

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

HOUSING COMMISSION REGULAR MEETING AGENDA

Regular Meeting Date/Time: October 9, 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 September 11, 2024 Regular Meeting
- Item No. 3:** Public Comment – On matters not on the agenda
- Item No. 4:** Executive Director’s Report (Information Only)
- Item No. 5:** New Business
- Item No.5-1:** Adopt Resolution No. 10-24 Approving an Amendment to HACA’s Budgeted Positions for the July 1, 2024-June 30, 2025 Fiscal Year
- Item No.5-2:** Approve the Management Agreement Between the Housing Authority of the County of Alameda and the City of Union City
- Item No.5-3.:** Adopt Resolution No. 11-24 Approving Cost-of-Living Adjustment for HACA’s Management Employees and an Update to the Cost-of-Living Adjustment Methodology
- Item No.6:** Program Activity Report (Information Only)
- Item No.7:** Communications (Information Only)
- Item No.8:** Commissioner Reports (Information Only)
- Item No.9:** 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
September 11, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
HOUSING COMMISSION SUMMARY ACTION MINUTES

Regular Meeting Date and Time: September 11, 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 McCorrison called the meeting to order at 8:02 a.m.

Commissioners present in the HACA Board Room:

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

Commissioners who were excused:

Commissioner Angela Finley
Commissioner Michael Hannon

Commissioners who were absent:

Commissioner Courtney Welch

Item No. 2: Approve the Minutes of the July 24, 2024 Special Meeting

Report received.

Recommendation:

Approve the minutes of the July 24, 2024 Special Meeting as presented.

Motion and Second:

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

Ayes: All.

Motion passed. Approved as recommended.

The next item was heard out of agenda order.

Item No.4: Executive Director’s Report (Information Only)

Laura Broussard Rosen, Executive Director, presented the report. In her report, Ms. Broussard Rosen announced that HACA began advertising the availability of the Alameda County Fair Housing Survey on its website in conjunction with HACA’s participation in the County-wide Assessment of Fair Housing that the Housing Commission approved in July. Ms. Broussard Rosen also provided the Housing Commission with an update on the waitlist opening and indicated that applicants have been notified of the outcome of their applications.

Chairperson McCorriston returned to Item 3. Public Comment

Item No.3: Public Comment

None.

Item No.5: New Business

Item No.5-1: Recognize Janella Wheeler as HACA’s Shining Star

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen announced that Janella Wheeler, an Eligibility Technician in HACA’s Special Programs Department was awarded HACA’s Shining Star for the period of August 2024 through January 2025. Ms. Broussard Rosen read the comments from the nomination describing Ms. Wheeler’s contributions. Daniel Taylor, Special Programs Manager, praised Ms. Wheeler for her positive attitude, leadership abilities, and commitment to their team and the clients they serve. Ms. Wheeler thanked the Housing Commission and staff for the recognition and award. She shared her enthusiasm for serving the community and desire to be part of the solution for addressing the community’s needs. She praised her team and expressed her appreciation for the support from her manager and colleagues.

Commission Discussion:

Chairperson McCorriston congratulated Ms. Wheeler on her award. He praised her for focusing on what is important and commented that the agency is lucky to have an employee like her. Vice Chairperson Goldstein expressed his appreciation for the work that Ms. Wheeler is doing and commented that he is proud of her. Commissioners Ballew, Gerry, and Shao thanked Ms. Wheeler for her contributions, her positivity, and team-oriented attitude. Commissioner McQuaid commented that Ms. Wheeler represents HACA beautifully.

Item No.5-2: Adopt Resolution No. 07-24 Approving the Budget/Audit/Negotiations Committee Bylaws

Laura Broussard Rosen presented the staff report. She reported that although the Commission's Budget/Audit/Negotiations (BAN) Committee does not have a regular meeting schedule, it has recurring subject matter jurisdiction. She further reported that to establish the BAN Committee as a formal standing committee of the Housing Commission, staff worked in consultation with the Alameda County Office of County Counsel to draft bylaws for the committee. Ms. Broussard

Rosen stated that the BAN Committee met and reviewed the draft of the bylaws. She noted that the current members of the BAN Committee, who were appointed in July 2023, would continue on the BAN committee and recommended that the Housing Commission adopt the proposed BAN Committee bylaws.

Recommendation:

Adopt Resolution No. 07-24 approving the Budget/Audit/Negotiations bylaws.

Commission Discussion:

Commissioner Shao asked about the financial impact, if any, and Ms. Broussard Rosen said that there is none.

Motion and Second:

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

Ayes: All.

Motion passed. Approved as recommended.

