

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION REGULAR MEETING AGENDA

Regular Meeting Date/Time: September 11, 2024 at 8:00 a.m.

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

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

MEETING AGENDA

Item No. 1:	Call to Order and Roll Call	
Item No. 2:	Approve the Minutes of the July 24, 2024 Special Meeting	
Item No. 3:	Public Comment – On matters not on the agenda	Page 3
Item No. 4:	Executive Director’s Report (Information Only)	Page 11
Item No. 5:	New Business	
Item No.5-1:	Recognize Janella Wheeler as HACA’s Shining Star	Page 14
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Item No.5-3:	Adopt Resolution No. 08-24 Approving Revisions to the Personnel Committee Bylaws	Page 22
Item No.5-4:	Adopt Resolution No. 09-24 Authorizing the Use of Housing Development Fund (HDF-Local) as Bridge Funds for County Programs Administered by HACA	Page 25
Item No.5-5:	Program Activity (Information Only)	Page 29
Item No. 6:	Communications (Information Only)	
Item No. 7:	Commissioner Reports (Information Only)	
Item No. 8:	Adjournment	

In-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the Housing Commission’s agenda must wait until the Chairperson calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chairperson calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Housing Commission from discussing and/or acting on any matters that are not on the meeting agenda. Therefore, matters not on the agenda that are raised during public comment will be referred to staff.

HOUSING COMMISSION
MEETING MINUTES
July 24, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION SUMMARY ACTION MINUTES

Special Meeting Date and Time: July 24, 2024 at 8:00 a.m.

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

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

MEETING AGENDA

Item No. 1: Call to order and Roll Call

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

Commissioners present in the HACA Board Room:

Commissioner Pete Ballew
Commissioner Seema Chawla
Commissioner Mark Gerry
Commissioner Daniel Goldstein
Commissioner Michael Hannon
Commissioner Helen Mayfield
Commissioner Peggy McQuaid
Commissioner Scott Sakakihara
Commissioner Yang Shao (Chairperson)

Entered After Roll Call:

Commissioner Angela Finley

Commissioners who were excused:

Commissioner Michael McCorriston (Vice Chairperson)
Commissioner Courtney Welch

Item No. 2: Closed Session – Conference with Legal Counsel – Existing Litigation: 1 CASE

Major Castleberry II and Carmista Castleberry vs Housing Authority of the County of Alameda, Superior Court, State of California, County of Alameda Case No.22CV0199794

The Housing Commission entered into a Closed Session at 8:01 a.m. and returned to open session at 8:09 a.m. Chairperson Shao reported that no reportable actions were taken in the Closed Session.

Item No. 3: Election of Officers

Chairperson Shao introduced this item and Laura Broussard Rosen, Executive Director, presented the staff report. Ms. Broussard Rosen reported that the Housing Commission appointed a nominating committee to select candidates for the office of Housing Commission Chair and Vice Chair. Commissioner Michael Hannon, a member of the nominating committee, announced that the committee selected Commissioner Michael McCorrison for the office of Chair and Commissioner Daniel Goldstein for the office of Vice Chair.

Recommendation:

Approve the appointment of Commissioners Michael McCorrison and Daniel Goldstein to the positions of Housing Commission Chair and Vice Chair, respectively.

Commission Discussion:

Commissioner Hannon expressed his appreciation to Commissioner Shao for his service as the Housing Commission Chair.

Motion and Second:

Commissioner Hannon (motion) and Commissioner McQuaid (second). Newly elected Vice Chair, Commissioner

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

Ayes: Commissioners Ballew, Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Motion passed. Approved as recommended.

Newly elected Vice Chairperson Goldstein chaired the remainder of the meeting.

Item No.4: Approve the Minutes of the June 12, 2024 Regular Meeting

Report received.

Recommendation:

Approve the minutes of the June 12, 2024 Regular Meeting as presented.

Motion and Second:

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

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

Ayes: Commissioners Chawla, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Abstain: Commissioners Ballew and Finley

Motion passed. Approved as recommended.

Item No.5: Public Comment – On matters not on the agenda

Phyllis V., a member of the public, expressed her concerns regarding the processing of her recent request for tenancy approval.

Item No.6: Executive Director’s Report (Information Only)

Laura Broussard Rosen presented her Executive Director’s Report. Ms. Broussard Rosen reported that the U.S. Department of Housing and Urban Development’s (HUD) has extended its compliance deadline for HUD’s new National Standards for the Physical Inspection of Real Estate (NSPIRE) standards for the Housing Choice Voucher (HCV) and Project Based Voucher (PBV) programs, for an additional year, to October 1, 2025. She also reported that HUD rescinded a recent notice regarding the schedule of the upcoming transition to its new Housing Information Portal (HIP). She indicated that HACA is now awaiting future guidance from HUD on the new HIP implementation schedule.

Commission Discussion:

Commissioner Hannon asked if the NSPIRE inspection standards will significantly change the housing inspection processes and if HACA anticipates a need for additional staffing. Ms. Broussard Rosen explained that there will be significant changes to the inspection criteria and how the inspections are conducted. She indicated that while there won’t be a need for additional staffing, contractors and staff who currently handle HACA’s inspections will need to receive additional training on these new standards.

Item No.7-1.: Adopt Resolution No.06-24 Approving the Section Eight Management Assessment Program Certification

Laura Broussard Rosen introduced this item. She explained that HUD’s Section Eight Management Assessment Program (SEMAP) measures HACA’s performance in the administration of the HCV program. Ms. Broussard Rosen reported that HACA achieved an overall rating of “Standard” for the July 1, 2023 – June 30, 2024 fiscal year and is meeting HUD’s requirements. She reported that staff continues to work through the operational challenges that impacted some of the SEMAP scores, described what some of these challenges are, and indicated that staff is making progress. Jennifer Cado, Senior Administrative Analyst presented the staff report. Ms. Cado reviewed the SEMAP indicators where HACA lost points, explained what each indicator measured and detailed the underlying causes for the loss of points for that indicator. Ms. Cado recommended that the Housing Commission adopt the resolution approve the SEMAP certification and authorize staff to submit it to HUD.

Recommendation:

Adopt Resolution No.06-24 Approving the Section Eight Management Assessment Program Certification

Commission Discussion:

Commissioner McQuaid thanked the staff for their hard work but expressed disappointment with the lack of progress in the SEMAP scores. Ms. Broussard Rosen outlined the planning, training, and recruitment efforts currently underway to address operational capacity gaps and expressed confidence that these measures will lead to improvements.

Commissioner Finley asked about cross-training employees. Ms. Broussard Rosen explained that while staff can be trained to cover different areas, this sometimes results in coverage gaps in other parts of the operations.

Commissioner Scott Sakakihara and Ms. Cado discussed what the SEMAP Deconcentration bonus indicator measures are.

