Rosen added that applying the management COLA retroactively to the start of the fiscal year has been a past practice. Mr. Hudda commented that HACA's management employees have no control of any delays with the COLA process tied to labor contract negotiations by a separate employee group. Commissioner McQuaid commented that she simply wanted to raise the concern to ensure this action would not create unintended issues and indicated she was ok with the clarification that staff provided.

Chairperson Goldstein and Ms. Broussard Rosen discussed opportunities for salary adjustments

for management employees. Ms. Broussard Rosen explained that there are only 2 potential increases that management employees can receive, the annual COLA which is applied to the management salary ranges, and a potential merit increase through the annual performance evaluation process.

**Motion and Second:**

Commissioners Gerry (motion) and McCorriston (second).

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

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

Motion passed. **APPROVED AS RECOMMENDED.**

**Item No.5-3: Resolution Approving the Methodology for Cost-of-Living Adjustments for HACA Management Employees (Action)**

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that in October 2024, the Housing Commission directed staff to conduct a management compensation analysis that included potential methodologies for determining the COLA for HACA's management employees. She stated that after a competitive solicitation process, HACA selected CBIZ Benefits & Insurance Services (CBIZ) for the compensation analysis and that CBIZ presented its findings from this analysis to the Personnel Committee in November 2025.

Ms. Broussard Rosen described CBIZ's recommendations for a COLA methodology and indicated that after considering their recommendations, staff determined that it would not be feasible or practical to adopt their proposed methodology since the process relies on ongoing contractual services and proprietary data from CBIZ.

Ms. Broussard Rosen then described 2 alternative options for a COLA methodology. She explained that option 1 would be to continue with the survey of peer agencies, however, staff would revise the group of agencies to the 13 housing authorities in nearby regions. She stated that in option 1, staff would take the average of the results from the peer survey to set the COLA, whether it is higher or lower than the COLA negotiated for the represented staff. Ms. Broussard Rosen explained that option 2 would be to forego the survey of agencies in the comparability pool and instead apply the same COLA negotiated for the represented employees to HACA's management employees. She added that option 2 would create consistency across the organization.

Ms. Broussard Rosen recommended that the Housing Commission adopt one of the options for the COLA methodology for management employees for future fiscal years, beginning with the July 1, 2026-June 30, 2027 fiscal year.

**Recommendation:**

Adopt Resolution No. 04-26 approving the methodology for Cost-of-Living Adjustments for HACA's management employees.

### **Commission Discussion:**

Commissioner McCorriston asked how HACA can be sure that the peer agencies are using an appropriate methodology to determine their own COLAs and expressed the concern that it would be difficult to identify any issues with their methodologies if it's not understood what data they are using for their COLAs. He commented that he would prefer more substantive data to compare the COLAs. Ms. Broussard Rosen agreed that when staff surveys these agencies, it is not known how an agency determines their COLA. She noted that when the COLA for the represented employees is being negotiated through the labor contract negotiations process, it is a different level of analysis. She explained that staff analyzes Consumer Price Index (CPI) and inflation data, looks at HACA's budgetary constraints, and carefully considers what is fair based on the balance of these factors. Mr. Hudda agreed and commented that this approach is advantageous because this analysis is under HACA's control and HACA looks at all these important factors and data relevant to HACA to determine the COLA.

Commissioner Ballew commented that it has been a long-standing practice to use benchmarks in public service when looking at compensation. He indicated that he would like to see a combination of benchmarks and data that provides justification. Commissioner Ballew also commented that equity needs to be a factor that is considered in whatever methodology is used for the COLA. He added that once the methodology is selected, he would like the resolution to state that the methodology selected will be used to determine the COLA recommendation since staff presents the COLA recommendation and the Housing Commission ultimately approves it.

Chairperson Goldstein expressed concerns with option 1 as a COLA methodology. He commented that a number of the agencies in the proposed comparability pool do not share the same market dynamics that are specific to Alameda County. He also echoed the concern that it is not known how the peer agencies determine their own COLAs. Chairperson Goldstein also commented that CBIZ did a good job of explaining how market data was gathered and analyzed during their presentation. He urged the Commission to vote in favor of option 2 and stated that he has more confidence in this approach since it involves a more rigorous analysis compared to utilizing data with unknown origins through a peer survey. He added that in the option 2 scenario, HACA drives the analysis and will use data that is applicable to HACA to determine the COLA.

*Due to a lack of quorum, the Housing Commission could not take formal action on this item. Consideration of this item is deferred to the June meeting.*

### **Agenda Item No.5-4: Resolution Approving Amendments to HACA's Personnel Rules. (Action)**

*Consideration of this item is deferred to the June meeting.*

### **Agenda Item No.5-5: Appoint a Nominating Committee for the Housing Commission Chairperson and Vice Chairperson**

In order to avoid delays in the nomination process, the Housing Commission moved forward with the selection of Commissioners Gerry, McCorriston, and Sakakihara to serve on the Nominating

Committee. Their appointments will be brought before the Housing Commission for formal ratification at the June meeting.

**Agenda Item No. 5-6: Approve the 2026 HACA Scholarship and the Donald C. Biddle Memorial Scholarship Awards.**

*Consideration of this item is deferred to the June meeting.*

**Agenda Item No.5-6: Quarterly Budget Status Report (Information Only)**

Mansoorali Hudda presented the staff report. Report received.

**Commission Discussion:**

Commissioner McCorriston and Mr. Hudda discussed some of the variables that will be considered in the budget for the upcoming fiscal year. Mr. Hudda mentioned that staff will discuss these variables with the Budget/Audit/Negotiations (BAN) Committee when they meet with the committee later in the month to present the proposed operating budget for the July 1, 2026-June 30, 2027 fiscal year. He noted that HACA's biggest vulnerability is the administrative funding from HUD. He stated that it appears that the funding will be similar to the current fiscal year's funding but staff will continue to budget conservatively.

**Agenda Item No.5-7: Quarterly Investment Portfolio Report (Information Only)**

Mansoorali Hudda presented the staff report. Report received with no questions or comments from the Housing Commission.

**Agenda Item No.5-8: Programs Activity Report (Information Only)**

Laura Broussard Rosen presented the staff report. Report received.

**Commission Discussion:**

Commissioner McCorriston, Mr. Hudda, and Ms. Broussard Rosen discussed potential trends and some of the significant changes in housing programs and HCV funding during the past fiscal year including the exhaustion of funding for the Emergency Housing Voucher (EHV) Program and some changes to funding in the Mainstream Program.

Chairperson Goldstein praised Mr. Wallace, the FSS participant featured in the FSS report, for his exceptional progress in the FSS Program. He also expressed his gratitude for the FSS Program and talked about the impact of the work that they do.

**Agenda Item No.6: Communications (Information Only)**

Ms. Broussard Rosen informed the Housing Commission that a BAN Committee meeting is scheduled for May 27. She stated that staff also needs to meet with the Personnel Committee in June and will reach out to the committee members to schedule a meeting.

Ms. Broussard Rosen informed the Commission that the Preserving Alameda County Housing, Inc.

(PACH) Board will also meet following the Housing Commission meeting and that the PACH Board also plans to meet in June.

**Agenda Item No.7: Commissioner Reports (Information Only)**

None.

**Agenda Item No.8: Adjournment**

There being no further business to discuss, Chairperson Goldstein adjourned the meeting at 8:48 a.m.

Respectfully submitted,

Melissa Taesali  
Executive Assistant/Housing Commission Clerk

# **EXECUTIVE DIRECTOR'S REPORT**

**June 10, 2026**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**EXECUTIVE DIRECTOR'S REPORT**

**Meeting Date: June 10, 2026**

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**AB2561 Public Agency Vacancy Reporting**

Effective January 1, 2025, Assembly Bill No. 2561 (AB5261) requires public agencies to annually hold a public hearing before the governing body and report information on vacancies and recruitment efforts. HACA has scheduled this public hearing on June 10, 2026 at 8:00am and will present information on the status of the agency's current vacant positions.

**HACA Management Position Recruitments**

HACA successfully filled the Administrative Analyst position in May 2026. HACA is considering options for next steps for the Procurement & Purchasing Manager position based on feedback from CPS HR Consulting. HACA intends to initiate a new recruitment for the position in the next few months.

**Family Self Sufficiency (FSS) Program Resource Fair**

The FSS Resource Fair is scheduled for Saturday, June 27, 2026, from 10:30 a.m. to 1:00 p.m. at HACA. The event connects HACA's FSS families to resources offered by participating community-based organizations and programs.

**July Housing Commission Meeting Date**

As a reminder, the Regular meeting in July will be cancelled. A Special Meeting will be scheduled for July 22 at 8:00am.

**IN MEMORIAM**

**June 10, 2026**

**Former Housing Commissioner  
Pat Gacoscos**

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

**Meeting Date: June 10, 2026**

Agenda Item No.6: In Memoriam - Former Housing Commissioner Pat Gacoscos  
(Information Only)

Exhibits Attached: None

Recommendation: Receive report and adjourn the June 10 Commission meeting in  
remembrance of former Commissioner Pat Gacoscos

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**DISCUSSION**

It is with deep sadness that HACA has learned of the passing of former Housing Commissioner Pat Gacoscos.