Item No.5-3: Adopt Resolution No. 08-24 Approving Revisions to the Personnel Committee Bylaws

Laura Broussard Rosen presented the staff report. Ms. Broussard Rosen reported that Housing Commission's Personnel Committee (PC) bylaws were last updated in March 2021. She stated that staff also worked with Alameda County Office of County Counsel on a review of the PC bylaws to ensure consistency across the Housing Commission's standing sub-committees. She highlighted the proposed revisions to the PC bylaws. She stated for the record that there was a typo in the report attachment and noted the correction. Ms. Broussard Rosen also reported that the PC members have reviewed the bylaws and recommend approval of the proposed revisions.

Recommendation:

Adopt Resolution No. 08-24 approving revisions to the Personnel Committee bylaws.

Motion and Second:

Commissioner Ballew (motion) and Commissioner Chawla (second).

Ayes: All.

Motion passed. Approved as recommended.

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

Mansoorali Hudda, Finance Director, presented the staff report. Mr. Hudda reported that HACA has contracts with County of Alameda to administer several housing programs for the county. He named the programs and reported that county has been experiencing significant delays in receiving their funding from the U.S. Department of Housing and Urban Development (HUD) for these programs. He explained that to ensure that program participants are not adversely affected, HACA needs an appropriate process to advance the funds for the rental assistance

until HACA can be reimbursed by Alameda County. Mr. Hudda stated that staff is recommending the use of HDF-Local funds to cover these advances. He indicated that HACA met with the Housing Commission's BAN Committee to consider this recommendation. Mr. Hudda reported that the committee members discussed the source of the HDF-Local funds, the financial impact of the advances, and the feasibility of including late fees and interest on future contract renewals with the county. He recommended that the Housing Commission adopt the resolution to approve the use of HDF-Local funds as bridge funds for these County programs administered by HACA.

Commission Discussion:

Commissioners Shao and Mr. Hudda discussed the timing for the next round of contract renewals with the county. Commissioner Ballew, who is a member of the Commission's BAN Committee, thanked staff for meeting with them and providing all the possible options and scenarios. Commissioner Chawla asked about interest on these funds. Mr. Hudda indicated that although HACA receives administrative fees for administering these programs there is a slight loss of interest. Commissioner McQuaid recommended that HACA encourage the county partners to put some pressure on HUD about the delay in funding.

Motion and Second:

Commissioner Ballew (motion) and Commissioner Chawla (second).

Chairperson McCorriston asked for a roll call of the votes. Upon a roll call of the votes being taken, the votes were:

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

Motion passed. Approved as recommended.

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

Daniel Taylor, Special Programs Manager, presented the staff report. Mr. Taylor reported on the Family Self-Sufficiency (FSS) Program Health and Resource Fair that was held on Saturday, July 27. He reported that it was well attended and thanked all the staff who worked together to make the event possible.

Item No.6: Communications (Information Only)

Ms. Broussard Rosen presented Commissioner Shao with a customized gavel and plaque and thanked him for his service as the Housing Commission Chairperson.

Commission Discussion:

Chairperson McCorriston thanked Commissioner Shao for his leadership and commented that his guidance is greatly appreciated by all on the Housing Commission. Vice Chairperson Goldstein stated that Commissioner Shao has set an excellent example.

Item No.7: Commissioner Reports

None.

Item No.8: Adjournment

There being no further business to discuss, Chairperson McCorriston adjourned the meeting in remembrance of those who lost their lives on 9/11. The meeting adjourned at 8:39 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

EXECUTIVE DIRECTOR'S REPORT
October 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR'S REPORT

Meeting Date: October 9, 2024

HUD Update: HOTMA/HIP Implementation

On September 18, 2024, HUD notified housing authorities that compliance with the income and assets provisions in Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) will not be required by January 1, 2025. As discussed and approved at the April Housing Commission Meeting, HACA revised the Housing Choice Voucher (HCV) Program Administrative Plan to reflect these new provisions.

Previously, HUD had indicated that the implementation of these policies would be required either by January 1, 2025, or when HACA transitions to HUD's Housing Information Portal (HIP), whichever is later. HIP will be HUD's new platform for housing authorities to submit applicant and participant data to HUD.

This updated notice from HUD confirms that HIP will not be ready by January 1, 2025. The implementation date for revised program policies will be confirmed after HACA receives more information from HUD on the specific dates for HACA's transition to HIP.

HACA Management Position Recruitments

HACA is working with CPS HR Consulting to conduct recruitments for key management positions: Housing Programs Manager, Procurement & Purchasing Manager, Deputy Executive Director, and Administrative Analyst. Recruitments for Housing Programs Manager and Procurement & Purchasing Manager are underway, with the first round of candidate interviews scheduled for mid-October. HACA is now planning the timeline to begin recruitments for the Deputy Executive Director and Administrative Analyst positions.