Commissioner Ballew shared Commissioner McQuaid's disappointment with the SEMAP results. He stressed the need for HACA to prioritize this issue. He recommended that staff look into other tools for performance evaluation and measurement.

Commissioner Hannon agreed with Commissioners McQuaid and Ballew. Commissioner Hannon and Ms. Broussard Rosen discussed HACA's housing inspections contractor. Ms. Broussard Rosen clarified that the SEMAP performance indicators are measuring work conducted by internal staff. They also discussed inspections for critical deficiencies in a unit. Commissioner Hannon asked about penalizing non-compliant landlords. Ms. Broussard Rosen stated that the HUD regulations do not permit this beyond the abatement of assistance payments. Commissioner Hannon requested that staff provide a progress update on the SEMAP indicators at a future meeting.

Commissioner McQuaid also inquired about HACA's options for enforcing landlord compliance, but Ms. Broussard Rosen clarified that HUD's policy does not provide many options.

Commissioner Mayfield expressed concern for tenants and asked what can be done to enforce the lease. Ms. Broussard Rosen explained that while HACA is not a party to the lease and has no authority to enforce the lease, HACA will work to connect the tenants to legal resources, entities, and/or agencies that may be able to assist.

Commissioner Hannon suggested that staff reach out to HUD about the subject of enforcing landlord compliance. Ms. Broussard Rosen responded that she would do some research and reach out to the other Executive Directors.

Commissioner Finley commented that it is already difficult to find landlords who will accept HCV program tenants. She commented that it would be helpful to host workshops for tenants that will help them to understand their rights so that they are able to communicate more effectively with their landlords. Commissioner Mayfield agreed and commented that this would be helpful for tenants who may not understand all their rights.

Vice Chairperson Goldstein shared Commissioner Finley's concern that penalizing landlords might deter them from participating in the programs. He emphasized the importance of strengthening the partnerships with landlords and exploring collaborations with community agencies. Vice Chairperson Goldstein also discussed key performance indicators with Ms. Broussard Rosen. He commented that HACA can and must do better. He also stated that it is important that all staff understand that these standards are not optional and that HACA is required to meet them.

Ms. Broussard Rosen thanked the Housing Commission for their comments. She commented that since January, she has redirected the agency's priorities to improve its performance. Ms.

Broussard Rosen further commented that while addressing these challenges is going to take some time, she is confident that HACA is making progress.

Motion and Second:

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

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

Ayes: Commissioners Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Not present for the vote: Commissioners Ballew

Motion passed. Approved as recommended.

Item No.7-2: Approve Amendments to HACA’s Housing Choice Voucher Program Administrative Plan

Jennifer Cado presented the staff report. Ms. Cado reported that staff is proposing to revise HACA’s Housing Choice Voucher (HCV) Administrative Plan (Admin Plan) in order to incorporate new or changed HUD regulations, HACA policies or make clarifications. Ms. Cado summarized the revisions to Chapter 10 of the HCV Admin Plan and explained the substantive policy changes. She recommended that the Housing Commission approve the proposed revisions to the Admin Plan as presented.

Recommendation:

Approve amendments to HACA’s Housing Choice Voucher Program Administrative Plan as presented.

Commission Discussion:

Commissioner McQuaid and Ms. Cado discussed the removal of language in the Admin Plan. Ms. Cado indicated that the language is stated elsewhere in the chapter.

Motion and Second:

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

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

Ayes: Commissioners Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Not present for the vote: Commissioners Ballew

Motion passed. Approved as recommended.

Item No.7-3: Adopt Resolution No. 07-24 Approving Inter-Governmental Collaboration Agreement with Participating County, Cities and Agencies for Fair Housing Assessment

Melissa Taesali, Executive Assistant, stated for the record that this item contains a typo and that it is an action item but does not have a resolution. Jennifer Cado presented the staff report. Ms. Cado reported that HACA, along with other housing authorities and cities, is working together with the County of Alameda to assess the state of fair housing and set priorities to address the barriers to fair housing within their communities. She reported that the agencies

will collaborate with a consultant on the analysis and plan and share the costs for the consultant. She recommended that the Housing Commission approve the draft inter-governmental agreement.

Recommendation:

Approve the draft inter-governmental agreement with participating county, cities, and agencies for Fair Housing assessment.

Commission Discussion:

Commissioner Mayfield asked if there will be further changes to the draft. Ms. Broussard Rosen clarified that the agreement is in its final version but is being referred to as a draft since it hasn't been fully executed by all the entities. She indicated that there may be minor updates but the substantive content of the agreement is in the final version.

Commissioner McQuaid commented that she did not see the City of Albany on the list of participating agencies and Ms. Broussard Rosen stated that she could connect Commissioner McQuaid to the lead in this project.

Motion and Second:

Commissioner Hanon (motion) and Commissioner Shao (second).

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

Ayes: Commissioners Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Not present for the vote: Commissioners Ballew

Motion passed. Approved as recommended.

Item No.7-4: Appoint a HACA Housing Commissioner to the Preserving Alameda County Housing, Inc. Board of Directors

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that the Housing Commission must appoint a housing commissioner to the office of Vice President of the Preserving Alameda County Housing, Inc. (PACH) Board of Directors. After a brief discussion, Commissioner Gerry stated that he would like to continue as the Vice President.

Recommendation:

Appoint Commissioner Mark Gerry to the Preserving Alameda County Housing, Inc. Board of Directors.

Motion and Second:

Commissioner Hanon (motion) and Commissioner Shao (second).

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

Ayes: Commissioners Chawla, Finley, Gerry, Goldstein, Hannon, Mayfield, McQuaid, Sakakihara, and Shao

Not present for the vote: Commissioners Ballew
Motion passed. Approved as recommended.

Item No.7-5: Program Activity Report (Information Only)

Daniel Taylor, Special Programs Manager, presented the staff report. He invited the Housing Commission to the Family Self-Sufficiency (FSS) Health and Resource Fair scheduled for Saturday, July 27. A flyer for the event was distributed to the Housing Commission and the public.

Commission Discussion:

Commissioner Gerry commented that this is a great event and encouraged all to attend.

Item No.8: Communications

Ms. Broussard Rosen announced that the August meeting would likely be cancelled.

Item No.9: Commissioner Reports

None.

Item No.10: Adjournment

There being no further business to discuss Vice Chairperson Goldstein adjourned the meeting at 9:20 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S REPORT
September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR’S REPORT

Meeting Date: September 11, 2024

County-wide Fair Housing Assessment Update

In July, the Housing Commission approved HACA’s participation in the County-wide Assessment of Fair Housing. Beginning August 26, the survey to obtain feedback on fair housing in Alameda County was released, and participating agencies, including HACA, began advertising the survey’s availability to stakeholders (see below). The survey is available until September 13, 2024. Additionally, community meetings are underway. A flyer about how the public can participate in the process is included in the agenda packet. Next steps include analysis of information received from the survey, community meetings, and stakeholder meetings, and drafting a plan to address identified fair housing challenges.