Commissioner Gacoscos was first appointed to the Housing Commission by the City of Union City in March 2011 and served continuously until December 2022. Throughout her service on the Housing Commission, she was a dedicated and engaged commissioner whose compassion and commitment made a lasting impact on HACA and the communities it services.

During her service on the Housing Commission, Commissioner Gacoscos served 2 terms as the Housing Commission Chairperson and as the President of the Board of Directors of Preserving Alameda County Housing, Inc. (PACH). In addition, she regularly participated on the HACA Scholarship Committee, helping to support numerous HACA program participants in their pursuit of higher education.

Commissioner Gacoscos was also a steadfast supporter of HACA's Family Self-Sufficiency (FSS) Program. She regularly attended the events and generously donated her Commission meeting per diem to support FSS holiday giving initiatives and families in need. Her generosity and encouragement were deeply appreciated by both staff and program participants.

HACA will remember Commissioner Gacoscos for her kind spirit, generosity, commitment, and support of HACA and the communities we serve. She will be missed and her contributions will not be forgotten.

HACA recommends that the Housing Commission adjourn the June 10 meeting in her memory.

**NEW BUSINESS**  
**June 10, 2026**

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

**Meeting Date: June 10, 2026**

Agenda Item No.7-1: Adopt Resolution No. 06-26 Approving HACA's Operating Budget and Budgeted Positions for the July 1, 2026-June 30, 2027 Fiscal Year (Action)

Exhibits Attached:                   - Statement of Budgeted Revenues, Expenses and Changes in Net Position FYE June 30, 2027; Supporting Schedule of Expenses  
  - Resolution No. 06-26

Recommendation:           Adopt Resolution No. 06-26 Approving Operating Budget and Budgeted Positions for the July 1, 2026-June 30, 2027 Fiscal Year

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#### **BACKGROUND**

HACA's 2026-2027 fiscal year (FY) starts on July 1, 2026, and will end on June 30, 2027. HUD funding, which is provided on a calendar year (CY) basis, is HACA's primary source of income. This requires staff to estimate HUD funding for January to June 2027, the second half of our fiscal year.

On May 27, 2026, the proposed budget was presented to and reviewed in detail by the Housing Commission's Budget/Audit/Negotiations (BAN) Committee. The Committee discussed the budget in detail and recommends that the Housing Commission approve the budgets as presented.

#### **DISCUSSION and ANALYSIS**

A summary of four program budgets is presented--one each for the Housing Choice Voucher (HCV) Program, the Housing Development Fund, Park Terrace and Ocean Avenue. An agency-wide summary of changes to net positions is provided as well. Key assumptions and facts are shown under each program below, in bullet form.

##### **Housing Choice Voucher (HCV) Program**

For CY 2026, the HCV Program HAP renewal funding is provided at 100% of renewal needs based on prior years HAP expense with an inflation factor of 1.04%. This funding is allocated on a monthly basis and is used to make rental subsidy payments to landlords on behalf of tenants and cannot be used for administration. In CY 2025, it was at 100% proration with a 1.026% inflation factor.

The Administrative Fee funding for CY 2026 is approximately 88% of formula fee eligibility. It was set at 88.59% for CY 2025. The FY 2026-2027 budget presented today assumes 88% funding levels for Administrative Fees for the fiscal year as recommended by HUD. We will not know the *actual* funding levels until Congress adopts a budget for federal fiscal year 2026 (October 1, 2026 - September 30, 2027). Note that if there is no final budget by October 1, Congress must adopt a continuing resolution until a budget is approved. If no continuing resolution is adopted the federal government shuts down.

HACA's FY 2026-2027 HCV budget is balanced with an operating surplus of \$76,850. The FY 2025-2026 HCV budget projected an operating deficit of \$101,936.

### **Income**

- Currently, HACA's Housing Assistance Payment (HAP) per unit cost (PUC) is \$1,998 per month. Staff anticipates that the increases in the PUC experienced in the current fiscal year will continue. Higher rents and requested rent increases will exert upward pressure on the PUC. The proposed budget assumes an annual average 97% lease-up rate and an average HAP of \$2,002 PUC per month. By law, HAP funds are restricted to rental subsidy payments only and cannot be used for operating or administrative costs.
- HUD compensates housing authorities for the cost of administering the HCV program through Administrative Fees. Administrative Fees are the main source of funding to cover operating costs and are paid based on the number of units leased as of the first day of each month. Every housing authority's eligibility is pro-rated, if needed, to ensure that fees paid do not exceed the funds appropriated by Congress. For more than a decade, Congress has reduced Administrative Fee funding and many housing authorities, including HACA, have implemented cost cutting measures and used their Unrestricted Net Position (UNP) to balance the budget.

Due to proration, HUD has recommended that income from HCV program Administrative Fees be set at 88% of formula eligibility for the fiscal year. This 88% may end up being slightly higher or lower, depending on HUD's final reconciliation, which typically happens at the end of the calendar year.

- Other fees earned include modest fees to administer Alameda County programs (MHSA, Homes 4 Wellness, and Shelter Plus Care programs) and portability fees. The projection for our incoming portability reflects an average of 50 housing assistance payment contracts that HACA will bill to other housing authorities. HACA earns only 80% of the prorated Administrative Fees for these contracts. The average fee used in the budget is \$110.92 per portability unit per month, which is about \$28 less per unit than what HACA earns for its own voucher contracts. Staff projects an average of 200 contracts that will move into other housing authorities' jurisdictions (i.e., outgoing portability).
- Other income includes the HUD grant for the FSS Program, investment income and the fraud recovery income which, per HUD regulations, is split 50/50 between HACA and HUD.

Total overall income increased by 4.5%, from \$11.52M to \$12.04M due to an anticipated increase in leasing, administrative funding, as well as an increase in the FSS grant.

### **Expenses**

- Indirect costs associated with more than one program are allocated using the percentage of total program unit method. Indirect salaries are allocated using the percentage of payroll method.
- Total overall expenses increased by 3%, due to increases in salaries and benefits expenses caused by wage and benefit cost inflation as well as increases in administrative costs. This was offset by charging costs for direct support to PACH. Banking charges are net of interest earned on balances. They are based on current experience and listed as a separate line item. The increase in interest earnings due to higher interest rates has substantially offset banking costs. They are offset by interest income. Legal fees include fees for HACA's general counsel, employment counsel, and additional counsel for HUD program and housing-related matters. HACA anticipates similar expenses to the previous fiscal year for employment counsel fees for personnel and labor related matters as well as other fees for housing-related matters to ensure compliance with HUD regulations. Estimated expenses also include the contingency for unanticipated legal matters during the fiscal year. Legal fees related to litigation are generally reimbursed by insurance and both reimbursements as well as expenses are accounted for on a gross basis.
- HACA is transitioning the management of its wait lists to an online platform. The projected wait list expenses for FY 2026-2027 are for the implementation of the new online platform and two planned wait list openings for the coming fiscal year.
- The budget includes the addition of 1 new position and the replacement of an Eligibility Technician position with a Housing Specialist position. A new Compliance Analyst has been added as a new management position. The Compliance Analyst is necessary to increase capacity to ensure program compliance for participants, landlords, and agency operations. In addition, a Housing Specialist position has been added to increase capacity given the continued incremental growth of HCV programs. The Housing Specialist position replaces a previously budgeted new Eligibility Technician that was not filled, as the Housing Specialist position is a higher priority need.
- The Purchasing and Procurement Manager position has been reassigned to a higher salary range to address the feedback from CPS HR Consulting after multiple failed recruitments.
- The budget assumes modest increases in health care premiums as well as HACA's employer retirement contributions to ACERA. Additional retirement expenses may be incurred due to ACERA's asset performance vs assumed rate of return depending on ACERA's actuarial study and the employer contribution rate set for HACA by the ACERA Board.
- The budget projects a surplus of \$76,850.

### **Housing Development Fund, Park Terrace, and Ocean Avenue**

- HACA maintains a Housing Development Fund (HDF-Local) for low-income housing development and rehabilitation and management improvements.

- The HDF-Local Fund funds salaries, benefits and other indirect costs not allocated to the HCV program in its budget. These expenses will be charged to non-HCV projects (PACH, Ocean Avenue, Park Terrace) as property management fees.
- HDF-Local Fund also has the net pension liability balance pertaining to employees whose salaries are not directly allocated to the HCV program. While the amount is unknown at this time, additional retirement expenses are expected to be incurred based on the results of the actuarial valuation at end of the calendar year 2025 shared by ACERA with the employers.
- The HDF-Local Fund budget projects an income of \$1,048,231 as compared to \$1,059,776 in FY2025-2026. The projected reserve balance at the end of the budget year is \$11.17 million.
- Park Terrace consists of nine units in the City of Hayward that are rented to low-income families. Park Terrace's budget projects a net income of \$153,643. The projected reserve balance at the end of the budget year is \$2.0 million.
- Ocean Avenue consists of six units in the City of Emeryville that were developed using a variety of funding sources, including HUD's HOME program. There are no rental subsidies unless a Section 8 voucher holder chooses to move in. All units are rented to low-income families at rents required by the HOME program, which range from \$1,003 to \$1,280 per month. Ocean Avenue's budget projects a net income of \$15,634. The projected reserve balance at the end of the budget year is \$515,507.