NEW BUSINESS
OCTOBER 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 9, 2024

Subject: Resolution Approving an Amendment to HACA's Budgeted Positions for the July 1, 2024-June 30, 2025 Fiscal Year

Exhibits Attached: - Human Resources Analyst Job Classification Specification
- Resolution 10-24

Recommendation: Adopt the Resolution

Financial Statement: See below

BACKGROUND

The HACA Human Resources (HR) department currently consists of two employees: an HR Manager and a Secretary, which is designated as a confidential (non-represented) employee. Since 2021, the department has undergone significant changes in staffing, following the resignation of the HR Manager in that year and an extended leave of absence by the HR Secretary. During this period, the Administration and Finance departments managed the department and all its functions while an extensive recruitment process was conducted to find a new HR Manager. HACA hired a new HR Manager, Mildred Otis, in July 2023.

In collaboration with Administration, the HR Manager has been actively assessing and evaluating the HR department's structure and functions across employee relations, recruitment, retention, benefits, onboarding, compliance, personnel record maintenance, and all other personnel related matters. The department's transition has continued with the very recent retirement of the HR Secretary in July 2024, who was in the position for 11 years.

DISCUSSION AND ANALYSIS

As part of the ongoing assessment of the HR department, the HR Manager and Administration have determined that the department requires a support position with a higher level of skill and experience in human resources functions.

The HR Analyst job classification is an existing management (non-represented) position that has not been utilized by HACA for many years. The role of the HR Analyst could provide the crucial professional-level management support that the HR department needs to effectively and efficiently address all personnel and human resources needs of the agency.

At its September 11, 2024 meeting, the Commission's Personnel Committee reviewed and approved revisions to the job classification specifications for the Human Resources Analyst position, which reflect the specific technical responsibilities of this position in support of the HR Manager. The updated job classification is included in this report.

The operating budget for the July 1, 2024 – June 30, 2025 fiscal year was approved by the Commission on June 12, 2024 and included the number of budgeted positions. The re-establishment of the HR Analyst job classification requires the Commission to amend the approved budgeted positions for FY2024-2025. The HR Analyst classification is assigned to Range 27 of the management salary schedule. The minimum annual salary is \$88,300 and the maximum annual salary is \$131,126.

The HR Secretary position will be deleted from the current budgeted positions, so the fiscal impact is the difference between the salaries for the HR Secretary and HR Analyst positions. The financial impact for this fiscal year can be funded from the existing budgeted salaries, due to the timing of filling vacancies in budgeted positions and because the previous HR Secretary position is already budgeted for this fiscal year.

RECOMMENDATION

Staff recommends the Commission adopt the attached Resolution amending the budgeted positions for FY2024-2025. Upon the Commission's approval, staff will begin a recruitment process to fill the HR Analyst position during this fiscal year.

Department:	Human Resources
Unit:	n/a
Reports to:	Human Resources Manager
FLSA Exempt:	Exempt

Required Licenses:	Possession of a California Driver's License
Required Certifications:	Training certifications as required by supervisor

DEFINITION/PURPOSE:

Under the supervision of the Human Resources Manager, the Human Resources Analyst (HRA) applies professional level human resources skills and analysis in employment, classification, recruitment, onboarding, offboarding, compensation, benefit administration, employee relations, risk management and other related areas.

DISTINGUISHING FEATURES:

The HRA is a professional level management support classification. This classification is in the Human Resources department and is responsible for performing a variety of technical assignments that focus on the human resources administrative lifecycle of Authority employees.

This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs more difficult and complex duties that require a significant depth of knowledge concerning human resources activities.

SUPERVISION RECEIVED AND EXERCISED:

The HRA receives direction from the Human Resources Manager, who serves as the Authority's Personnel Officer.

ESSENTIAL JOB FUNCTIONS:

- Assists with the collection of data for classification reviews on a class-wide or case-by-case basis
- Assists in the administration and maintenance of the Authority's classification plan
- Conducts compensation studies and benefit surveys and analyses.
- Assists employees, staff, and managers on the application and interpretation of personnel policies, practices, rules, benefit programs, and memoranda of understanding.
- Performs research and analysis and assists in preparing reports on a variety of human resource and risk management matters.

- Coordinates the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and other required screening; request and coordinate the setup of information technology equipment; prepare employee identification; conduct new employee orientation.
- Prepares and maintains employee files, including payroll and benefit changes and tracking employment and leave history.
- Assists in employee benefits and programs: enters new hire, qualifying event, and open enrollment changes; terminates enrollment; prepares retirement separation and COBRA forms; serves as contact to the County of Alameda and other benefit providers.
- Examines human resources and risk management processes and procedures and assists in developing, coordinating, and providing training.
- Assists in the evaluation, development and implementation of Personnel policies and procedures.
- Processes workers' compensation claims. Corresponds with claims adjusters. Monitors and applies the processes and procedures in the Authority Injury and Illness Prevention Program.
- Responds to Unemployment Insurance claims,
- Review federal, state, and local laws and rules to ensure HACA Human Resource and Risk Management programs are in compliance.
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.
- Prepares reports and correspondence.
- Uses a personal computer to generate reports and information.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of public personnel administration, labor relations, and risk management.
- Practices and methods of employment recruiting, testing, classification, salary surveys, equal employment opportunity, and workers' compensation programs.
- Practices and methods of public sector labor relations.
- Employee benefit programs.
- Applicable Federal, state, and local laws and regulations applying to human resources in the public sector.
- Job analysis methods and techniques.
- CAL/OSHA and Injury and Illness Prevention Programs.
- Computer software applications for word processing data analysis, and report preparation.