**DO YOU LIVE IN ALAMEDA COUNTY?
ARE YOU CONCERNED ABOUT HOUSING?**

**TAKE THE ALAMEDA COUNTY
FAIR HOUSING SURVEY**

Take this survey to provide feedback on fair housing in Alameda County. **Your responses will help to guide housing policy in your area!**

Learn about the housing survey and the Alameda County Regional Analysis of Impediments to Fair Housing Choice at achcd.org.

TAKE THE FAIR HOUSING SURVEY HERE

Responde a la encuesta sobre vivienda justa en el Condado de Alameda, disponible en español

請參加關於公平住房的調查, 此調查已被翻譯為繁體中文

AVAILABLE UNTIL 9/13/24

JOIN US FOR OUR IN PERSON COMMUNITY MEETING SERIES

TUE 9/10	Hayward Public Library Fremont Bank Room 888 C St, Hayward 1:30 – 2:30 pm	Berkeley Central Library 3rd Floor Community Meeting Room 2090 Kittredge St, Berkeley 5:30 – 6:30 pm	
WED 9/11	Lockwood Gardens Computer Room 1327 65th Ave. Oakland 10 – 11 am	Dublin City Hall Bray Community Room 100 Civic Plaza, Dublin 1 – 2 pm <i>Zoom Participation Available!</i>	Oakland Housing Authority Board of Commissioners Room 1619 Harrison St, Oakland 5:30 – 6:30 pm <i>Zoom Participation Available!</i>
THU 9/12	Ruggieri Senior Center 33997 Alvarado Niles Rd, Union City 6:30 – 7:30 pm <i>Zoom Participation Available!</i>	ZOOM REGISTRATION 	

Take the survey: bit.ly/acfairhousing24
Sign up for a Zoom meeting: bit.ly/aczoom24
Learn more: achcd.org

HACA Waitlist Openings

As previously discussed in the June Executive Director's Report, HACA opened several waitlists in April and May 2024. HACA has conducted the lotteries to randomly select those applicants who will be placed on the waitlists. HACA will place 5,000 applicants on the HCV (Section 8) waitlist. HACA has determined that it will accept all applications received for HACA-owned 3- and 4-bedroom project-based voucher (PBV) units. The new PBV waitlists will now include approximately 1,600 applicants on 3-bedroom waitlists and approximately 850 applicants on 4-bedroom waitlists. By August 29, all applicants were mailed notices of their lottery status. HACA continues to work with the vendor to finalize and transmit data into our software. HACA will provide more information for the Commission and on its website in the coming months.

NEW BUSINESS
September 11, 2024

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Recognize Janella Wheeler as HACA's Shining Star for August 2024-
January 2025

Exhibits Attached: None

BACKGROUND

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

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

DISCUSSION

HACA is privileged to have on its staff Janella Wheeler, an Eligibility Technician, in HACA's Special Programs Department. Janella's selection as HACA Shining Star for the months of August 2024 – February 2025 was announced at an All Staff meeting held on July 26. The comments below were submitted by those who nominated Janella and describe her outstanding work and impact on HACA's operations:

I would like to nominate Janella "STAR" Wheeler. Since day one, she has exceeded my expectations of what to do and not to do as a temporary employee. As a permanent employee, she continues to exceed my expectations. Janella has a sweet spirit and the capacity to go the extra mile and take on more than the average person. She has been the only ET in our department for the last 9-10 months and has single-handedly processed every case that comes her way with a smile. Whenever asked to do additional work – she says, "okay," without any hesitation. Although she has a lot going on, she is always willing to help other ET's with how to keep track of their work, by having 50-60 spreadsheets... LOL!!

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Resolution Adopting the Budget/Audit/Negotiations Committee Bylaws

Exhibits Attached: - Resolution No. 07-24
- Draft BAN Committee Bylaws

Recommendation: Adopt the resolution

BACKGROUND

In February 2011, HACA's Housing Commission established the Budget/Audit/Negotiations (BAN) committee as an ad hoc committee by combining two separate ad hoc committees, the Budget/Audit and Negotiations ad hoc committees. The BAN Committee discusses, reviews, comments, and makes recommendations in matters related to HACA's operating budget, fiscal year-end financial audits, and employee labor contract negotiations.

Recently, HACA Counsel has advised staff that the BAN Committee should be established as a standing sub-committee of the Housing Commission, rather than an ad hoc committee. Specifically, though the BAN Committee does not have a regular meeting schedule, it does have recurring and specific subject matter jurisdiction.

As a standing sub-committee, the Housing Commission needs to establish BAN Committee Bylaws and formalize the format of meetings for the committee, to ensure compliance with California Government Code Section 54950, commonly known as the Ralph M. Brown Act (Brown Act).

DISCUSSION

The proposed BAN Committee Bylaws were created in consultation with HACA Counsel and are included for review and consideration. The bylaws contain the following articles:

Article I. PURPOSE OF THE PERSONNEL COMMITTEE

- Defines the purpose of the committee.

Article II. DEFINITIONS

- Includes definitions relevant to the structure and subject matter of the BAN Committee.

Article III. MEMBERSHIP

- Details the number of appointments to the committee and terms of membership.

Article IV. OFFICERS

- Describes the appointment of officers and terms of office.

Article V. – MEETING FORMAT

- Describes the format of meetings, in accordance with the Brown Act, including public comment processes, quorum requirements, meeting agendas and notices, meeting schedules, and teleconferencing requirements.

Article VI. – AMENDMENTS TO BYLAWS

- Describes requirements for amending the bylaws.

Article VII. – SEVERABILITY

- Includes provision that any article or contents determined to be illegal, unconstitutional, or null and void, does not affect the validity of remaining portions of the bylaws.

On August 27, 2024, staff reviewed the proposed bylaws with the BAN Committee in detail. The BAN Committee recommended the addition of the teleconferencing requirements, which were added to the proposed bylaws after input from HACA Counsel.

The current BAN Committee members were appointed at the July 2023 Commission Meeting and include Commissioners Ballew, Goldstein, Hannon, McCorriston, and Finley. Upon the adoption of BAN Committee Bylaws, the current members will remain in place and are subject to the terms of office as described in Article III of the proposed bylaws. In addition, upon adoption of the bylaws, the BAN Committee will elect officers at the next scheduled BAN meeting.

