

Housing Authority of Alameda County  
Commission Meeting Report  
July 26, 2023  
Peggy McQuaid

The Housing Authority of Alameda County (HACA) Commission met for a special meeting on July 26, 2023.

## 2. Election of Officers

Yang Shao, City Council member from Fremont was elected Chair of the Commission. Yang previously served as Vice Chair. Michael McCorrison, Dublin Vice Mayor was elected Vice Chair.

## 5. Executive Director's Report

**All Housing Commission Positions Filled:** With the addition of new Commissioners Seema Chawla and Helen Mayfield, all twelve positions on HACA's Housing Commission are now filled, including the two resident commissioner positions. Commissioners Chawla and Mayfield attended the meeting.

**Executive Director Recruitment Status Report:** The posting of the HACA Executive Director job announcement was made at the end of June and letters of interest and resumes are due by Monday, August 7th. Our recruitment consultant, Avery Associates, has cast a wide local and national net with the posting, including with many housing-related professional organizations. The position announcement can be found on HACA's website, [www.haca.net](http://www.haca.net). We are on schedule with the recruitment and expect to have an initial screening of qualified applicants completed by early September.

**Executive Director Annual Performance Review:** The self-evaluation has been completed and submitted for review to the Housing Commission chair and Personnel Committee chair. Closed sessions with the Personnel Committee and full Housing Commission will be scheduled in September regarding the performance review.

## 6. New Business

### **6-1 RESOLUTION NO. 12-23 RESOLUTION APPROVING SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION AND AUTHORIZING SUBMITTAL OF CERTIFICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

The Section Eight Management Assessment Program (SEMAP) measures 14 key performance indicators of public housing agencies (PHAs) that administer the Housing Choice Voucher program. By doing so, SEMAP helps HUD target monitoring and assistance to PHAs that need the most improvement.

The 14 indicators of performance show whether PHAs help eligible families to afford decent rental units at a reasonable subsidy cost as intended by federal housing legislation.

The 14 key indicators of PHA performance are:

1. Proper selection of applicants from the Housing Choice Voucher waiting list
2. Sound determination of reasonable rent for each unit leased
3. Accurate verification of family income
4. Maintenance of a current schedule of allowances for tenant-paid utilities
5. Performance of quality control inspections to ensure HUD's Housing Quality Standards (HQS) are met
6. Assurance that landlords and tenants promptly correct HQS deficiencies
7. Expansion of housing choice outside areas of poverty or minority concentration
8. Establishment of Payment Standards within the required range of the HUD Fair Market Rents
9. Timely annual reexamination of family income
10. Correct calculation of the tenant share of the rent and the housing assistance payment (HAP) made to the landlord
11. Assurance that units comply with HQS before families enter into leases and PHAs enter into HAP contracts
12. Timely annual HQS inspections
13. Assurance that all available Housing Choice Vouchers are used
14. Enrollment of families into the Family Self-Sufficiency (FSS) Program and the number of families with escrow accounts

It was disappointing but not unexpected that HACA received a Standard Rating rather than the usual High Rating. The deficiencies were due to staffing and supply issues during the pandemic and steps have already been taken to remedy these problems and it is expected that HACA will receive a High Rating next year.

Passed unanimously with the request from the Commission for a mid-year check in to be sure we are on the correct path to achieve a High Rating next year.

**6-2 Resolution No. 13-23 RESOLUTION APPROVING REALLOCATION OF VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) VOUCHERS TO THE HOUSING AUTHORITY OF THE CITY OF ALAMEDA**

The Veterans Affairs Supportive Housing (VASH) program is a special purpose Housing Choice Voucher Program whereby HUD provides an increment of vouchers directly to a housing authority to assist veterans with their housing. The veterans are referred by the local Veterans Administration (VA) and must participate in case management services provided by the VA. HACA has been awarded 415 vouchers under the VASH program.

HACA currently has 51 unutilized San Francisco VA VASH vouchers. As HUD generally offers registrations of interest on an annual basis, and the Biden Administration has recently declared veteran housing is a priority, HACA proposes to reallocate 20 of its San Francisco VA VASH vouchers to AHA (Housing Authority of the City of Alameda). This reallocation ensures that currently available housing resources for the jurisdiction of the San Francisco VA can be utilized to address immediate needs. The San Francisco VA

supports this reallocation as veterans consistently prioritize living in the City of Alameda over other parts of Alameda County.

There is no fiscal impact to HACA nor any impact to future allocations.

Passed unanimously

### **6-3 Approve Amended PACH-HACA Property Management Agreement**

On February 9, 2011, HACA's Housing Commission approved the formation of Preserving Alameda County Housing, Inc. (PACH), a non-profit corporation, for the purpose of acquiring from the Housing Authority of the County of Alameda (HACA) and operating former low-income public housing and other low-income housing. The units that HACA has transferred to PACH are managed by HACA under the terms of a property management agreement. The current agreement expires on August 1, 2023.

The current PACH-HACA Property Management Agreement includes the management of a total of 230 units. HACA is proposing to renew this agreement for another 5-year term, from August 1, 2023, through August 1, 2028, and to modify provisions to reflect current staffing structures and management fees charged by HACA to PACH.

