

MINUTES FOR THE HOUSING AUTHORITY OF THE CITY OF RICHMOND
HOUSING ADVISORY COMMISSION
MONDAY April 8, 2019

1. **Call to Order**

The meeting was called to order by Chair Smith at 3:32 PM.

2. **Roll Call**

Commissioners Autry, Hegstrom, Lam, Smith, and Thorpe, and Council Liaison Choi were present. Commissioner Scott was absent. Also present were Richmond Housing Authority Executive Director Nannette Beacham; Gabino Arredondo, Richmond Housing Authority; and Mario Vaz from the City of Richmond.

4. **Agenda Review and Adoption**

The agenda was adopted.

5. **Approval of Minutes.** The minutes from the March 11, 2018 meeting were adopted. Commissioner Thorpe made the motion which was seconded by Commissioner Lam. The minutes were approved unanimously, with Commissioner Thorpe abstaining.

6. **No invited guests.**

7. **Announcements through the Housing Advisory Commission Chair.** No announcements.

8. **Executive Director's Update: Nannette Beacham, Executive Director of the Richmond Housing Authority.** Executive director Beacham gave several updates. **Budget:** RHA submitted a draft budget to HUD before the April 9 deadline. HUD will review the budget and then it will go before the Richmond City Council for approval before the end of this fiscal year. **New Complaint/Inquiry Process:** ED Beacham has instituted a new complaint process. All complaints/inquiries are routed to the front desk, where they are logged in and tracked. The complaints are then assigned to a staff member who must address the issue within 48 hours. **Security:** All responses to the RFP have been reviewed. The top three candidates are currently being interviewed before the final selection will be made. **CCTV:** A company has been selected for the CCTV contract. The city determined that a procurement must be done for the cable installation. She hopes the contract will be able to move forward in May. **Landscaping:** There was an RFP for landscaping, however the review committee did not go with any of the bids. **Trash removal at Nevin Plaza:** Several units at Nevin Plaza had been vacated but had not been cleaned out. A dumpster was hired and filled over the weekend. There are currently 38 empty units at Nevin Plaza, 10 of which are off-line (not habitable). RHA is working to get 15 units habitable and available for tenancy by May 15. The process is ongoing. There are 21 vacant units at Nystrom Village which are not habitable and should be off-line. ED Beacham is waiting until she knows more about how Nystrom Village will be repositioned to begin that process. RHA is being advised on these matters by Mike Andrews of Enterprise, a technical advisor recommended by HUD. **Staffing:** RHA continues to have a lack of staffing. Chair Smith

asked why doesn't RHA hire people instead of using staffing agencies, it needs more permanent employees. ED Beacham explained that she didn't think it is appropriate to hire people for a position that may only last 6 month. Furthermore, she stated that it was cost effective to use temp agencies. Currently there are 3 permanent housing specialists plus 2 part time through a temp agency, who are doing the work of 5. Plus there are two front desk employees who are working through a temp agency. ED Beacham explained that the previous temp staff were not experienced or skilled. She is proposing to have a pool of 4 different temp agencies to get employees from, so she can get better qualified workers. The temp staff from the Staffmark agency did not want to continue working at RHA. There was a general discussion about staffing: Commissioner Thorpe asked how they will be paid for. ED Beacham answered that funds budgeted for employees are already in the budget. **Security:** Gabino Arredondo stated that he has been attending monthly security meetings with the Richmond Police Department and other stakeholders.