RECOMMENDATION

After detailed consideration, the BAN Committee and staff recommend that the Housing Commission adopt Resolution No. 07-24 approving the BAN Committee Bylaws.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 07-24

**ADOPTING THE HOUSING COMMISSION'S BUDGET/AUDIT/NEGOTIATIONS (BAN)
COMMITTEE BYLAWS**

WHEREAS, the Budget/Audit/Negotiations (BAN) Committee is an advisory body to the Housing Commission of the Housing Authority of the County of Alameda (HACA) that discusses, reviews, comments, and makes recommendations in matters related to HACA's operating budget, fiscal year-end financial audits, and employee labor contract negotiation; and

WHEREAS, the BAN Committee is being established as a standing sub-committee of the Housing Commission; and

WHEREAS, the BAN Committee must adopt bylaws as a standing sub-committee with specific subject matter jurisdiction; and

WHEREAS, the BAN Committee has reviewed the proposed committee bylaws and recommends approval of the bylaws.

NOW THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the adoption of the BAN Committee Bylaws.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 11th day of September 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Michael McCorriston
Housing Commission Chairperson

Adopted: September 11, 2024

HOUSING COMMISSION OF THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

BYLAWS OF THE BUDGET/AUDIT/NEGOTIATIONS COMMITTEE

Article I. PURPOSE OF THE BUDGET/AUDIT/NEGOTIATIONS COMMITTEE

The Budget/Audit/Negotiations ("BAN") Committee is an advisory body to the Housing Authority of the County of Alameda ("HACA") Housing Commission. The BAN Committee discusses, reviews, comments, and makes recommendations in matters related to HACA's operating budget, fiscal year-end financial audits, and employee labor contract negotiations.

Article II. DEFINITIONS

1. **Audit:** The fiscal year-end financial audit conducted by an independent auditor and the related audited financial statements and reports for HACA's programs.
2. **Authority:** Housing Authority of the County of Alameda ("HACA")
3. **Commission:** Collectively, the members of the HACA Housing Commission who are appointed by the Alameda County Board of Supervisors
4. **BAN Committee or Committee:** Budget/Audit/Negotiations Committee
5. **Budget:** HACA's operating budget
6. **Executive Director:** The HACA Executive Director
7. **Negotiations:** matters pertaining to labor contract negotiations related to the Memorandum of Understanding (MOU) between HACA and the employee union which represents HACA employees working in classifications that are part of the bargaining unit.

Article III- MEMBERSHIP

1. **Appointment**
The Commission Chair, with the concurrence of the Commission, shall appoint no more than five (5) Commissioners to serve as the BAN Committee.
2. **Terms of Office**
BAN Committee members shall serve for four- (4) year terms. Committee members may be reappointed.
3. **Maintenance of Membership**
BAN Committee members may only serve as long as they remain members of the Commission.

Article IV - OFFICERS

1. Election

The BAN Committee, by majority vote, shall elect for a term of one (1) year a Chair and a Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.

2. Chair

The Chair shall preside at all meetings of the BAN Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

3. Vice Chair

The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

4. Secretary

The Executive Director and/or their designee shall serve as the Secretary to the BAN Committee.

Article V – MEETING FORMAT

1. Conduct of Business

All meetings shall be conducted in accordance with Robert's Rules of Order and comply with California Government Code Section 54950, et seq., commonly known as the Ralph M. Brown Act ("Brown Act"). Except as expressly provided under the Brown Act, meetings shall be public and shall follow an agenda prepared by the Executive Director and/or their designee.

a. Public Comment

The public is welcome at all BAN Committee meetings. Public comment procedures will follow the established current procedures for HACA's Housing Commission. The Chair may use the following nonexclusive instructions for attendees to provide for an orderly meeting. To facilitate the calling of speakers, in-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. If emailing a written comment on a specific agenda item, please include your full name and the agenda item number. In-person and remote attendees who wish to comment on a matter NOT on the BAN Committee's agenda must wait until the Chair calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chair calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further

limit this time if warranted by the number of public speakers. The Brown Act restricts the BAN Committee from discussing and/or acting on any matters that are not on the meeting agenda. Matters not on the agenda that are raised during public comment may be referred to staff.

2. Quorum

Three (3) BAN Committee members of those currently appointed constitutes a quorum for the transaction of business.

- a. Actions shall be by formal motion or resolution.
- b. Each BAN Committee member shall have one (1) vote.
- c. Proxy votes are not permitted.
- d. A simple majority vote of those present and constituting a quorum is sufficient to pass a motion.

3. Meeting Agenda

The BAN Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and in the employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the BAN Committee members in the format requested by the BAN Committee member (electronic or paper copy).

4. Meeting Notices

Notice of meetings shall comply with the Brown Act.

The BAN Committee's meeting agenda shall be posted on HACA's website and in a place that is freely accessible to the public at least seventy-two (72) hours in advance of the meeting.

The meeting agenda and materials shall be provided to each BAN Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.

5. Meeting Schedule

a. Regular Meetings

As the BAN Committee meets as needed only to consider actions designated within their subject matter jurisdiction; there will be no Regular Meetings.

b. Special Meetings

Special Meetings will be called by the BAN Committee Chair at the request of the Executive Director, Deputy Executive Director, and/or the Finance Director stating the purpose, time and place of meeting. The only business to be transacted shall be limited to the items and subjects set forth in the BAN Committee agenda.

c. Closed Sessions

Closed sessions may be held only for those purposes permitted by the Brown Act.

6. Teleconference

Attendance at meetings must be in person, unless a Committee member is allowed to teleconference pursuant to this section.

If expressly allowed by the Brown Act, when there is "just cause" or an "emergency circumstance," as defined under the Brown Act, a BAN Committee member may be authorized to use Zoom for participation. The Committee member must consult with the Executive Director or their designee as soon as possible to determine whether such participation is permitted under the Brown Act, and must take all required steps, including providing an adequate general description of the grounds for just cause or emergency circumstance remote participation. If Government Code section 54953, subd. (f) sunsets, then this paragraph of the Bylaws shall concurrently sunset and automatically be of no further effect.

If there is no just cause or emergency circumstance, a BAN Committee member wishing to utilize teleconferencing must notify the Executive Director or their designee at least one week prior to the affected meeting date. The Committee member's notification must include a teleconferencing location that is accessible to the public, and the public must be allowed to attend at the Committee member's remote location. The Executive Director shall identify the teleconference location in the agenda of the meeting and facilitate posting of the agenda at the teleconference location.

The Executive Director may reject a request for Committee member teleconference participation that does not appear to meet the requirements of the Brown Act or that would pose an obstacle to compliance with the Brown Act.

The vote at any meeting where teleconferencing is utilized by a BAN Committee member shall be by roll call.

Article VI – AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the Housing Commission.