Passed unanimously

### **6-4 Appoint a Housing Commissioner to the Preserving Alameda County Housing, Inc. (PACH) Board of Directors**

Preserving Alameda County Housing, Inc. (PACH) is 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 its 230 former public housing units to PACH and the units are now subsidized under the Section 8 project-based voucher program. PACH contracts with HACA for all property management and maintenance services thus has no employees.

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.

Commissioner Gerry was reappointed as 2<sup>nd</sup> VP. (at the PACH meeting which followed the Commission meeting, Commissioner Shao was elected President and Commissioner McCorriston was elected 1<sup>st</sup> Vice President)

Passed unanimously

### **6-5 Appoint Committee Members to the Budget/Audit/Negotiations Committee**

In 2011, the HACA Housing Commission combined 2 separate ad-hoc committees, the Budget/Audit Committee, and the Negotiations Committee into 1 ad-hoc committee since the outcomes of HACA's operating budget and the labor contract negotiations processes are so closely linked.

The new committee, called the Budget/Audit/Negotiations (BAN) Committee, was comprised of less than a quorum of the Housing Commission and adjourned from time to time to meet on matters related to the preparation of HACA's operating budget, review of the annual audit, and provide guidance on labor contract negotiations.

The BAN Committee was initiated as an ad hoc committee; however, more recently it has evolved to function as a fixed committee, with continuing subject matter jurisdiction over matters of the budget, audit, and negotiations. Moving forward, and at the recommendation of County Counsel, the BAN Committee will be considered a fixed committee that is subject to the standard Brown Act requirements.

Since there is no rush to appoint members to this committee, this item was referred to the September 113 meeting to finalize the membership.

### **6-6 Program Activity Report**

Currently there are 6,841 Section 8 HCV (Housing Choice Voucher) program units under contract. The average HAP (housing assistance payment) subsidy is \$1774, the average tenant paid rent is \$618, the average contract rent is \$2392.

PACH (Preserving Alameda County Housing, Inc) has 230 PBV (Project Based Voucher) Units. These are properties owned by HACA.

Albany currently has 11 HCV contracts. The average contract rent is \$1709, the average HAP payment is \$1360, the average rent paid by family is \$349 (20% of total rent).

### **The Family Self Sufficiency Program (FSS)**

The FSS Program is a partnership between low-income families on the Section 8 Housing Choice Voucher program and the US Department of Housing and Urban Development (HUD). This five-year program, which began 30 years ago, helps families who are receiving rental assistance move to economic independence.

### **FSS PROGRAM ACTIVITIES**

#### **Renting vs. Homeownership Workshop**

On Saturday, June 17, 2023, the FSS team hosted a workshop through Zoom, entitled Renting vs. Homeownership. Thirty-six (36) people attended.

Presentation topics included:

- Life Insurance options and the benefits of each
- The pros and cons of renting vs. homeownership
- Overview of the home buying process
- Down payment assistance programs

### **FSS Health and Resource Fair**

This popular event will be held virtually this year on Saturday, July 29. Local agencies will give presentations on an entrepreneurship program, a vehicle purchasing program, and homeownership!

### **NAHRO Scholarship**

HACA staff submits one HACA Scholarship winner to the Pacific Southwest Region of the National Association of Housing and Redevelopment Officials (PSWRC-NAHRO) scholarship competition annually.

Last year's HACA scholarship awardee was selected for submission to PSWRC-NAHRO for the regional scholarship competition, and that scholarship application was selected as the 2023-2024 PSWRC-NAHRO scholarship winner. The recipient will receive a \$1000 scholarship this year with an opportunity to receive renewal scholarships annually, for up to 3-years. This regional winner will be submitted to the National NAHRO scholarship competition.

### **Program Coordinating Committee (PCC)**

On Wednesday, June 21, 2023, the FSS team held a PCC meeting. The PCC consists of Alameda County agencies, non-profit organizations, FSS graduates and FSS participants. Its purpose is to offer guidance and strengthen our FSS program. The PCC members provided program updates regarding their respective agencies and shared helpful information. The next PCC meeting is scheduled for Wednesday, September 20, 2023. FSS PROGRAM SUMMARY Program Summary May 2023.

### **FSS Orientation**

The FSS team held two orientations in June. A total of sixty-three (63) people attended. The team continues to schedule orientations quarterly to grow the size of our program.

June 2023

Total Clients Under Contract: 209  
Graduates: 2  
Escrow Disbursed: \$ 23,554.56  
Ports In: 1  
Ports Out: 1  
Terminations: 0  
New Contracts: 6  
Case Management Referrals: 6  
Job Referrals: 39

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There was a PACH (Preserving Alameda County Housing, Inc.) Board meeting immediately following the Housing Commission meeting. The PACH Board unanimously approved the new Property Management Agreement. The current PACH-HACA Property Management Agreement includes the management of a total of 230 units. The agreement was approved for another 5-year term, from August 1, 2023, through August 1, 2028, provisions were modified to reflect current staffing structures and management fees charged by HACA to PACH.