#### **Budget/Audit/Negotiations (BAN) Committee Review and Recommendation**

The BAN Committee reviewed the budget with staff on May 27, 2026 in detail and asked if transitioning wait list management to an online platform would generate savings. Staff affirmed that there would be savings as reflected In the Schedule of Administrative Expenses.

The BAN Committee also inquired about the Contract/Consultant Services and Computer Software line items in the Schedule. Staff clarified that the increases in software expenses are planned due to cost inflations in agreements. Staff also discussed that the current housing software is outdated and additional fees are incurred as a result. Staff indicated that an evaluation of options for transitioning to new software will begin this calendar year. Staff also clarified that some of the contracts and consulting services are necessary to provide coverage for leaves and vacancies as well as to supplement capacity to support ongoing operations. As the Commission is aware, due to the proration of earned administrative funds by HUD, HACA is not adequately funded to support the level of fulltime positions that is required to successfully administer programs.

The BAN Committee approved the Proposed Operating Budget and Budgeted Positions for the July 1, 2026-June 30, 2027 Fiscal Year as presented and recommended its adoption by the full Housing Commission.

#### **RECOMMENDATION**

Staff recommends the Housing Commission approve the Operating Budget and Budgeted Positions for the July 1 2026-June 30, 2027 Fiscal Year, as presented.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
 BUDGET STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2027

	Housing Choice Voucher		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027
<b>Housing Assistance Payments (HAP)</b>										
Est. HUD PHA grants-HAP	153,609,992	161,492,498							153,609,992	161,492,498
Less: Est. HAP expenses	153,609,992	161,492,498							153,609,992	161,492,498
									-	-
<b>Operating Income</b>										
Rental revenue - tenants	-	-	168,000	168,000	239,892	239,743	95,148	97,812	503,040	505,555
Other revenue -tenants	-	-	-	-	-	-	50	50	50	50
HUD PHA grants	11,078,773	11,509,597	-	-	-	-	-	-	11,078,773	11,509,597
Other revenue	440,000	530,000	1,000	35,000	-	-	-	-	441,000	565,000
Property management fees	-	-	1,780,440	1,780,440	-	-	-	-	1,780,440	1,780,440
Investment income	-	-	270,000	295,000	40,000	50,000	12,000	15,000	322,000	360,000
<b>Total</b>	11,518,773	12,039,597	2,219,440	2,278,440	279,892	289,743	107,198	112,862	14,125,303	14,720,642
		4%		3%		3%		5%		4%
<b>Operating Expenses</b>			2%							
Administrative salaries	(5,963,318)	(6,184,805)	(452,551)	(494,813)	-	-	-	-	(6,415,869)	(6,679,618)
Administrative expenses	(1,988,300)	(2,044,450)	(123,765)	(118,185)	(68,050)	(67,050)	(48,500)	(48,500)	(2,228,615)	(2,278,185)
Utilities	-	-	(75,994)	(80,128)	(500)	(500)	(17,146)	(17,128)	(93,640)	(97,756)
Maintenance services	-	-	(141,357)	(144,357)	(61,192)	(62,050)	(17,000)	(27,100)	(219,549)	(233,507)
General expenses	(270,000)	(270,000)	(18,129)	(18,129)	(5,500)	(6,500)	(3,700)	(4,500)	(297,329)	(299,129)
Employee benefits	(3,399,091)	(3,463,492)	(347,868)	(374,597)	-	-	-	-	(3,746,959)	(3,838,089)
<b>Total</b>	(11,620,709)	(11,962,747)	(1,159,664)	(1,230,209)	(135,242)	(136,100)	(86,346)	(97,228)	(13,001,961)	(13,426,284)
		3%		6%		1%		11%		3%
<b>Budgeted Income (Loss)</b>	(101,936)	76,850	1,059,776	1,048,231	144,650	153,643	20,852	15,634	1,123,342	1,294,358
Unrestricted Net Position (UNP) - est. balance at 7/1/2025	**	2,216,411		7,539,436		1,681,608		565,732		12,003,187
Unrestricted Net Position - budgeted bal. at 6/30/2027		2,512,143		11,173,455		2,002,830		515,507		16,203,935
<b>Capital Expenditures per schedule</b>		-		10,600		56,000		89,000		155,600

UNP @ 7/1/27	<u>784,777</u>	<u>7,539,436</u>
Est. UNP @ 7/1/25	784,776	9,065,448
Budgeted Income (loss) @ 6/30/26	<u>(101,936)</u>	<u>1,059,776</u>
Subtotal @ 6/30/26	<u>682,840</u>	<u>10,125,224</u>
Budgeted Income (loss) @ 6/30/27	<u>76,850</u>	<u>1,048,231</u>
Est. UNP @ 6/30/27	<u>759,690</u>	<u>11,173,455</u>

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
Schedule of Administrative Expenses  
FOR THE FISCAL YEAR ENDING JUNE 30, 2027

Administrative Expenses	Housing Choice Voucher		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	2026	2027
Legal Fees*	120,000	120,000	50,000	45,000	-	-	1,000	1,000	171,000	166,000
Staff Training	29,000	20,000			-	-	-	-	29,000	20,000
Mileage Payments	1,000	1,000	1,000	-	-	-	-	-	2,000	1,000
Conference Travel	47,100	62,450	-		-	-	-	-	47,100	62,450
Auditing Fees	32,000	32,000	5,200	5,700	-	-	-	-	37,200	37,700
Office Bldg. Rent Exp.	168,000	168,000	-		-	-	-	-	168,000	168,000
Office Supplies	40,000	40,000	3,000	3,000	-	-	-	-	43,000	43,000
Printer/Copier expense	17,000	17,000	-		-	-	-	-	17,000	17,000
Non-Cap Furn & Eqpt	10,000	10,000	1,800	1,800	-	-	-	-	11,800	11,800
Admin. Vehicles	5,000	5,000	-		-	-	-	-	5,000	5,000
Publications-	60,000	60,000	-		-	-	-	-	60,000	60,000
Recruitment exp	27,000	31,000	-		-	-	-	-	27,000	31,000
Membership Dues	22,800	25,600	200	200	-	-	-	-	23,000	25,800
Telephone	25,000	25,000	1,500	1,500	-	-	-	-	26,500	26,500
Contract/Consultant Svcs	584,400	630,700	26,000	20,500	250	250	500	500	611,150	651,950
Computer Software Svcs	513,600	550,000	12,565	13,485	-		-		526,165	563,485
Miscellaneous/FSS Admin	4,000	6,000	1,000	6,500	-		500	500	5,500	13,000
Non-Cap Furn & Eqpt-MIS	55,000	55,000	-		-		-		55,000	55,000
Leases or Rentals	20,000	20,000	1,000	-	-		-		21,000	20,000
Equipment Maintenance	700	700	-		-		-		700	700
Postage	65,000	65,000	-		-		-		65,000	65,000
Printing	55,000	60,000			-		-		55,000	60,000
Bank Charges	10,000	10,000	2,000	2,000	3,000	2,000	3,300	3,300	18,300	17,300
Commission Meetings	5,000	5,000	-		-		-		5,000	5,000
Wait List Expense	71,700	25,000	-		-		-		71,700	25,000
Scholarship expense	-	-	18,500	18,500	-		-		18,500	18,500
Property Management Fee	-	-	-		64,800	64,800	43,200	43,200	108,000	108,000
<b>TOTAL</b>	<b>1,988,300</b>	<b>2,044,450</b>	<b>123,765</b>	<b>118,185</b>	<b>68,050</b>	<b>67,050</b>	<b>48,500</b>	<b>48,500</b>	<b>2,228,615</b>	<b>2,278,185</b>
		3%		-5%		-1%		0%		2%

**Contract/Consultant Svcs**

Contract Services-H. A. Marketplace	5,000	
Contract Services-NMA	25,000	
Contract Services-Language line	11,000	
Contract Services-Data storage/destruction	19,000	
Contract Services-Misc	48,700	10,000
Temporary Personnel	250,000	
Contract Services-Inspec.	220,000	
National Credit Reporting	20,000	
Payroll Services&FSA Fees	32,000	4,500
Employee Awards		6,000
	<u>630,700</u>	<u>20,500</u>

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Schedule of Maintenance Expenses**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2027**