Article VII – SEVERABILITY

If any article, section, paragraph, sentence, clause or phrase of the Bylaws is held for any reason to be illegal, unconstitutional, or null and void such decision shall not affect the validity of the remaining portion of these Bylaws.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Resolution Approving Revisions to the Personnel Committee Bylaws

Exhibits Attached: - Resolution No. 08-24
 - Attachment A: Redline and Clean Versions of the Revisions

Recommendation: Adopt the resolution

BACKGROUND

The Housing Commission's Personnel Committee Bylaws were last updated in March 2021. To ensure consistency across the Housing Commission's standing sub-committees, staff has reviewed the Personnel Committee Bylaws and is proposing revisions to include provisions related to the general meeting and teleconferencing requirements in accordance with California Government Code Section 54950, commonly known as the Ralph M. Brown Act (Brown Act), improve the overall organization of the provisions in the bylaws, and to provide clarification for the committee's membership, officers, and meeting format.

DISCUSSION

The proposed revisions were developed in consultation with HACA Counsel and are included as Attachment A for your review and consideration. The following is a summary of the substantive changes:

Article I. PURPOSE OF THE PERSONNEL COMMITTEE

- Provides clarification on the purpose of the committee.

Article II. DEFINITIONS

- Removed the formatted table and created a simple list of the definitions that is easier to read.

Article III. MEMBERSHIP and Article IV. OFFICERS

- Reorganized these sections article to better reflect the terms for membership and appointment of officers of the committee.

Article V. – MEETING FORMAT

- Section 1(a) was added to outline the Public Comment process, which is consistent with the Housing Commission Public Comment process.
- Section 6 was added to outline teleconferencing requirements of the Brown Act, which also apply to the Personnel Committee.

The proposed revisions to the bylaws will be presented to the Personnel Committee at a committee meeting that is scheduled before the Housing Commission's regular meeting on September 11. Staff will report to the Housing Commission if the committee has further revisions for the Personnel Committee Bylaws and recommend that the Housing Commission adopt the resolution to approve the revisions.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 08-24

APPROVING REVISIONS TO THE HOUSING COMMISSION’S PERSONNEL COMMITTEE BYLAWS

WHEREAS, the Personnel Committee is a standing sub-committee of the Housing Commission of the Housing Authority of the County of Alameda (HACA); and

WHEREAS, revisions to the Personnel Committee bylaws are being proposed in order to ensure consistency of bylaws across standing sub-committees, to include Brown Act meeting requirements, and improve overall organization of the bylaw provisions; and

WHEREAS, the Personnel Committee has reviewed the proposed revisions to the committee’s bylaws and recommends approval of these amendments.

NOW THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve the proposed revisions to the Personnel Committee bylaws.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 11th day of September 2024 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Michael McCorrison
Housing Commission Chairperson

Adopted: September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Authorize use of Housing Development Fund (HDF-Local) as Bridge Funds for County Programs Administered by HACA

Exhibits Attached: Resolution No. 09-24

Recommendation: Adopt Resolution

Financial Statement: N/A

BACKGROUND

HACA currently has four contracts with the County of Alameda to administer several housing programs for and on behalf of the County. The four programs are:

- Health Care Services Agency Flexible Housing Subsidy Program (HCSA)
- Mental Health Services Act Housing Subsidy Program (MHSA)
- Shelter Plus Care (S+C) Program
- Homes for Wellness (H4W) Program

HACA performs housing related-services, such as unit inspections and payment of rental assistance to the landlord, and bills the County for expenditures incurred along with an administrative charge.

The HCSA and MHSA programs are pre-funded. For HCSA, the County deposits program funds in advance, and HACA draws down the funds each month as they are expended. For MHSA, HACA bills the County each quarter in advance, and funds are received from the County generally by the end of the first month of each quarter.

In contrast, the S+C and H4W programs have been set up on an after-the-fact billing process. HACA bills the County in the month following the month in which the expenditures have been incurred, and the County is required to pay within 30 days.

DISCUSSION and ANALYSIS

The County has experienced significant recurring delays in executing grants for the S+C and H4W programs, often due to HUD delays in making grant funds available to the County. These delays result in HACA not getting paid in a timely manner, for numerous months. HACA is put in

a difficult position of needing to advance funds for the rental assistance payments to ensure that program participants are not adversely affected. The approximate expense per month is \$250,000, and as of August 20, 2024, the County owed HACA \$1,239,316.15.

In the latest negotiations with the County, HACA requested that the County provide a quarterly advance to cover expenditures for S+C and H4W, following the MHSA program model. HACA continues to work with its legal counsel and the County to determine whether there is a workable solution for advance payments within potential legal restrictions.

However, if the County is unable to advance funds for these two programs and/or continues to experience delays in executing grants, HACA needs an appropriate way to fund the rental assistance upfront, until it is reimbursed by the County. Staff recommends the use of HDF-Local funds to cover advances to the County until HACA is reimbursed, with a maximum limit of \$2,000,000 per fiscal year.

On August 27, 2024, the Budget/Audit/Negotiations (BAN) Committee considered this request in detail and had a robust discussion on this issue. They asked several questions specifically about the source of local funds, the impact on HACA for the use of local funds, the possibility of charging the County late fees or interest on unpaid funds, and the probability this will be a recurring issue. Staff responded that HDF-Local funds are unrestricted reserves which are currently invested with the State Controller's Local Agency Investment Fund (LAIF). These funds generate investment income, and, as such, the impact on HDF-Local would be a loss of interest income which would need to be made whole. Staff also indicated that whereas HACA's current contracts with the County do not provide for late charges or interest, staff will raise the issue and attempt to incorporate them in future contracts. Staff also indicated that it is likely that delays in executing contract renewals will be a recurring feature, partially due to the County having no control over HUD delays in making their grant funds available.

RECOMMENDATION

After detailed consideration, the BAN Committee and staff recommend the Commission approve the use of HDF-Local funds as bridge funds for County programs administered by HACA in an amount up to \$2,000,000 per fiscal year.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 09-24

**RESOLUTION AUTHORIZING USE OF HOUSING DEVELOPMENT FUND (HDF-LOCAL)
AS BRIDGE FUNDS FOR COUNTY PROGRAMS ADMINISTERED BY HACA**

WHEREAS, the County of Alameda receives grant funds from the U.S. Department of Housing and Urban Development (HUD) for specific housing programs; and

WHEREAS, the County of Alameda has contracts with the Housing Authority of the County of Alameda (HACA) under which HACA administers housing-related components of these housing programs for and on behalf of the County of Alameda; and

WHEREAS, the County has experienced recurring delays in receiving its grant funds from HUD for these programs; and

WHEREAS, the recurring delays in funding have an impact on the contract renewal agreements with HACA, resulting in delayed payments to HACA; and;

WHEREAS, HACA requires an appropriate funding source to advance costs until it is reimbursed by the County to ensure that program participants are not adversely affected; and;

WHEREAS, the Commission’s Budget/Audit/Negotiations Committee has reviewed this matter in detail with staff and recommends approval;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission does hereby approve the use of HDF-Local funds as bridge funds for the purpose of funding these costs until HACA is reimbursed by the County in an amount not to exceed \$2,000,000 per fiscal year.