- Report, correspondence, and public information writing techniques.
- Public relations and customer service techniques.
- Principles and practices of human resources and/or benefits administration.
- Federal, state, and local legislation involving human resources functions.
- Proper business English, including the meaning of words, rules of composition, and grammar.
- Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
- Techniques and practices of research methodology, data collection, and preliminary analysis.

Ability to:

- Collect, analyze, and interpret data, including classification, compensation, and benefits information.
- Compile relevant employment tests based on job descriptions.
- Develop clear, concise, and informative written reports
- Interpret and apply established policies and procedures, rules, regulations, and Memoranda of Understanding.
- Use a personal computer, related software, and dedicated computer systems.
- Perform a variety of administrative duties simultaneously with minimal supervision.
- Establish and maintain accurate records.
- Establish and maintain effective working relationships with internal and external customers and clients.
- Exercise judgment and tact.
- Demonstrate interpersonal sensitivity.
- Communicate effectively, both orally and in writing.
- Analyze and problem-solve.

Licenses and certifications:

- Possession of a California Driver's License and a driving record acceptable to the Housing Authority's insurance carrier.



Human Resources Analyst

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Job Code
3681M

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities qualifies. A typical way to obtain the knowledge and skills would be:

Possession of a Bachelor's degree from an accredited college or university in public administration, business administration, psychology, human resources management, or a related field.

AND

Three (3) years of full-time experience providing varied administrative support in a human resources department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to satisfactorily perform each essential job function. The requirements listed above represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. In addition, a driving record acceptable to the Housing Authority's insurance carrier must be maintained.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job.

While performing the duties of this job, mobility within and outside the workplace is required, including the ability to drive an automobile. Manual dexterity is required to operate a computer. Good eyesight is required to read and write. Good hearing and speech are necessary in order to communicate with the general public, co-workers, agency clients, the general public, and officials contacted in the ordinary course of work. Regular attendance is required. Must be able to handle stressful situations.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 10-24

RESOLUTION APPROVING AN AMENDMENT TO THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA'S BUDGETED POSITIONS

WHEREAS, the Personnel Committee has approved revisions to the management classification of Human Resources Analyst; and

WHEREAS, on June 12, 2024, the Housing Commission adopted Resolution No. 04-24 approving HACA's Operating Budget and Budgeted Positions for the July 1, 2024 – June 30, 2025 fiscal year; and

WHEREAS, an amendment to the Budgeted Positions is required in order to remove the Human Resources Secretary classification and to add the classification of Human Resources Analyst and establish the salary range for the Human Resources Analyst;

NOW, THEREFORE, BE IT RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve an amendment to HACA's Budgeted Positions to reflect the changes described above.

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 9th day of October 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: October 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 9, 2024

Subject: Renewal of Management Services Agreement between HACA and the City of Union City

Exhibits Attached: Attachment A: Management Services Agreement

Recommendation: Authorization to renew Management Services Agreement

Financial Statement: \$4,368 in annual revenue

BACKGROUND

Beginning in 1994, HACA provided property management services to the City of Union City for five single family homes owned by the City and rented to low-income tenants. Over time, the City sold four of the homes, leaving only one. In 2019, HACA and the City agreed to enter into a management services agreement that outlines the property management terms between both parties. HACA’s Housing Commission approved the initial five-year agreement at the November 13, 2019 meeting.

The terms of the Management Services Agreement include the length of the agreement; HACA’s obligation to provide the City with annual reports of receipts, expenses, and charges; HACA’s obligation to annually redetermine the family’s income; terms for annual rent increases; and HACA’s obligation to collect rent and maintain the property.

DISCUSSION AND ANALYSIS

The current agreement was effective November 1, 2019 and expires on November 1, 2024. HACA and the City have already agreed upon the following updates to the agreement for another five-year term.

- Aligned the timing of rent increases and income recertifications
- Increased threshold for maintenance expenses that require prior approval from the City
- Clarified reporting requirements related to annual income certifications
- Changed frequency of inspections to annual instead of biennial

HACA charges a monthly management fee to be increased by 4% on an annual basis beginning on July 1st. The current annual amount received by HACA for FY2024-2025 is \$4,368, which is the base fee for the renewed agreement. This fee does not include maintenance expenses or supplies, which will be billed to the City at cost.