Maintenance Expenses	Housing Choice Voucher		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027
<b>Materials</b>										
Repair Parts	-	-	1,000	1,000	1,000	1,000	1,000	1,000	3,000	3,000
Appliances & Fixtures	-	-	-	-	2,000	2,000	2,000	2,000	4,000	4,000
Locks and Keys	-	-	-	-	-	800	-	800	-	1,600
<b>Maintenance &amp; Contracts</b>										
Garbage Service	-	-	26,457	26,457	-	-	3,000	3,000	29,457	29,457
Repair Contractors	-	-	18,000	18,000	7,500	7,500	5,000	7,500	30,500	33,000
Other Maintenance	-	-	64,500	64,500	-	-	1,000	7,500	65,500	72,000
Equipment Repair/Rental	-	-	1,000	2,000	-	-	-	-	1,000	2,000
Window Coverings	-	-	-	-	750	750	500	-	1,250	750
Condo Fees	-	-	-	-	49,442	49,500	-	-	49,442	49,500
Landscape Services	-	-	8,000	8,000	-	-	4,000	4,800	12,000	12,800
Contract cost- 10th St.	-	-	10,000	12,000	-	-	-	-	10,000	12,000
Contract cost-Atherton Bldg.	-	-	12,400	12,400	-	-	-	-	12,400	12,400
Miscellaneous	-	-	-	-	500	500	500	500	1,000	1,000
<b>TOTAL</b>	-	-	141,357	144,357	61,192	62,050	17,000	27,100	219,549	233,507
				2%		1%		37%		6%

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Schedule of General Expenses**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2027**

General Expenses	Housing Choice Voucher		Housing Development Fund		Park Terrace		Ocean Avenue		Totals	
	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027	Approved 2026	Proposed 2027
General Liability Insurance	95,000	95,000	-	-	-	-	-	-	95,000	95,000
Auto Insurance	5,000	5,000	-	-	-	-	-	-	5,000	5,000
Worker's Compensation	165,000	165,000	-	-	-	-	-	-	165,000	165,000
Unemployment	5,000	5,000	-	-	-	-	-	-	5,000	5,000
Property Insurance	-	-	18,129	18,129	4,500	5,500	2,700	3,500	25,329	27,129
Collection Loss	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	1,000	1,000	1,000	1,000	2,000	2,000
TOTAL	270,000	270,000	18,129	18,129	5,500	6,500	3,700	4,500	297,329	299,129
		0%		0%		15%		18%		1%

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
 Schedule of Capital Expenditures  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2027

Description	Housing Development Fund	Park Terrace	Ocean Avenue	Totals
Gutters			3500	3,500
Fence				-
Windows			42,000	42,000
Unit Rehab		50,000	37,500	87,500
HVAC Maintenance + BMS Software upgrade				-
Appliance replacements		2,500	2,500	5,000
Kitchen cabinet replacements		3,500	3,500	7,000
Tree Trimming	5,600			5,600
Physical Needs Assessment				-
Workstations	5,000			5,000
<b>TOTAL</b>	<b>10,600</b>	<b>56,000</b>	<b>89,000</b>	<b>155,600</b>

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA  
BUDGETED POSITIONS  
FOR THE FISCAL YEAR ENDING JUNE 30, 2027

Classification	Full-Time Equivalent (FTE)	Monthly Salary Range		Annual Salary Range		Annual Estimated Benefit Range		Total Annual Salary plus Benefit Range	
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Account Specialist	5	\$ 5,103	\$ 6,066	\$ 61,230	\$ 72,794	\$ 34,901	\$ 41,492	\$ 96,131	\$114,286
Accountant	1	\$ 7,882	\$11,705	\$ 94,587	\$ 140,462	\$ 53,915	\$ 80,063	\$148,502	\$220,525
Financial Accounting Manager	1	\$ 11,137	\$16,539	\$ 133,648	\$ 198,468	\$ 76,180	\$113,127	\$209,828	\$311,595
Administrative Analyst	3	\$ 8,488	\$12,605	\$ 101,860	\$ 151,261	\$ 58,060	\$ 86,219	\$159,920	\$237,480
Administrative Clerk **	9	\$ 4,883	\$ 5,782	\$ 58,598	\$ 69,381	\$ 33,401	\$ 39,547	\$ 91,998	\$108,928
Deputy Executive Director	1	\$ 12,921	\$19,180	\$ 155,053	\$ 230,163	\$ 88,380	\$131,193	\$243,434	\$361,355
Eligibility Leadworker	2	\$ 6,900	\$ 8,379	\$ 82,797	\$ 100,542	\$ 47,194	\$ 57,309	\$129,991	\$157,851
Eligibility Technician **	13	\$ 5,413	\$ 6,433	\$ 64,955	\$ 77,201	\$ 37,024	\$ 44,004	\$101,979	\$121,205
Executive Assistant	1	\$ 6,469	\$ 9,607	\$ 77,632	\$ 115,283	\$ 44,250	\$ 65,711	\$121,882	\$180,995
Executive Director	1	\$ 16,130	\$23,953	\$ 193,564	\$ 287,442	\$110,331	\$163,842	\$303,895	\$451,284
Facilities Manager	1	\$ 9,370	\$13,914	\$ 112,435	\$ 166,964	\$ 64,088	\$ 95,170	\$176,522	\$262,134
Finance Director	1	\$ 12,294	\$18,256	\$ 147,523	\$ 219,072	\$ 84,088	\$124,871	\$231,612	\$343,944
FSS Coordinator**	3	\$ 5,757	\$ 6,905	\$ 69,089	\$ 82,856	\$ 39,380	\$ 47,228	\$108,469	\$130,083
FSS Leadworker	1	\$ 6,900	\$ 8,379	\$ 82,797	\$ 100,542	\$ 47,194	\$ 57,309	\$129,991	\$157,851
Housing Inspector	1	\$ 5,575	\$ 6,685	\$ 66,905	\$ 80,223	\$ 38,136	\$ 45,727	\$105,040	\$125,950
Housing Specialist ***	11	\$ 6,396	\$ 7,675	\$ 76,752	\$ 92,099	\$ 43,749	\$ 52,496	\$120,501	\$144,595
Housing Technician	2	\$ 5,213	\$ 6,331	\$ 62,556	\$ 75,972	\$ 35,657	\$ 43,304	\$ 98,213	\$119,276
Human Resources Manager	1	\$ 10,090	\$14,984	\$ 121,079	\$ 179,803	\$ 69,015	\$102,488	\$190,093	\$282,290
Information Technology Manager	1	\$ 11,137	\$16,539	\$ 133,648	\$ 198,468	\$ 76,180	\$113,127	\$209,828	\$311,595
Leasing Services Leadworker	3	\$ 6,900	\$ 8,379	\$ 82,797	\$ 100,542	\$ 47,194	\$ 57,309	\$129,991	\$157,851
Maintenance Worker II	3	\$ 7,427	\$ 7,427	\$ 89,128	\$ 89,128	\$ 50,803	\$ 50,803	\$139,931	\$139,931
Procurement Manager**	1	\$ 10,090	\$14,984	\$ 121,079	\$ 179,803	\$ 69,015	\$102,488	\$190,093	\$282,290
Housing Programs Manager	2	\$ 11,137	\$16,539	\$ 133,648	\$ 198,468	\$ 76,180	\$113,127	\$209,828	\$311,595
Property Aide (Part Time)	4								
Property Management Administrator	1	\$ 7,502	\$11,141	\$ 90,030	\$ 133,694	\$ 51,317	\$ 76,205	\$141,346	\$209,899
Property Management Assistant	1	\$ 5,757	\$ 6,905	\$ 69,089	\$ 82,856	\$ 39,380	\$ 47,228	\$108,469	\$130,083
Compliance Analyst*	1	\$ 7,882	\$11,705	\$ 94,587	\$ 140,462	\$ 53,915	\$ 80,063	\$148,502	\$220,525
Human Resources Analyst	1	\$ 7,882	\$11,705	\$ 94,587	\$ 140,462	\$ 53,915	\$ 80,063	\$148,502	\$220,525
Senior Administrative Analyst	1	\$ 9,141	\$13,574	\$ 109,691	\$ 162,893	\$ 62,524	\$ 92,849	\$172,216	\$255,741
Special Programs Manager	1	\$ 10,090	\$14,984	\$ 121,079	\$ 179,803	\$ 69,015	\$102,488	\$190,093	\$282,290
<b>Total</b>	<b>78</b>								

\*New Position

\*\* Vacant positions:

\*\*\* Replacement Position

Compliance Analyst (1)

Procurement Manager (1), Administrative Clerk (1), Eligibility Technician (1) FSS Coordinator (1)

Housing Specialist (1)

Management position

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO.: 06-26**

**APPROVING THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA OPERATING BUDGET AND BUDGETED POSITIONS FOR THE JULY 1, 2026 – JUNE 30, 2027 FISCAL YEAR**

**WHEREAS**, the Housing Authority of the County of Alameda (“HACA”) operates on a July 1 – June 30 fiscal year and the U.S Department of Housing and Urban Development (“HUD”) funding is provided on a calendar year basis; and

**WHEREAS**, operating budgets for HACA’s various programs must be adopted prior to the beginning of the July 1, 2026 – June 30, 2027 fiscal year; and

**WHEREAS**, the Housing Commission’s Budget/Audit/Negotiations (“BAN”) Committee has approved the proposed budgets developed by staff and recommends approval by the full Housing Commission; and

**WHEREAS**, the July 1, 2026 – June 30, 2027 fiscal year has continuing challenges, including rising costs of operations and the uncertainty of future federal funding.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission does hereby approve the proposed budgets, budgeted positions and supporting schedules for the various programs, as presented, with a total expenditure authority of \$161,492,498 for Housing Assistance Payments and \$13,426,284 for operating expenses for the July 1, 2026-June 30, 2027 fiscal year.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 10<sup>th</sup> day of June 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

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

\_\_\_\_\_  
Daniel Goldstein  
Housing Commission Chairperson

Adopted: \_\_\_\_\_

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

**Meeting Date: June 10, 2026**

Agenda Item No.7-2: Adopt Resolution No. 07-26 Approving the Contribution to the Alameda County Employees' Retirement Association (ACERA) for the July 1, 2026-June 30, 2027 Fiscal Year (Action)

Exhibits Attached: Resolution No. 07-26

Recommendation: Adopt the Resolution

Financial Statement: \$407,696.00 to be included in FY 2026-2027 Budget

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### BACKGROUND

The Housing Authority is a participating employer in the Alameda County Employees' Retirement Association (ACERA). In 1996, ACERA established a health benefits account, called a 401(h) account, to satisfy the requirements of Internal Revenue Code (IRC) Section 401(h) for providing non-vested, tax-free healthcare to the retirees of participating employers.