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

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

Attest:

Laura Broussard Rosen
Executive Director/Housing Commission Secretary

Michael McCorriston
Housing Commission Chairperson

Adopted: September 11, 2024

PROGRAM ACTIVITY REPORT
September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report; Section 8 Average Contract Rent Report; FSS Program Monthly Report

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** The below chart provides the number of Section 8 HCV program units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority but excludes portability clients for which we are billing the initial housing authority.

9/1/2024	9/1/2023	9/1/2022
6,961	6,863	6,751

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

	9/1/2024	9/1/2023	9/1/2022
Average HAP Subsidy	\$1,866	\$1,785	\$1,760
Average Tenant-Paid Rent	\$604	\$616	\$587
Average Contract Rent	\$2,470	\$2,401	\$2,346

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

	9/1/2024	9/1/2023	9/1/2022
Outgoing Billed Portability Contracts	87	87	86
Incoming Portability Contracts	71	68	30

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

9/1/2024	9/1/2023	9/1/2022
223	219	221

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of September 3, 2024, there were 63 active properties listed.

	9/5/23	10/4/23	11/1/23	12/4/23	1/2/24	2/5/24
Units	76	60	66	66	68	67
	3/4/24	4/2/24	4/29/24	6/3/24	7/15/24	9/3/24
Units	56	52	64	49	68	63

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of August 2024

City	Certificates		Vouchers		AUGUST 2024 TOTAL		AUGUST 2023	AUGUST 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$ 2,152		\$ 1,861				
Albany	0	\$0	11	\$20,471	11	\$20,471	11	11
Castro Valley	5	\$10,760	241	\$448,501	246	\$459,261	243	240
Dublin	6	\$12,912	452	\$841,172	458	\$854,084	433	423
Emeryville	6	\$12,912	164	\$305,204	170	\$318,116	166	157
Fremont	21	\$45,192	1,237	\$2,302,057	1,258	\$2,347,249	1,278	1,255
Hayward	34	\$73,168	1,920	\$3,573,120	1,954	\$3,646,288	1,957	1,891
Newark	6	\$12,912	274	\$509,914	280	\$522,826	249	233
Pleasanton	4	\$8,608	321	\$597,381	325	\$605,989	303	305
San Leandro	17	\$36,584	1,457	\$2,711,477	1,474	\$2,748,061	1,430	1,370
San Lorenzo	1	\$2,152	175	\$325,675	176	\$327,827	174	184
Union City	10	\$21,520	690	\$1,284,090	700	\$1,305,610	714	721
TOTALS	110	236,720	6,942	12,919,062	7,052	13,155,782	6,958	6,790

* Based on an average August Housing Assistance Payment (HAP) of \$2,152 per certificate contract

**Based on an average August Housing Assistance Payment (HAP) of \$1,861 per voucher contract

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

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	11	\$1,804	\$1,449	\$355	20%
Castro Valley	241	\$2,464	\$1,858	\$606	25%
Dublin	452	\$2,581	\$1,946	\$634	25%
Emeryville	164	\$2,041	\$1,522	\$519	25%
Fremont	1,237	\$2,619	\$2,008	\$610	23%
Hayward	1,920	\$2,371	\$1,777	\$594	25%
Newark	274	\$2,615	\$2,046	\$570	22%
Pleasanton	321	\$2,312	\$1,814	\$499	22%
San Leandro	1,457	\$2,368	\$1,766	\$603	25%
San Lorenzo	175	\$2,629	\$1,907	\$722	27%
Union City	690	\$2,639	\$1,997	\$639	24%

*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: September 11, 2024

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report

FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS



FSS Program Activities

FSS Resource Fair

The FSS program held its annual Resource Fair on Saturday, July 27, 2024. Forty-one families attended the fair and received information from fourteen community-based organizations including homeownership programs, employment preparation programs, and community health agencies. A representative of HACA's Housing Choice Voucher (HCV) Homeownership program was in attendance along with an HCV Homeownership program participant to answer questions about the program. Families enjoyed ice cream and refreshments. The Hayward Fire Department stopped by and provided tours of a fire engine. Story Book Express handed out free books to children and adults. Resource Fair attendees were entered into a raffle for door prizes. HACA staff volunteered their time and helped make this event a success. Vendors were pleased with the turnout, networking opportunities, and expressed an interest in attending the fair again next year.

Participant Spotlight

Ms. Robinson joined the FSS program in 2018. Her employment goal was to become a special education teacher. She earned her associate of arts degree in liberal arts in 2021. The next year she earned her bachelor's degree in early childhood development. She began working for the San Leandro School district in 2023. In 2024, she earned her master's degree in special education. Ms. Robinson also increased her credit score by 161 points. She accomplished all of this as a single mother of three. The FSS team is immensely proud of Ms. Robinson's accomplishments.

FSS Program Summary

<u>Program Summary</u>	July 2024
Total Clients Under Contract:	211
Graduates:	5
Escrow Disbursed:	\$127,702.21
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	0
Case Management Referrals:	6
Job Referrals:	30

<u>Program Summary</u>	August 2024
Total Clients Under Contract:	209
Graduates:	0
Escrow Disbursed:	\$0
Ports In:	0
Ports Out:	1
Terminations:	0
New Contracts:	0
Case Management Referrals:	14
Job Referrals:	45

ATTACHMENT A

Item No.5-3.: Revisions to the Personnel Committee Bylaws



HOUSING COMMISSION
Bylaws of the Personnel Committee
~~(Revised: March 10, 2021 – Resolution No. 04-21)~~
(Revised: September 11, 2024 – Resolution No. 08-24)

Article I. ~~Definitions~~ PURPOSE OF THE PERSONNEL COMMITTEE

The Personnel Committee ("PC") serves as an advisory body to the Housing Authority of the County of Alameda ("HACA") Housing Commission. The PC is responsible for discussing, reviewing, and providing recommendations on HACA's personnel matters.

Article II. ~~Membership~~ DEFINITIONS

1. Authority: Housing Authority of the County of Alameda ("HACA")
2. Commission: Collectively, the members of the HACA Housing Commission who are appointed by the Alameda County Board of Supervisors
3. Committee or PC Committee: Personnel Committee
4. Executive Director: The HACA Executive Director
5. Personnel Officer: The Personnel Officer, or the Executive Director's designee, of the Housing Authority of the County of Alameda
6. Personnel Rules: The Personnel Rules adopted by the Commission.
7. Personnel Matters: Employment matters related to HACA Personnel Rules, appeals or claims related to personnel or management actions, agency structure and job classifications, and matters related to compliance with employment laws.