RECOMMENDATION

Staff recommends the Commission approve the proposed updates to the terms of the Management Services Agreement and authorize the Executive Director to renew the Management Services Agreement with the City of Union City for the term of November 1, 2024 through November 1, 2029.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: October 9, 2024

- Subject: Management Class Annual Cost-of-Living Adjustment (COLA)
- Exhibits Attached: Resolution No. 11-24
- Recommendation: Approve the recommended annual management COLA of 4.0% retroactive to June 08, 2024, the beginning of the first pay period of the fiscal year, and approve the update to the management COLA methodology.
- Financial Statement: Approximately \$111,607 base salary cost

BACKGROUND

It has been HACA’s long-standing practice to conduct an annual survey of public agencies in HACA’s comparability pool to assess the Cost-of-Living Adjustments (COLA) that have been granted to the management employees at these agencies.

This COLA comparability survey for management employees is typically carried out each year during the fall season since public agencies finalize their annual budgets before granting employee increases. The increases are often unknown until sometime in July, August, or later.

DISCUSSION AND ANALYSIS

A recent survey was conducted to determine the COLA for management employees for the July 1, 2024 - June 30, 2025 fiscal year. The following public agencies that are part of HACA's comparability pool were surveyed:

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

Based on the survey's findings, it has been determined that the responding agencies reported an average management COLA percentage of 4.3% for the 2024 fiscal year.

Please see the results below for those agencies that responded to the survey:

COMPARABILITY POOL	COLA PERCENTAGE
County of Alameda	6.00%
City of Hayward	6.00%
City of San Mateo	3.00%
Alameda City Housing Authority	2.50%
Housing Authority of Contra Costa County	5.00%
Housing Authority of the County of San Mateo	TBD – In Negotiations
Housing Authority of the County of Santa Clara	2.50%
Oakland Housing Authority	5.00%
Benicia Housing Authority	4.00%
Average Cost of Living Adjustment:	4.25%
Rounded to the Nearest Tenth:	4.30%

RECOMMENDATION

While the average Cost-of-Living Adjustment (COLA) is calculated at 4.30%, staff believes it is crucial to maintain consistency and fairness for employees across the organization by aligning the COLA for HACA’s management employees with the COLA for HACA’s represented and confidential staff. Therefore, staff recommends that the Housing Commission approve a 4.0% COLA for HACA's management employees. The adjustment for HACA’s management employees would be retroactive to June 08, 2024, the beginning of the first pay period in the July 1, 2024 - June 30, 2025 fiscal year. The 4.0% COLA adjustment is consistent with the negotiated COLA provided to HACA’s represented employees, per the current Memorandum of Understanding with SEIU Local 1021, which was also applied to confidential employees. The approximate cost for this increase in base management salaries is \$111,607 for fiscal year 2024-2025, which is included in the approved budget for the fiscal year.

Additionally, staff is proposing that the Housing Commission approve an update to HACA’s methodology for determining the COLA for HACA’s management employees moving forward. Rather than surveying a comparability pool, staff believes that aligning the COLA for HACA’s management employees with the negotiated COLA for HACA’s represented and confidential employees will reduce administrative burden while also ensuring consistency and fairness for employees across the organization.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO.: 11-24

APPROVING A COST-OF-LIVING ADJUSTMENT FOR THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA MANAGEMENT EMPLOYEES AND APPROVING AN UPDATE TO 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 had a long-standing practice of conducting an annual survey of public agencies in HACA's comparability pool to determine the Cost-of-Living Adjustments (COLA) that have been granted to the management employees at these agencies; and

WHEREAS, a survey of the public agencies in HACA's comparability pool was conducted and COLA data was collected; and

WHEREAS, based on the findings of the survey the average COLA among the comparability pool was calculated at 4.30%; and

WHEREAS, it is HACA's goal to maintain consistency and fairness among all employees within the organization; and

WHEREAS, aligning the COLA for HACA's management employees with the COLA that is set for HACA's represented employees will reduce administrative burden while also ensuring consistency and fairness for employees across the organization.

NOW, THEREFORE, BE IT RESOLVED, by the Housing Commission of the Housing Authority of the County of Alameda, that the Housing Commission does hereby approve a 4.0% Cost-of-Living Adjustment for HACA's management employees, retroactive to June 08, 2024, the beginning of the first pay period of the July 1, 2024 – June 30, 2025 fiscal year.

BE IT FURTHER RESOLVED, that the Housing Commission of the Housing Authority of the County of Alameda does hereby approve an update to the methodology for determining the Cost-of-Living Adjustment for HACA's management employees by aligning the adjustment with the COLA negotiated for HACA's represented employees.

PASSED, APPROVED, AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 9th day of October 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: October 9, 2024

PROGRAM ACTIVITY
REPORT
October 9, 2024

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: October 9, 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.

10/1/2024	10/1/2023	10/1/2022
6,953	6,889	6,747

- **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.

	10/1/2024	10/1/2023	10/1/2022
Average HAP Subsidy	\$1,870	\$1,793	\$1,754
Average Tenant-Paid Rent	\$602	\$611	\$594
Average Contract Rent	\$2,473	\$2,405	\$2,348

- ❖ 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.