In 2006, changes to the IRC regulations required that participating employers establish a separate 401(h) sub-account under the overall ACERA account and make contributions through ACERA designated specifically for healthcare benefits to fund the 401(h) sub-account. To continue providing HACA retirees with non-taxable health benefits, your Commission adopted a resolution in June 2006 (Resolution No. 14-06) that authorized ACERA to establish and manage a 401(h) sub-account on our behalf.

In accordance with Section 31592.4 and Article 5.5 of the CERL, ACERA holds assets in a Supplemental Retirees' Benefits Reserve (SRBR). Once HACA makes its designated 401(h) contribution to ACERA, ACERA will automatically transfer the same amount from the SRBR to HACA's Advance Reserve Account. ACERA has consistently paid supplemental retirement and post-employment health care benefits through the SRBR since 1985.

### DISCUSSION and ANALYSIS

The Housing Commission has authorized HACA's contribution to its 401(h) sub-account every year since 2006. The Segal Company, ACERA's actuary, has determined that HACA's contribution for fiscal year July 1, 2026 – June 30, 2027, is \$407,696.00. ACERA requires that the Housing Commission's authorization to fund HACA's 401(h) sub-account be completed by June 30, 2026.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 07-26**

**RESOLUTION APPROVING 401(h) ACCOUNT PURSUANT TO SECTION 31592**

**WHEREAS**, in 1996, the Alameda County Employee’s Retirement Association (“ACERA”) Board of Retirement informed the Board of Supervisors that, by adoption of Resolution 96-111, the Board of Retirement had established a health benefits account intended to satisfy the requirements of the Internal Revenue Code (“IRC”) Section 401(h) and the regulations thereunder (the “401(h) Account”) in order to provide non-vested, tax-free health benefits to eligible County and Participating Employer retirees (collectively, the “Retirees”); and

**WHEREAS**, in 1996, the Board of Supervisors adopted Resolution No. R-96-634, which provided that ACERA could offer such non-taxable benefits if the County designated a portion of its contribution to ACERA for a fiscal year as a contribution to the 401(h) Account; and

**WHEREAS**, under Section 31592.4 and Article 5.5 of the County Employees Retirement Law of 1937 (“CERL”), assets in the Supplemental Retiree Benefit Reserves (the “SRBR”) at the end of a fiscal year of ACERA may, in the immediately succeeding fiscal year, be transferred to the Employer Advance Reserve account of the Participating Employers, and treated as a contribution to ACERA by the County and as applicable by other Participating Employers to the extent that in the immediately succeeding fiscal year the County and other Participating Employers make contributions to ACERA’s 401(h) Account in order to pay for retiree health benefits; and

**WHEREAS**, Section 31592.4 and Article 5.5 of the CERL thus permit the Participating Employers to contribute to a 401(h) Account and pay for retiree health benefits for a fiscal year without increasing the Housing Authority of the County of Alameda’s (“Housing Authority”) total contributions to ACERA for that fiscal year; and

**WHEREAS**, commencing with the 1996-1997 fiscal year, and for each fiscal year thereafter, the County has directed that a specified portion of its fiscal year contribution to ACERA for that year be contributed to the 401(h) account; and

**WHEREAS**, in 2007 the Housing Authority authorized ACERA to establish and manage a 401(h) sub-account on its behalf to provide tax free health care benefits for its retirees;

**NOW THEREFORE, IT IS RESOLVED AS FOLLOWS:**

1. In fiscal year July 1, 2026 – June 30, 2027, Housing Authority shall contribute to ACERA **\$407,696.00** to be used only for the paying of retiree medical health benefits. This contribution shall be made on the terms and conditions set forth in the Agreement between the Housing Authority and ACERA concerning such contributions, executed on July 25, 2007.
2. This contribution shall be designated, in writing, as being only for the Housing Authority’s IRC § 401(h) Account and such designation shall be made at the time of contribution.

3. Such contribution is contingent on the Board of Retirement immediately transferring, in accordance with Government Code §31592.4, an amount equal to such contribution from ACERA's SRBR account to the Housing Authority's Advance Reserve account. Such amount shall be treated as a contribution for pension and therefore shall be applied to reduce the pension contribution otherwise required by the Housing Authority for the fiscal year beginning July 1, 2026.
4. No party, including any existing or future Housing Authority employee, retiree, spouse, or dependent, shall have any vested rights, contractual rights or other rights in or to any retiree health benefits or payment or subsidy for any such benefits nor shall any such person or ACERA have any such rights to have the Housing Authority contribute towards paying or subsidizing the cost of any retiree medical benefits provided by ACERA under the 401(h) Account or otherwise. The Housing Authority may modify or terminate, at any time and without any limitation, its decision to contribute to the Housing Authority's 401(h) Account. This modification or termination may occur even if it may affect any employee first hired prior to the date of such modification, any person who retired prior to such date, and/or any person who became a spouse or dependent of an employee or retiree prior to such date.
5. All contributions by the Housing Authority to its 401(h) sub-account shall be governed by requirements of the IRC and all administrative and other applicable rules established by ACERA governing such sub-account and ACERA's 401(h) Account.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 10<sup>th</sup> day of June 2026, by the following vote:

**AYES:**

**NAYS:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

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Laura Broussard Rosen  
Executive Director/Housing Commission Secretary

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Daniel Goldstein  
Housing Commission Chairperson

**Adopted: June 10, 2026**

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**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

**Meeting Date: June 10, 2026**

Agenda Item No. 7-3: Approve the 2026 HACA and Donald C. Biddle Memorial Scholarship Awards (Action)

Exhibits Attached: 2026 HACA Scholarship Committee Award Recommendations

Recommendation: Approve the 2026 scholarship awards

Financial Statement: \$12,000.00

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**BACKGROUND**

Each year, HACA invites participants of the Family Self-Sufficiency (FSS) program and tenants of the HACA-managed properties owned by Preserving Alameda County Housing, Inc. (PACH) to apply for scholarships to help with eligible education-related expenses.

Two types of scholarships are offered each year: the HACA Scholarship and the Donald C. Biddle (Don Biddle) Memorial Scholarship. While both scholarships support academic goals, the Don Biddle Memorial Scholarship places an additional emphasis on community service. A total of \$18,600 was budgeted for scholarships for the 2025-2026 fiscal year.

The applicants are given approximately 4 weeks to complete and submit an application by a set deadline, and provide required documentation such as reference letters, transcripts, and a personal essay describing their educational journey. Staff pre-screens the submissions for completeness and applications are then forwarded to the HACA Scholarship Committee which is comprised of commissioners appointed by the Housing Commission. Commissioners Chawla, Mayfield, McCorriston, and McQuaid participated in this year’s committee.

**DISCUSSION AND ANALYSIS**

Nine applications were submitted for the HACA Scholarship and 5 applications were submitted for the Don Biddle Memorial Scholarship. Here is a breakdown of the number of applicants by city of residence:

CITY OF RESIDENCE	HACA SCHOLARSHIP # OF APPLICANTS	DON BIDDLE MEMORIAL SCHOLARSHIP # OF APPLICANTS
Castro Valley	1	1
Emeryville	1	--
Fremont	1	--
Hayward	1	1
Newark	4	2
San Leandro	1	--
Unincorporated Area	--	1 (Cherryland)

On April 30, the Scholarship Committee met with staff, via Zoom , to discuss the committee’s recommendations for awards. Following a robust discussion, the Scholarship Committee made the following recommendations:

**Committee Recommendation: 2026 HACA Scholarship Awards**

The amounts of the awards vary depending upon the school that the applicant is attending/plans to attend. The award categories are as follows:

TYPE OF SCHOOL OR PROGRAM	MAY AWARD UP TO:
<b>GRADUATE DEGREE PROGRAMS</b>	
University of California (UC Schools) Private Universities (non-profit)	\$2000
For-profit Colleges & Universities	\$750
<b>UNIVERSITY OF CALIFORNIA (UC SCHOOLS)</b>	\$2000
<b>PRIVATE UNIVERSITIES (NON-PROFIT)</b>	\$2000
<b>CALIFORNIA STATE UNIVERSITIES</b>	\$1750
<b>FOR-PROFIT COLLEGES &amp; UNIVERSITY</b>	\$750
<b>COMMUNITY COLLEGES</b>	\$750
<b>VOCATIONAL/TRADE SCHOOLS</b>	\$750
<b>CERTIFICATE PROGRAMS</b>	\$750
<b>CONTINUING EDUCATION PROGRAMS</b>	\$750
<b>ADULT SCHOOLS</b>	\$750
	<b>MAY AWARD UP TO:</b>
<b>BONUS FOR TOP APPLICANT</b> <i>The HACA Scholarship Committee will select a top applicant to receive a bonus award.</i>	An additional amount up to \$1000

Here are the Scholarship Committee’s award recommendations for the 2026 HACA Scholarship:

PROGRAM	AWARDEE	FIELD OF STUDY	SCHOOL/PROGRAM	RECOMMENDED AWARD
FSS	Natasha B.	Business Administration	California State University East Bay	\$1,750.00
FSS	Chermael B.	Business Administration	Chabot Community College	\$750.00
FSS	Torah C.	Nursing	California State University East Bay	\$1,750.00
PACH	Jasmine C.	History	Southern New Hampshire University	\$750.00
FSS	Jalayah F.	Heath Sciences	Howard University	\$2,000.00
FSS	Joshilyn H.	Nursing	Ohlone Community College	\$750.00
FSS	Mariam J.	Nursing	Chabot Community College	\$750.00
FSS	Tonya L.	Human Development & Real Estate	Chabot Community College	\$750.00
FSS	Antonatte T.	Cosmetology	Moler Barber College	\$750.00

**2026 HACA Scholarship Bonuses**

Each year the Scholarship Committee may make additional bonus awards up to \$1,000 for outstanding HACA scholarship applications. This year, they selected 4 applicants to receive the bonus. The committee made an additional recommendation to increase the bonus from \$1,000

to \$2,000, effective immediately, for the 2026 HACA Scholarship Program, and applicable for future programs. If approved by the Housing Commission, the 4 applicants they've selected will each receive a \$500.00 bonus award in addition to their recommended scholarship award. The recommendations for bonus awards are as follows:

PROGRAM	AWARDEE	FIELD OF STUDY	SCHOOL/PROGRAM	RECOMMENDED BONUS
FSS	Chermael B.	Business Administration	Chabot Community College	\$500.00
FSS	Toriah C.	Nursing	California State University East Bay	\$500.00
FSS	Jaliyah F.	Heath Sciences	Howard University	\$500.00
PACH	Mariam J.	History	Southern New Hampshire University	\$500.00

**Committee Recommendation: 2026 Donald C. Biddle Memorial Scholarship**

The Scholarship Committee may award up to \$2,500 for this scholarship . Here is the Scholarship Committee's award recommendation for the 2026 Donald C. Biddle Memorial Scholarship:

PROGRAM	AWARDEE	FIELD OF STUDY	SCHOOL/PROGRAM	RECOMMENDED AWARD	COMMUNITY SERVICE
FSS	Jaliyah F.	Heath Sciences	Howard University	\$1,000.00	Since 2022, Jaliyah has volunteered with <i>Wealth and Disparities in the Black Community</i> , a nonprofit dedicated to supporting marginalized communities through advocacy and resources. What began as a school service requirement for Jaliyah quickly became a defining commitment as she realized the meaningful impact of her work. She expanded her involvement and worked on fundraisers, took on a leadership role for food drives, and helped to provide food and cash aid to families in need of help in the surrounding communities. Jaliyah plans to carry this commitment to community service into her college years.

**Total Recommended Scholarship Funds Awarded for 2025-2026 fiscal year**

Assuming the Housing Commission approves the committee's award recommendations, a total of \$12,000 in scholarship funds will be awarded, leaving \$5,500 of the budgeted amount. These remaining funds will be rolled over to increase the total scholarship budget for next fiscal year to \$24,000, which will be accommodated in the 2026–2027 budget following approval by the Commission.

**Additional Committee Recommendation: HACA Scholarship Working Group**

In addition to the award recommendations above, the Scholarship Committee proposes that the Housing Commission establish a small working group of 2–3 commissioners to work with staff to evaluate and improve the HACA Scholarship Program in advance of next year's application process. The group would develop a more structured application and review process, assess the award categories to determine if adjustments to the amounts are necessary, and explore additional opportunities to enhance the scholarship program's overall impact. Staff will bring the item for a HACA Scholarship working group to a future meeting.

**RECOMMENDATION**

Staff recommends that the Housing Commission approve the Scholarship Committee's 2026 award recommendations, including the proposed increase to the bonus award for the 2026–2027 fiscal year. Staff further recommends scheduling consideration of a scholarship working group for a future meeting.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

**Meeting Date: June 10, 2026**

Agenda Item No.7-4: Ratify the Appointment of the Nominating Committee for the Housing Commission’s Chairperson and Vice Chair Person for the July 1, 2026-June 30, 2027 Fiscal Year (Action)

Exhibits Attached: None.

Recommendation: Retroactively ratify the appointments to the Nominating Committee.

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**DISCUSSION**

It is customary for the Housing Commission to appoint a Nominating Committee to identify candidates for the roles of Chairperson and Vice Chairperson. This action item was presented to the Housing Commission at the Regular meeting held on May 13. However, at the time this action item was presented, the Housing Commission lacked a quorum and could not take formal action. To avoid a delay in the process, the Housing Commission chose Commissioners Gerry, McCorriston, and Sakakihara for the Nominating Committee, with ratification to follow at the next Regular meeting.

**RECOMMENDATION**

Staff recommends that the Housing Commission retroactively ratify the appointments of Commissioners Gerry, McCorriston, and Sakakihara to the Nominating Committee.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

**Meeting Date: June 10, 2026**

Agenda Item No.7-5: Election of Officers for the July 1, 2026 - June 30, 2027 Fiscal Year

Exhibits Attached: None

Recommendation: Elect Officers to the Chairperson and Vice Chairperson Positions for FY2026-2027.

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**DISCUSSION**

In accordance with the Housing Commission's bylaws, the HACA Housing Commission must elect, by a majority vote, a Chairperson and Vice Chairperson for a term of one (1) year.

At the May Housing Commission meeting, Commissioners Gerry, McCorriston, and Sakakihara were chosen for the Nominating Committee to select candidates for these positions.

The Nominating Committee will formally present the candidates that it recommends for the Chairperson and Vice Chairperson positions for the July 1, 2026-June 30, 2027 fiscal year. Staff recommends that the Housing Commission approve and elect the officers for the July 1, 2026-June 30, 2027 fiscal year. The newly elected officers will assume their roles at the July Housing Commission meeting.

## HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

### AGENDA STATEMENT

**Meeting Date: June 10, 2026**

Agenda Item No.7-6: Appoint a Housing Commissioner to the Preserving Alameda County Housing, Inc. (PACH) Board of Directors for the July 1, 2026-June 30, 2027 Fiscal Year

Exhibits Attached: None

Recommendation: Appoint a Housing Commissioner to the PACH Board of Directors for FY 2026-2027

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#### **BACKGROUND**

On February 9, 2011, HACA's Housing Commission approved the formation of Preserving Alameda County Housing, Inc. (PACH), a non-profit instrumentality of HACA organized under the Nonprofit Public Benefit Corporation Law for the purpose of providing affordable housing. HACA transferred ownership of 230 former public housing units to PACH which were converted to Section 8 Project-Based Voucher (PBV) units. The units that HACA has transferred to PACH are managed by HACA under the terms of a property management agreement.

#### **DISCUSSION AND ANALYSIS**

The PACH bylaws state that PACH's activities and affairs shall be managed by a five-member board of directors consisting of three HACA Commissioners, the HACA Executive Director and the HACA Finance Director.

Traditionally, the Chairperson of HACA's Housing Commission serves as the PACH President, the Vice Chairperson of HACA's Commission serves as the PACH Vice President, and a Housing Commissioner as the PACH 2<sup>nd</sup> Vice President. The Housing Commission must appoint a commissioner to serve as the PACH 2<sup>nd</sup> Vice President on an annual basis.

The office of PACH 2<sup>nd</sup> Vice President is currently held by Commissioner Mark Gerry. There are no limits to the number of terms a HACA Housing Commissioner can serve on the PACH Board. The Housing Commission may reappoint Commissioner Gerry if the Housing Commission chooses or select another commissioner.

#### **RECOMMENDATION**

Staff recommends that the Housing Commission appoint a commissioner to the PACH Board of Directors to serve as 2<sup>nd</sup> Vice President . Staff will then present the Housing Commission's appointment at the next PACH board meeting for final approval from the PACH Board of Directors.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**AGENDA STATEMENT**

**Meeting Date: June 10, 2026**

Agenda Item No.7-7: Adopt Resolution No. 05-26 Approving Amendments to HACA’s Personnel Rules

- Exhibits:
- Redline revisions to Personnel Rules Section 12.11-Performance Evaluations
  - Redline revisions to Personnel Rules Section 19.11-Kin Care
  - Resolution No. 05-26

Recommendation: Adopt Resolution No. 05-26 Approving Amendments to the HACA Personnel Rules

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**BACKGROUND**

At its Special meeting held on April 15, 2026, the Housing Commission adopted Resolution No. 01-26 approving a successor Memorandum of Understanding (MOU) between SEIU Local 1021 and HACA, effective July 1, 2025 through June 30, 2028. The adoption of this resolution approved the proposals that the parties agreed upon which included 2 provisions related to employee performance evaluation and the use of HACA’s “kin care” leave benefit that require minor amendments to HACA’s Personnel Rules.