Article III. ~~Officers~~ MEMBERSHIP

1. Appointment

The Commission Chair, with the concurrent of the Commission shall appoint no more than five (5) Commissioners to serve as the Personnel Committee.

~~Election. The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and Vice Chair from among its members. There is no limit to the number of terms a member may serve as an officer.~~

2. Terms of Office

PC members shall serve for four (4) year terms. Committee members may be reappointed.

~~Chair. The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.~~

3. Maintenance of Membership

PC members may serve only as long as they remain members of the Commission.

Article IV. OFFICERS

1. Election

The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and a Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.

2. Chair

Chair. The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

3. Vice Chair

The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

4. Secretary

The Executive Director and/or ~~the Executive Director's~~ their designee shall serve as the Secretary to the Committee.

~~Article IV-V. Meetings and Rules~~ MEETING FORMAT

1. Conduct of Business

All meetings shall be conducted in accordance with Robert's Rules of Order and comply with California Government Code Section 54950, et seq., commonly known as the Ralph M. Brown Act ("Brown Act"). Except as expressly provided under the Brown Act, meetings shall be public and shall follow an agenda prepared by the Executive Director and/or their designee.

1. Public Comment

The public is welcome at all Personnel Committee meetings. Public comment procedures will follow the established current procedures for HACA's Housing Commission. The Chair may use the following nonexclusive instructions for attendees to provide for an orderly meeting. To facilitate the calling of speakers, in-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. When emailing a written comment on a specific agenda item,

the person's full name and the agenda item number should be included. In-person and remote attendees who wish to comment on a matter NOT on the BAN Committee's agenda must wait until the Chair calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chair calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Personnel Committee from discussing and/or acting on any matters that are not on the meeting agenda. Matters not on the agenda that are raised during public comment may be referred to staff.

2. Quorum

Three (3) BAN Committee members of those currently appointed constitutes a quorum for the transaction of business.

- a. Actions shall be by formal motion or resolution.
- b. Each Personnel Committee member shall have one (1) vote.
- c. Proxy votes are not permitted.
- d. A simple majority vote of those present and constituting a quorum is sufficient to pass a motion.

3. Meeting Agenda

The Personnel Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and in the employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the Personnel Committee members in the format requested by the Personnel Committee members (electronic or paper copy).

4. Meeting Notices

Notice of meetings shall comply with the Brown Act.

The Personnel Committee's meeting agenda shall be posted on HACA's website and in a place that is freely accessible to the public at least seventy-two (72) hours in advance of the meeting.

The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.

5. Meeting Schedule

a. Regular Meetings

As the Personnel Committee meets as needed only to consider actions designated within their subject matter jurisdiction; there will be no Regular Meetings.

b. Special Meetings

Special Meetings will be called by the Personnel Committee Chair at the request of the Executive Director, Deputy Executive Director, and/or the

Finance Director stating the purpose, time and place of meeting. The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.

c. Closed Sessions

Closed sessions may be held only for those purposes permitted by the Brown Act.

6. Teleconference

Attendance at meetings must be in person, unless a Committee member is allowed to teleconference pursuant to this section.

If expressly allowed by the Brown Act, when there is "just cause" or an "emergency circumstance," as defined under the Brown Act, a Personnel Committee member may be authorized to use Zoom for participation. The Personnel Committee member must consult with the Executive Director or their designee as soon as possible to determine whether such participation is permitted under the Brown Act, and must take all required steps, including providing an adequate general description of the grounds for just cause or emergency circumstance remote participation. If Government Code section 54953, subd. (f) sunsets, then this paragraph of the Bylaws shall concurrently sunset and automatically be of no further effect.

If there is no just cause or emergency circumstance, a Personnel Committee member wishing to utilize teleconferencing must notify the Executive Director or their designee at least one week prior to the affected meeting date. The Committee member's notification must include a teleconferencing location that is accessible to the public, and the public must be allowed to attend at the Committee member's remote location. The Executive Director shall identify the teleconference location in the agenda of the meeting and facilitate posting of the agenda at the teleconference location.

The Executive Director may reject a request for Committee member teleconference participation that does not appear to meet the requirements of the Brown Act or that would pose an obstacle to compliance with the Brown Act.

The vote at any meeting where teleconferencing is utilized by a Personnel Committee member shall be by roll call.

~~Meeting Notice. Notice for the Personnel Committee meetings shall comply with California Government Code Section 54950 commonly known as the Ralph M. Brown Act.~~

~~The Personnel Committee meeting agenda shall be posted on the Housing Authority of the County of Alameda's website and in a place that is freely accessible to the public at least seventy two (72) hours in advance of the meeting.~~

~~The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this~~

~~information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.~~

~~**Regular Meetings.** The Personnel Committee may, but is not required to, have a regular meeting schedule. If the Personnel Committee meeting agenda is posted at least 72 hours in advance of a scheduled meeting, the meeting is considered to be a regular meeting for all purposes (Section 54954.2)~~

~~**Special Meetings.** If notice of less than 72 hours is given for a Personnel Committee meeting, the meeting must be treated as a Special Meeting and all of the limitations and requirements for special meetings apply. The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.~~

~~**Executive and Closed Sessions.** Executive and Closed Sessions may be held only for those purposes permitted by the Ralph M. Brown Act (see sections 54956.7 through 54957 and 54957.6 and 54957.8) such as but not limited to:~~

- ~~Personnel Evaluations~~
- ~~Labor Negotiations~~
- ~~Pending Litigation~~
- ~~Real Estate Negotiations~~

~~The Personnel Committee must reconvene the public meeting after an Executive and/or Closed Session and publicly report specified closed session actions.~~

~~Article IV — Meetings and Rules (Continued)~~

~~**Rules.** All meetings shall be conducted in accordance with Robert's Rules of Order.~~

~~**Conduct of Business.** All meetings shall be public and shall follow an agenda prepared by the Personnel Officer and/or Executive Director and/or his or her designee.~~

~~**Public Comment.** Opportunity for public comment shall be included in the agenda for both non-agenda and agenda items. Public comment may be limited by the Chair as needed to address meeting time constraints.~~

~~**Meeting Minutes.** The agenda of the meetings shall include the minutes of the previous meeting. Minutes of all meetings shall be kept on file with the Housing Authority.~~

~~**Quorum.** Three (3) Personnel Committee members of those currently appointed shall constitute a quorum for the transaction of business.~~

~~**Personnel Committee Actions and Voting.**~~

- ~~A. Actions shall be by formal motion or resolution.~~
- ~~B. Each Committee member shall have one (1) vote.~~
- ~~C. Proxy votes are not permitted.~~

~~Article VI. — Amendments to Bylaws~~ **AMENDMENTS TO BYLAWS**

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the Housing Commission. ~~full Commission, provided that notice of the proposed amendments has been given to each Committee member and Commissioner in writing at least 10 days prior to the meeting at which the proposed amendment is to be considered.~~

~~Article VII. — Severability~~ **SEVERABILITY**

If any article, section, paragraph, sentence, clause or phrase of the Bylaws is held for any reason to be illegal, unconstitutional, or null and void such decision shall not affect the validity of the remaining portion of these Bylaws.