	10/1/2024	10/1/2023	10/1/2022
Outgoing Billed Portability Contracts	87	85	87
Incoming Portability Contracts	69	57	31

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

10/1/2024	10/1/2023	10/1/2022
220	221	222

- **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 30, 2024, there were 92 active properties listed.

	10/4/23	11/1/23	12/4/23	1/2/24	2/5/24	3/4/24
Units	60	66	66	68	67	56
	4/2/24	4/29/24	6/3/24	7/15/24	9/3/24	9/30/24
Units	52	64	49	68	63	92

- **HCV Housing Quality Standards (HQS) Inspections and Abatements:** The below chart provides quarterly information on HQS inspections and HQS abatements.

	Q3 2024		Q2 2024		Q1 2024	
Scheduled Annual Inspections	859		1504		903	
Passed the Day Inspected	492	57%	802	53%	505	56%
Failed Inspection	166	19%	210	14%	131	15%
No Shows or Deferred Due to COVID-19	188	22%	455	30%	254	28%
Moved Out Prior to Inspection	13	2%	36	2%	13	1%
HAP Abatements for Non-Compliance with HQS	14		64		28	

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

City	Certificates		Vouchers		SEPTEMBER 2024 TOTAL		SEPTEMBER 2023	SEPTEMBER 2022
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$ 2,174		\$ 1,867				
Albany	0	\$0	11	\$20,537	11	\$20,537	11	10
Castro Valley	5	\$10,870	241	\$449,947	246	\$460,817	242	242
Dublin	6	\$13,044	451	\$842,017	457	\$855,061	436	420
Emeryville	5	\$10,870	165	\$308,055	170	\$318,925	165	161
Fremont	21	\$45,654	1,241	\$2,316,947	1,262	\$2,362,601	1,273	1,255
Hayward	34	\$73,916	1,915	\$3,575,305	1,949	\$3,649,221	1,952	1,902
Newark	6	\$13,044	271	\$505,957	277	\$519,001	267	233
Pleasanton	4	\$8,696	320	\$597,440	324	\$606,136	306	303
San Leandro	17	\$36,958	1,460	\$2,725,820	1,477	\$2,762,778	1,431	1,387
San Lorenzo	1	\$2,174	176	\$328,592	177	\$330,766	176	180
Union City	10	\$21,740	692	\$1,291,964	702	\$1,313,704	713	717
TOTALS	109	236,966	6,943	12,962,581	7,052	13,199,547	6,972	6,810

* Based on an average September Housing Assistance Payment (HAP) of \$2,174 per certificate contract

**Based on an average September Housing Assistance Payment (HAP) of \$1,867 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Average Contract Rent Report for the Month of September 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	\$354	20%
Castro Valley	241	\$2,466	\$1,870	\$596	24%
Dublin	451	\$2,587	\$1,964	\$621	24%
Emeryville	165	\$2,044	\$1,523	\$522	26%
Fremont	1,241	\$2,627	\$2,009	\$618	24%
Hayward	1,915	\$2,377	\$1,779	\$598	25%
Newark	271	\$2,622	\$2,072	\$551	21%
Pleasanton	320	\$2,314	\$1,814	\$501	22%
San Leandro	1,460	\$2,374	\$1,774	\$600	25%
San Lorenzo	176	\$2,633	\$1,894	\$738	28%
Union City	692	\$2,646	\$2,012	\$631	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: October 9, 2024

Subject: Family Self-Sufficiency (FSS) Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FAMILY SELF-SUFFICIENCY (FSS) PROGRAM NEWS

FSS PROGRAM ACTIVITIES

Program Coordinating Committee (PCC)

On Wednesday, September 11, 2024, the FSS team held its quarterly PCC meeting. The PCC is comprised of Alameda County agencies, non-profit organizations, and FSS participants. Its purpose is to offer guidance and strengthen the FSS program. The PCC members provided program updates regarding their respective agencies and shared valuable information. We will hold our next PCC meeting on Wednesday, December 11, 2024, from 3:00 p.m. – 4:30 p.m.

Participant Spotlight

Ms. Johnson recently graduated from the FSS program. She earned a Bachelor of Arts degree with a concentration in Liberal Studies and Social Work. She enjoys interacting with people and has a keen interest in helping youth who have experienced trauma. Her career goal was to find stable employment in the medical field or work with foster youth. When Ms. Johnson joined FSS, she was working as an intern for her current employer, and she quickly found that her values aligned with the values of the agency. She has earned two promotions and increased her income by \$78,596.00 since joining the FSS program. Ms. Johnson plans to earn a master’s degree, and she intends to establish a transitional group home for at-risk youth.