9. **Housing Advisory Commissioners' Reports:** No commissioner reports. There was a brief discussion as to what these report entail and how they should be done. Chair Smith said that she will put this item up for discussion at the next HAC meeting. Chair Smith also said that she would like a tour of both Nevin Plaza and Nystrom Village. She would like to establish a relationship with residents so they can know who she is and voice their concerns to her.
10. **No presentations.**
11. **Recommendations to the Housing Authority Board of Commissioners or Housing Authority Commission.**
 - a. **Adopt a resolution approving an emergency contract with, and associated payment to, Belfor Property Restoration for emergency water damage remediation at the Nevin Plaza Housing Development for the amount of \$11,336.71.** There was a brief discussion. The water damage and remediation happened many months ago. It was determined that the contract the commissioners were given lacked a page, and that is why the budget did not add up correctly. Chair Smith motioned to approve and Commissioner Thorpe seconded. It was approved unanimously.
 - b. **Adopt a resolution for a three-year contract with Convergent Technologies in an amount not to exceed \$110,000.** There was a brief discussion. Several commissioners stated that they would like to see the scope of the contract. Commissioner Thorpe moved to delay the approval of this item and Chair Smith seconded. The motion was passed unanimously.
 - c. **Adopt a resolution approving a sole source contract with Century Group Executive Recruitment for temporary staffing services, for an amount not to exceed \$100,000 and an expiration date of March 31, 2020.** A discussion ensued. This contract is for a finance manager at RHA. There was one public speaker. Cordell Hindler stated that RHA needs a finance manager but that a permanent employee would be better than hiring through a temporary agency. ED Beacham said that the recruitment for the finance manager position is still open, temp staff are welcome to apply for the permanent position. Commissioner Hegstrom moved to adopt the resolution, Commissioner Thorpe seconded. The motion was passed unanimously.
 - d. **Adopt a resolution approving a contract amendment with Renoir Staffing, LLC, for temporary staffing services, increasing the contract amount by \$15,000 for a total not to exceed \$25,000.** The discussion of this item was combined with item e.
 - e. **Adopt a resolution approving a contract amendment with Express Pros. For temporary staffing services, increasing the contract amount by \$20,000, not to exceed \$25,000.** There was one

public speaker. Cordell Hindler said that he thinks approving items d and e are a good idea. There was a discussion and ED Beacham explained that Staffmark temp agency does not have people who have appropriate training for the job. She will create a pool of temp agencies she can go to for staff as needed. She has used Renoir and Express Pros in the past and knows that they have staff with the knowledge needed to work at a housing agency such as RHA. Chair Smith expressed concern that the commissioners had not been able to view the scopes of these contracts. Commissioner Thorpe moved to approve items d and e, Commissioner Hegstrom seconded. The motion was passed unanimously. **f. Receive a presentation updating the Board of Commissioners on the status of the Housing Choice Voucher (HCV) transfer; and provide direction regarding the HCV Transfer community engagement.** ED Beacham and Gabino Arredondo explained that there is no official word from HUD yet regarding the transfer of Section 8 vouchers to Contra Costa County HA. HUD will also approve a technical assistance consultant to help with the transitioning. ED Beacham said she has a list of items for community engagement. Updates regarding the transfer will be directed to both tenants and landlords. There was a discussion. It was explained that Contra Costa County does not want to incur and debt from the transfer.

12. **Open Forum: Cordell Hindler** made several announcements about events in the community. The Council of Industries luncheon is April 17th at Hotel Mac. Cost to non-members is \$45. Crime Prevention next meeting is April 17th at 7PM in the Recreation Center. April 12-May 5th there is a new play called 'All the Way' at the Contra Costa Civic Theater. Richmond Promised is having the 4th Annual Scholars Celebration 'Rich Roots, Bright Future' on May 3 at 5 PM at the Richmond Auditorium.
13. **Old Business: a. Elevator Update:** The construction specifications for the elevators is now complete. The city can now move forward on creating an RFP for the installation and maintenance of the elevators. **b. Maintenance work orders update.** Mario Vaz from the City of Richmond said that there has been slow but steady progress on the word order backlog. He said he has asked the Resident Manager to do a checklist every day. They have gone through about 60 old work orders in the last month. The Resident Manager also is required to work on current word order requests, as well as his resident manager duties.
14. **New Business: a. Maintenance Staff Non-Responsive to Word Order Requests in a Timely Manner.** There was a lengthy discussion about how work orders are processed. ED Beacham said that if tenants don't get a response to their requests left on the work order request telephone line, they should call the main RHA phone number. Commissioner Hegstrom requested that the outgoing message on the work order request line be updated. ED Beacham agreed.

15. **Next Meeting**

This Commission meets every 2nd Monday at 3:30 p.m. at 2400 Nevin Avenue in the Community Room. This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date. The next meeting is scheduled for **Monday, May 13, 2019.**

16. **Adjournment.** Chair Smith adjourned the meeting at 5:15 PM.