Personnel Committee Bylaws
Adopted: April 20, 2024
Revised: February 19, 1997 - Resolution No. 03-97
Revised: March 10, 2021 – Resolution No. 04-21



HOUSING COMMISSION
Bylaws of the Personnel Committee
(Revised: September 11, 2024 – Resolution No. 08-24)

Article I. PURPOSE OF THE PERSONNEL COMMITTEE

The Personnel Committee (“PC”) serves as an advisory body to the Housing Authority of the County of Alameda (“HACA”) Housing Commission. The PC is responsible for discussing, reviewing, and providing recommendations on HACA’s personnel matters.

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The Commission Chair, with the concurrent of the Commission shall appoint no more than five (5) Commissioners to serve as the Personnel Committee.

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PC members shall serve for four (4) year terms. Committee members may be reappointed.

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PC members may serve only as long as they remain members of the Commission.

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1. Election

The Personnel Committee, by majority vote, shall elect for a term of one (1) year a Chair and a Vice-Chair from among its members. There is no limit to the number of terms a member may serve as an officer.

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The Chair shall preside at all meetings of the Personnel Committee and be responsible for the conduct of the meetings and other duties normally associated with a Chair.

3. Vice Chair

The Vice Chair shall perform those duties assigned by the Chair and act for the Chair in the latter's absence. If for any reason the Chair cannot continue, the Vice Chair shall perform such duties as are imposed on the Chair until such time as the Committee shall elect a new Chair.

4. Secretary

The Executive Director and/or their designee shall serve as the Secretary to the Committee.

Article V. MEETING FORMAT

1. Conduct of Business

All meetings shall be conducted in accordance with Robert's Rules of Order and comply with California Government Code Section 54950, et seq., commonly known as the Ralph M. Brown Act ("Brown Act"). Except as expressly provided under the Brown Act, meetings shall be public and shall follow an agenda prepared by the Executive Director and/or their designee.

a. Public Comment

The public is welcome at all Personnel Committee meetings. Public comment procedures will follow the established current procedures for HACA's Housing Commission. The Chair may use the following nonexclusive instructions for attendees to provide for an orderly meeting. To facilitate the calling of speakers, in-person attendees who wish to speak on a matter should request a speaker slip from the Housing Commission Clerk, fill it out and return it to the clerk before the start of the meeting. Remote attendees should submit their written comment(s) to: melissat@haca.net. When emailing a written comment on a specific agenda item, the person's full name and the agenda item number should be included. In-person and remote attendees who wish to comment on a matter NOT on the BAN Committee's agenda must wait until the Chair calls for PUBLIC COMMENT. Comments on specific agenda items will not take place until the Chair calls for public comments on that agenda item. There is a time limit of 3 minutes for each public speaker. The Chair has the discretion to further limit this time if warranted by the number of public speakers. The Brown Act restricts the Personnel Committee from discussing and/or

acting on any matters that are not on the meeting agenda. Matters not on the agenda that are raised during public comment may be referred to staff.

2. Quorum

Three (3) BAN Committee members of those currently appointed constitutes a quorum for the transaction of business.

- a. Actions shall be by formal motion or resolution.
- b. Each Personnel Committee member shall have one (1) vote.
- c. Proxy votes are not permitted.
- d. A simple majority vote of those present and constituting a quorum is sufficient to pass a motion.

3. Meeting Agenda

The Personnel Committee meeting agenda shall be posted on the Housing Authority's bulletin boards located near the building entrance and in the employee break rooms. An agenda packet containing the staff reports for the items to be considered and other agenda materials shall be provided to the Personnel Committee members in the format requested by the Personnel Committee members (electronic or paper copy).

4. Meeting Notices

Notice of meetings shall comply with the Brown Act.

The Personnel Committee's meeting agenda shall be posted on HACA's website and in a place that is freely accessible to the public at least seventy-two (72) hours in advance of the meeting.

The meeting agenda and materials shall be provided to each Personnel Committee member and anyone who has filed a written request for this information, in the format of their choosing (paper or digital), at least 72 hours in advance of the meeting.

5. Meeting Schedule

a. Regular Meetings

As the Personnel Committee meets as needed only to consider actions designated within their subject matter jurisdiction; there will be no Regular Meetings.

b. Special Meetings

Special Meetings will be called by the Personnel Committee Chair at the request of the Executive Director, Deputy Executive Director, and/or the Finance Director stating the purpose, time and place of meeting. The only business to be transacted shall be limited to the items and subjects set forth in the Personnel Committee agenda.

c. Closed Sessions

Closed sessions may be held only for those purposes permitted by the Brown Act.

6. Teleconference

Attendance at meetings must be in person, unless a Committee member is allowed to teleconference pursuant to this section.

If expressly allowed by the Brown Act, when there is “just cause” or an “emergency circumstance,” as defined under the Brown Act, a Personnel Committee member may be authorized to use Zoom for participation. The Personnel Committee member must consult with the Executive Director or their designee as soon as possible to determine whether such participation is permitted under the Brown Act, and must take all required steps, including providing an adequate general description of the grounds for just cause or emergency circumstance remote participation. If Government Code section 54953, subd. (f) sunsets, then this paragraph of the Bylaws shall concurrently sunset and automatically be of no further effect.

If there is no just cause or emergency circumstance, a Personnel Committee member wishing to utilize teleconferencing must notify the Executive Director or their designee at least one week prior to the affected meeting date. The Committee member’s notification must include a teleconferencing location that is accessible to the public, and the public must be allowed to attend at the Committee member’s remote location. The Executive Director shall identify the teleconference location in the agenda of the meeting and facilitate posting of the agenda at the teleconference location.

The Executive Director may reject a request for Committee member teleconference participation that does not appear to meet the requirements of the Brown Act or that would pose an obstacle to compliance with the Brown Act.

The vote at any meeting where teleconferencing is utilized by a Personnel Committee member shall be by roll call.

Article VI. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a two-thirds vote of the Committee members present, subject to final approval of the Housing Commission.

Article VII. SEVERABILITY

If any article, section, paragraph, sentence, clause or phrase of the Bylaws is held for any reason to be illegal, unconstitutional, or null and void such decision shall not affect the validity of the remaining portion of these Bylaws.

Personnel Committee Bylaws

Adopted: April 20, 2024; Revised: February 19, 1997 - Resolution No. 03-97; Revised: March 10, 2021 – Resolution No. 04-21;

Revised: September 11, 2024 – Resolution No. 08-24