**DISCUSSION**

The agreed-upon amendments to HACA Personnel Rules are as follows:

**Section 12.11-PERFORMANCE EVALUATION**

This section will be amended to indicate that performance evaluations will be conducted by their immediate supervisor each year, on or about the employee’s anniversary date.

**Section 19.11-KIN CARE**

This section will be amended to provide unlimited use of accrued paid sick leave to attend to illness of applicable family members.

The redline revisions to these personnel rules are attached.

## **RECOMMENDATION**

Staff recommends that the Housing Commission adopt Resolution No. 05-26 approving the amendments to HACA's Personnel Rules as presented.

report or recommendation by the Housing Authority's staff. A copy of such report or recommendation shall also be mailed to the appellant or the appellant's representative, at the same time.

The appellant and/or his or her representative shall have the right to submit written arguments and evidence in advance of the Personnel Committee meeting and to appear in person and present oral arguments and evidence at the Personnel Committee meeting. At the Personnel Committee meeting, the Personnel Committee may interview the appellant and/or appellant's representative and Housing Authority staff. The Personnel Committee may then, in its own discretion, decide the matter forthwith or defer the matter for further investigation and set a subsequent Personnel Committee meeting.

#### **Section 12.10 PERSONNEL FILES**

Employees shall, in the presence of the Personnel Officer or his/her designee, have the right to review and obtain a reasonable number of copies of their personnel files or to authorize same by their representative. No material shall be placed in the employee's personnel file without the employee receiving a copy of such material beforehand or at the same time. Employees may submit rebuttals to adverse material for attachment to such material in the Personnel file. The Housing Authority retains the right to determine what other materials may be included in an employee's personnel file.

#### **Section 12.11 PERFORMANCE EVALUATION**

A Performance Evaluation will be conducted for each employee, by the employee's immediate supervisor, on or about his/her anniversary date each year. When an employee receives a Performance Evaluation, the employee shall have the right to rebut his/her evaluation in writing. The rebuttal is to be submitted to the employee's immediate supervisor who will forward it through channels to become an integral part of the evaluation in the personnel folder.

### **Article 13 DISCIPLINE**

#### **Section 13.1 REMOVAL, SUSPENSION, AND REDUCTION: ORDER IN WRITING**

Any employee in the classified service may be removed, suspended, or reduced in rank by the Executive Director for cause; provided however, any employee serving in a probationary status may be rejected during probation with cause but without any right of appeal. FLSA exempt employees may not be suspended in less than one (1) week increments.

#### **Section 13.2 CAUSES FOR DISCIPLINARY ACTION**

Each of the following may constitute a cause or reason for disciplinary action, but such action shall not be restricted to the particular causes listed below:

- a) Fraud in securing appointment
- b) Unfitness for the position
- c) Inefficiency
- d) Neglect of duty
- e) Drunkenness on the job, use of illegal drugs on the job, or abuse of legally prescribed or otherwise legal narcotics on the job.
- f) Intentional theft of Housing Authority property or other property on the job

Employees are encouraged to return to work following an injury or illness at the earliest time consistent with their medical condition. Whenever possible, the department shall provide modified work or a light duty assignment that is compatible with temporary work restrictions imposed by the employee's doctor. In the event the department is not able to make such arrangements for modified work or light duty, the employee shall remain eligible for sick leave as provided in this Article.

**Section 19.11            KIN CARE**

An employee shall be entitled to ~~up to 60 hours per calendar year of unlimited~~ accrued paid sick leave to attend to the illness of their child, grandchild, parent, spouse; or (registered) domestic partner. For the purpose of this section, child shall include biological, foster, adopted, stepchild, legal ward, child of a (registered) domestic partner or a child of a person standing in loco parentis. For the purpose of this section, parent shall include biological, foster, adoptive, stepparent or legal guardian. To qualify for leave under this section the absence must be consistent with the uses of sick leave in Section 11.A herein.

**Section 19.12            DEATH IN IMMEDIATE FAMILY**

Leave of absence with pay because of death in the immediate family of a person in the Housing Authority service may be granted by the Executive Director for a period not to exceed three days. An additional two days leave may be granted by the Executive Director and charged to the employee's accrued sick leave balance. Entitlement to leave of absence under this section, insofar as the first three days are concerned, shall be in addition to any other entitlement for sick leave, emergency leave, or any other leave. For purposes of this section "immediate family" means mother, stepmother, father, stepfather, husband, wife, domestic partner as defined in 19.13.1, son, stepson, daughter, stepdaughter, brother, sister, foster parent, foster child, grandparent, or any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a brother-in-law, sister-in-law, mother-in-law, father-in-law, and grandchildren. In the case of the death of the employee's mother-in-law, father-in-law or grandchildren, where the decedent was not living in the employee's household, the employee shall be entitled to two days of paid leave of absence.

19.12.1 A "domestic partnership" shall exist between two persons, one of whom is an employee of the Housing Authority, regardless of their gender and each of them shall be the "domestic partner" of the other if they both complete, sign, and cause to be filed with the Housing Authority an "Affidavit of Domestic Partnership" attesting the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are: not married to anyone; eighteen years or older; not related by blood closer than would bar marriage in the State of California; and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the Housing Authority if there is a change of circumstances attested to the affidavit;
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

19.12.2 Termination. A member of a domestic partnership may end said relationship by filing a statement with a Housing Authority. In the statement, the person filing must affirm, under penalty of perjury, that 1) the partnership is terminated, and 2) a copy of the termination statement has been mailed to the other partner.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO. 05-26**

**APPROVING AMENDMENTS TO THE HOUSING AUTHORITY OF  
THE COUNTY OF ALAMEDA PERSONNEL RULES**

**WHEREAS**, the Housing Authority of the County of Alameda (“Authority”) recognizes Service Employees International Union (SEIU) Local 1021 as the exclusive representative for the Authority’s general employees bargaining unit, for fiscal years 2025-2028; and

**WHEREAS**, the Parties sought agreement on a three-year successor Memorandum of Understanding (MOU) which was approved by the Housing Commission on April 15, 2026; and

**WHEREAS**, the approved successor MOU agreements require amendments to HACA’s Personnel Rules Sections *12.11-PERFORMANCE EVALUATIONS* and *19.11-KIN CARE*; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the proposed amendments to the HACA Personnel Rules as presented.

**PASSED, APPROVED AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 10<sup>th</sup> day of June 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

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

\_\_\_\_\_  
Daniel Goldstein  
Housing Commission Chairperson

**Adopted:** June 10, 2026

# HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## AGENDA STATEMENT

**Meeting Date: June 10, 2026**

Agenda Item No.7-8: Adopt Resolution No. 04-26 Approving the Methodology for the Cost-of-Living Adjustments for HACA Management Employees (Action)

Exhibits Attached: Resolution No. 04-26

Recommendation: Adopt Resolution No. 04-26 Approving the Methodology for the Cost-of-Living Adjustments for HACA Management Employees

Financial Statement: None

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### BACKGROUND

HACA's current methodology for determining the annual Cost-of-Living Adjustments (COLA) for management employees is to conduct an annual survey of public agencies in HACA's comparability pool to assess that have been granted to the management employees at these agencies. This COLA comparability survey is typically conducted out each year during the fall season since public agencies finalize their annual budgets before granting employee increases.

The following public agencies are part of HACA's current comparability pool:

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

### DISCUSSION AND ANALYSIS

In October 2024, the Housing Commission directed staff to conduct a comprehensive management compensation analysis, including a benchmarking analysis and an analysis of methodologies for cost-of-living adjustments for management employees.

Following a competitive solicitation process, HACA selected CBIZ Benefits & Insurance Services, Inc. (CBIZ) to perform the analysis. CBIZ initiated the analysis in May 2025, and it was completed in October 2025. CBIZ presented their findings to HACA's Personnel Committee at a meeting on November 17, 2025.

CBIZ made the following recommendations for the COLA methodology:

1. CBIZ would provide an annual salary planning letter with recommendations for salary increases based on their analysis of trends in sources such as the Employment Cost Index (ECI), WorldatWork Salary Budget Survey, The Atlanta Federal Reserve Wage Growth Tracker.
2. HACA would conduct the annual peer survey with the following housing authority peers:
  1. Berkeley Housing Authority
  2. City of Alameda Housing Authority
  3. City of Santa Rosa Housing Authority
  4. Contra Costa County Housing Authority
  5. Housing Authority of the County of San Joaquin
  6. Housing Authority of the County of Santa Clara
  7. Livermore Housing Authority
  8. Marin County Housing Authority
  9. Oakland Housing Authority
  10. San Francisco Housing Authority
  11. San Mateo County Housing Authority
  12. Santa Cruz County Housing Authority
  13. Sonoma County Housing Authority
3. HACA would average the CBIZ recommendations and the local survey together to establish a baseline adjustment figure.
4. HACA would make further adjustments based upon budgetary constraints, local market conditions, and recruiting and retention feedback.