FSS PROGRAM SUMMARY

Program Summary	September 2024
Total Clients Under Contract:	204
Graduates:	6
Escrow Disbursed:	\$114,844.90
Ports In:	0
Ports Out:	0
Terminations:	1
New Contracts:	1
Case Management Referrals:	9
Job Referrals:	57

ATTACHMENT A

**Item No. 5-2: Management Services Agreement Between the City of Union City
and The Housing Authority of the County of Alameda**

**MANAGEMENT SERVICES AGREEMENT BETWEEN THE CITY OF UNION CITY
AND THE HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA**

In consideration of the covenants herein contained in this Management Services Agreement, hereinafter called "Agreement," entered into as of November 1, ~~2024~~~~2019~~, the City of Union City (hereinafter called "City"), and the Housing Authority of the County of Alameda (hereinafter called "Authority"), agree as follows:

1. City hereby contracts with Authority exclusively to rent, lease, operate, and manage the property known as 33459 5th Street, Union City, CA, consisting of one single-family rental unit (the "Property"), as further described in Exhibit A attached hereto and incorporated herein by reference, upon the terms hereinafter set forth for the period of five (5) years beginning on the date of this Agreement and terminating on November 1, ~~2029~~~~2024~~; provided however, that either party hereto may terminate this Agreement by giving to the other party a ninety (90) days' prior notice in writing of an intention to terminate. In the event that the Property becomes vacant, this Agreement shall terminate in its entirety effective thirty (30) calendar days from the date of vacancy.

2. Authority accepts the terms of this Agreement and agrees:
 - (a) To use diligence in the management of the Property for the period and upon the terms herein provided, and agrees to furnish the services of its organization for the renting, leasing, operating and managing of the Property as presented in the terms further described in this Agreement.

 - (b) To render annual reports of receipts, expenses and charges. In the event the disbursements shall be in excess of the rents collected by the Authority, the City hereby agrees to pay such excess promptly upon demand of the Authority. Rents, for the purpose of this Agreement, consist of the rent paid by the tenants to lease the Property.

 - (c) To annually increase the tenants' rent for occupancy of the Property by seven percent (7%) effective August 1 beginning with the first year of this Agreement and pursuant to Section 4(a)(2) of this Agreement.

3. City hereby gives to Authority the following authority and powers and agrees to assume the expenses in connection herewith:
- (a) To sign, renew, cancel, and/or modify leases consistent with this Agreement for the Property or any part thereof, pursuant to leases and in accordance with the law; to collect rents or other charges and expenses due or to become due and give receipts therefor; to terminate tenancies and to sign and serve in the name of the City such notices as are appropriate and approved by the City; to institute and prosecute actions to evict tenants and to recover possession of the Property; to sue for and in the name of the City and recover rents and other sums due; and, when expedient, to settle, compromise, and release such actions or suits or reinstate such tenancies. All actions to terminate tenancy or institute any legal proceeding require City authorization.
 - (b) To make or cause to be made and supervise repairs and alterations on the Property; to purchase supplies and pay all bills therefor. Authority agrees to secure the prior approval of City on all expenditures in excess of ~~\$5,000~~^{\$1,000} for any one item, except monthly or recurring operating charges and/or emergency repairs in excess of the maximum if, in the opinion of the Authority, such repairs are necessary to protect the Property of others or to avoid suspension of necessary service or to avoid penalties or fines or to maintain services to the tenants as called for in their leases.
 - (c) To hire, discharge and supervise all labor and employees required for the operation and maintenance of the Property. The Authority will only hire licensed and insured independent contractors. All contractors shall obtain insurance that meets the City's insurance requirements, as further described in Exhibit B attached hereto and incorporated herein by reference, and shall be endorsed to name as additional insured: the City of Union City, its City Council, and all City officers, agents, employees, volunteers and representatives.
 - (d) To make contracts for maintenance and utility services as the Authority shall deem advisable; the City to assume the obligation of any contract so entered into at the termination of this Agreement.

4. The City further agrees:

- (a) To pay the Authority a monthly fixed fee of ~~\$364~~ ~~\$300~~. This fee shall increase by 4% on an annual basis every July 1. The fee shall include the following routine services:

MANAGEMENT SERVICES

- (1) Rent collections.
- (2) Rent increases - rent will increase by 7% per year until the rent reaches 30% of gross annual projected family income divided by 12. The Authority will provide all rent increase notifications.
- (3) Utilities - tenant will pay all utility costs associated with the occupancy of the Property. The Authority will provide a notification to the tenant. This shall be provided for in the lease for the Property.
- (4) Income certifications- on an annual basis, and effective August 1 each year, the Authority will redetermine family income until the rent reaches 30% of gross annual projected family income divided by 12. In the event the family's income decreases, the rent shall not decrease but shall remain in effect at the rent immediately prior to the redetermination. Thereafter, the Authority will redetermine family income and rent on a biennial basis. In the event the family's income decreases, the rent shall not decrease but the most recent rent shall remain in effect until the next recertification. After each income certification, the Authority will provide the following information to the City: total number of household members, number of minors in the home, family size, number of disabled members, race and ethnic data, annual gross income, and ~~proposed~~ applicable annual-rent increase amount.
- (5) Initiating, with cooperation from the City, any required legal action against tenants, serving legal notices, etc.
- (6) Maintaining books of account.
- (7) Issuing an annual report on:
 - a. Itemized income and expenses including receipts and other supporting documentation.
 - b. Non-routine activities, if any.

MAINTENANCE SERVICES

- (1) Response to routine tenant maintenance service requests.
 - (2) Preventative maintenance including ~~an annual biennial~~ maintenance inspection to identify maintenance items.
 - (3) Vacancy renovation and services.
 - (4) Routine grounds maintenance.
 - (5) Retaining and supervising outside maintenance contractors when necessary for non-routine maintenance problems.
 - (6) Special projects upon agreement with City.
- (b) Materials required for routine maintenance repairs will be billed at cost and will be in addition to the fixed fee. All non-routine management tasks not explicitly stated in this Agreement, including the costs of non-routine repairs and replacements, utilities, legal services and other non-routine tasks, shall be paid by the City to the Authority in addition to the fixed fee. In the event that the City shall request the Authority to undertake work exceeding that which is considered routine, including but not limited to as major rehabilitation, obtaining tax advice, presenting petitions to planning or zoning committees, advising on proposed new construction or other counseling, then a cost reimbursable fee shall be agreed upon for such non-routine services before the work begins.
5. This Agreement shall be binding upon the successors and assigns of the Authority, and the ~~heirs, administrators, executors,~~ successors and assigns of the City Authority.
 6. The Authority shall indemnify, defend with counsel acceptable to the City, and hold harmless the City, its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) of every nature arising out of or in connection with Authority's performance of the services in this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.
 7. The City shall indemnify, defend with counsel acceptable to the Authority, and hold harmless

the Authority, its officers, officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including without limitation, attorney's fees and costs and fees of litigation) of every nature arising out of or in connection with City's performance of the services in this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of the Authority.

8. Any written notice to Authority shall be sent to:

Housing Authority of the County of Alameda 22941
Atherton Street
Hayward, CA 94541-6633

Attn.: ~~Laura Broussard Rosen~~ Dina Munday, Programs Manager Property Management Administrator

Any written notice to City shall be sent to:

Joan Malloy, City Manager
City of Union City
34009 Alvarado Niles Rd.
Union City, CA 94587

with a copy to:

Francisco Gomez Jr. , HCD Manager
City of Union City
34009 Alvarado Niles Rd.
Union City, CA 94587

9. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret any provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
10. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.
11. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF UNION CITY

**HOUSING AUTHORITY OF THE
COUNTY OF ALAMEDA**

JOAN MALLOY
CITY MANAGER

LAURA BROUSSARD-ROSEN
EXECUTIVE DIRECTOR

DATE

DATE

ATTEST:

THAI NAM N. PHAMXXXXXXXX, CITY CLERK

DATE

APPROVED AS TO FORM:

KRISTOPHER J. KOKOTAYLO, CITY ATTORNEY
3394034.1

DATE

EXHIBIT A

A PARCEL OF LAND LOCATED IN THE STATE OF CALIFORNIA, COUNTY OF ALAMEDA, WITH A SITUS ADDRESS OF 33459 5TH ST, UNION CITY, CA 94587-2416 CURRENTLY OWNED BY COMMUNITY REDEVELPMNT AGENCY OF CITY OF UNION CITY HAVING A TAX ASSESSOR NUMBER OF 486-0012-023 AND BEING THE SAME PROPERTY MORE FULLY DESCRIBED AS BLK 42 LOT 9 AND DESCRIBED IN DOCUMENT NUMBER 285136 RECORDED 08/11/1993.

APN: 486-0012-023

Exhibit B

City Insurance Requirements

<u>COVERAGE</u>	<u>TYPE OF INSURANCE</u>	<u>MINIMUM LIMITS</u>
A	<p>Commercial General Liability Premises Liability; Products and Completed Operations; Contractual Liability; Personal Injury and Advertising Liability</p>	<p>\$1,000,000 per occurrence; Bodily Injury and Property Damage \$2,000,000 in the aggregate; Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 000 I (most recent edition) covering comprehensive General Liability on an "occurrence" basis</p>
B	<p>Commercial or Business Automobile Liability All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities</p>	<p>\$1,000,000 per occurrence; Any Auto; Bodily Injury and Property Damage. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition), Code 1 (any auto). No endorsement shall be attached limiting the coverage.</p>
C	<p>Workers' Compensation (WC) and Employers Liability (EL) Required for all contractors with employees</p>	<p>WC: Statutory Limits EL: \$100,000 per accident for bodily injury or disease. Authority may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. The insurer shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement</p>
D	<p>Professional Liability/Errors & Omissions Includes endorsements of contractual liability</p>	<p>\$1,000,000 per occurrence \$2,000,000 policy aggregate; Any deductible or self-insured retention shall not exceed \$150,000</p>