After further consideration of the above methodology, staff has determined that it is not feasible or practical to adopt a methodology that requires ongoing contractual services from CBIZ.

Therefore, staff recommends the Commission consider and adopt one of the following two options for the COLA methodology for management positions for future fiscal years, beginning in FY2026-2027.

#### Option 1: Annual Peer Survey

1. HACA will continue to conduct an annual peer survey during the fall season.
2. The the list of peers will be the 13 housing authority peers recommended by CBIZ.
3. Once the survey is conducted, staff will calculate the average COLA of respondents and apply the average COLA for management employees.
4. The average COLA will be applied regardless of whether the amount is less than or greater than the negotiated COLA for HACA's represented employees.
5. HACA will not adjust the calculated average COLA other than for unanticipated budgetary constraints in a given fiscal year, with Commission approval.

#### Option 2: Apply Negotiated COLA for Represented Employees to Management Employees

1. HACA will apply the same COLA that is negotiated for represented employees to management employees. The COLA for management employees would be approved at the same time as the Commission's approval of the COLA for represented employees.
  - a. Note: The COLA for represented employees is determined through a review of regional inflation data (Consumer Price Index/CPI), compensation data from peer housing authorities, and budget feasibility. The COLA is then negotiated with the union and approved by the Housing Commission.
2. This will create consistency in the COLA applied to all HACA employees in a given year.

#### **RECOMMENDATION**

Staff recommends the Housing Commission adopt one of the options for the methodology for Cost-of-Living Adjustments for management employees for future fiscal years, beginning in FY2026-2027. Once the Commission approves the methodology, the final resolution will reflect the approved policy.

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

**RESOLUTION NO.: 04-26**

**APPROVING THE METHODOLOGY FOR DETERMINING THE COST-OF-LIVING ADJUSTMENT FOR THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA'S MANAGEMENT EMPLOYEES**

**WHEREAS**, the Housing Authority of the County of Alameda ("HACA") has historically conducted an annual survey of public agencies in HACA's comparability pool to determine the Cost-of-Living Adjustments ("COLA") for HACA's management employees; and

**WHEREAS**, in October 2024, the Housing Commission directed HACA to conduct a comprehensive management compensation analysis including a review of COLA methodologies; and

**WHEREAS**, following a competitive solicitation process, HACA retained CBIZ Benefits & Insurance Services ("CBIZ") to perform the analysis which was conducted from May through October 2025, and presented the Housing Commission's Personnel Committee at meeting held on November 17, 2025; and

**WHEREAS**, HACA has reviewed CBIZ's findings and determined that CBIZ's recommended methodology, which requires ongoing contractual services with CBIZ is not feasible; and

**WHEREAS**, the Housing Commission considered the following options for determining the COLA for management employees:

1. Continue conducting an annual survey of comparable public agencies; or
2. Apply the negotiated COLA for HACA's represented employees to its management employees.

**NOW, THEREFORE, BE IT RESOLVED**, that the Housing Commission of the Housing Authority of the County of Alameda approves the selected methodology for determining Cost-of-Living Adjustments for HACA's management employees, beginning with the July 1, 2026-June 30, 2027 fiscal year; and

**BE IT FURTHER RESOLVED**, that this resolution shall be updated to reflect the methodology option selected by the Housing Commission.

**PASSED, APPROVED, AND ADOPTED** by the Housing Commission of the Housing Authority of the County of Alameda on this 10<sup>th</sup> day of June 2026 by the following vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**EXCUSED:**

**ABSENT:**

**Attest:**

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Laura Broussard Rosen  
Executive Director/Housing Commission Secretary

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Daniel Goldstein  
Housing Commission Chairperson

**Adopted: June 10, 2026**

# **PROGRAMS ACTIVITY REPORT**

**June 10, 2026**

# HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

## AGENDA STATEMENT

Meeting Date: June 10, 2026

Agenda Item No.7-9: 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

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### 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.

	6/1/2026	6/1/2025	6/1/2024
	6,920	7,104	6,933

- **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.

	6/1/2026	6/1/2025	6/1/2024
Average HAP Subsidy	\$1,969	\$1,923	\$1,836
Average Tenant-Paid Rent	\$610	\$598	\$619
Average Contract Rent	\$2,579	\$2,522	\$2,455

- ❖ 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.

	6/1/2026	6/1/2025	6/1/2024
Outgoing Billed Portability Contracts	159	73	80
Incoming Portability Contracts	293	170	68

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

6/1/2026	6/1/2025	6/1/2024
227	222	220

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of June 1, 2026, there were 43 active properties listed.

	7/7/25	8/5/25	9/2/25	9/29/25	10/31/25	12/1/25
<b>Units</b>	66	61	61	70	58	56
	1/5/26	2/2/26	3/2/26	4/6/26	5/4/26	6/1/26
<b>Units</b>	46	45	43	52	46	43

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Contract and HAP Report for the Month of May 2026**

City	Certificates		Vouchers		MAY 2026 TOTAL		MAY 2025	MAY 2024
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg \$2,164		based on avg \$1,973				
Albany	0	\$0	16	\$31,568	16	\$31,568	16	11
Castro Valley	5	\$10,820	288	\$568,224	293	\$579,044	276	249
Dublin	8	\$17,312	499	\$984,527	507	\$1,001,839	484	442
Emeryville	0	\$0	202	\$398,546	202	\$398,546	199	164
Fremont	24	\$51,936	1,219	\$2,405,087	1,243	\$2,457,023	1,288	1,251
Hayward	32	\$69,248	1,925	\$3,798,025	1,957	\$3,867,273	2,017	1,955
Newark	4	\$8,656	257	\$507,061	261	\$515,717	271	283
Pleasanton	2	\$4,328	350	\$690,550	352	\$694,878	349	315
San Leandro	18	\$38,952	1,424	\$2,809,552	1,442	\$2,848,504	1,473	1,458
San Lorenzo	1	\$2,164	174	\$343,302	175	\$345,466	176	173
Union City	5	\$10,820	707	\$1,394,911	712	\$1,405,731	726	699
<b>TOTALS</b>	<b>99</b>	<b>214,236</b>	<b>7,061</b>	<b>13,931,353</b>	<b>7,160</b>	<b>14,145,589</b>	<b>7,275</b>	<b>6,922</b>

\*Based on an average May Housing Assistance Payment (HAP) of **\$2,164** per certificate contract.

\*\*Based on an average May Housing Assistance Payment (HAP) of **\$1,973** per voucher contract .

**HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**  
**Section 8 Average Contract Rent Report for the Month of May 2026**

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	16	\$2,216	\$1,827	\$389	18%
Castro Valley	288	\$2,545	\$1,916	\$630	25%
Dublin	499	\$2,752	\$2,114	\$638	23%
Emeryville	202	\$2,177	\$1,646	\$531	24%
Fremont	1,219	\$2,755	\$2,142	\$614	22%
Hayward*	1,925	\$2,466	\$1,844	\$622	25%
Newark	257	\$2,794	\$2,181	\$610	22%
Pleasanton**	350	\$2,470	\$1,980	\$490	20%
San Leandro	1,424	\$2,459	\$1,896	\$563	23%
San Lorenzo	174	\$2,724	\$2,057	\$666	24%
Union City	707	\$2,776	\$2,113	\$662	24%

\*Includes units in the unincorporated cities of Ashland, Cherryland, Fairview, and Hayward Acres

\*\*Includes units in the unincorporated city of Sunol

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: June 10, 2026**

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**

**Annual Resource Fair**

The FSS team is finalizing the details for our annual Resource Fair. The fair is scheduled for Saturday, June 27, 2026, from 10:30 a.m. to 1:00 p.m. at HACA. Various community-based organizations, homeownership programs, and employment preparation programs will be present to provide information on resources their agencies have available to our FSS families.

**Participant Spotlight**

The FSS Team is pleased to highlight the accomplishments of Ms. Angelina S., who successfully graduated early from the Family Self-Sufficiency (FSS) Program, completing her goals two years ahead of her program end date. When Ms. Angelina S. first enrolled, she was unemployed and receiving non-wage income. Her initial goal was to start a home-based business; however, a new opportunity led her to a position with an after-school program, where she later earned a promotion to Site Program Manager. With the assistance of forfeited escrow funds, she was also able to cover the startup costs to become an independent hair stylist. She continues to work as a program manager while building her client base. Additionally, she achieved a key credit milestone by raising her score above seven hundred. Ms. Angelina S. and her spouse significantly increased their household income and, as a result, no longer require housing assistance. They are now working with the Neighborhood Assistance Corporation of America (NACA) program to purchase their first home.

**FSS PROGRAM SUMMARY**

<b>Program Summary</b>	<b>May 2026</b>
Total Clients Under Contract:	178
Graduates:	1
Escrow Disbursed:	\$20,056.13
Ports In:	0
Ports Out:	0
Terminations:	0
New Contracts:	2
Case Management Referrals:	9
Job Referrals:	35