



HOUSING AUTHORITIES CITY OF EUREKA & COUNTY OF HUMBOLDT



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CITY OF EUREKA HOUSING AUTHORITY REGULAR COMMISSION MEETING AGENDA

Monday, May 16, 2022
7:30pm

Participate Via Zoom Meeting
Join Zoom meeting at <https://us02web.zoom.us/join> or call (669) 900-6833
Meeting ID: 897 6139 5326 Passcode: 911860

- (a) Roll Call
 - Kali Serotta, Chairperson
 - Mark Konkler, Vice Chairperson
 - Renee Byers, Commissioner
 - Kay Escarda, Commissioner
 - Kristen Raymond, Commissioner
- (b) Public Comment: This time is reserved for members of the public to address the Committee relative to matters of the Housing Authority of the County of Humboldt not on the agenda. No action may be taken on non-agenda items unless authorized by law. Comments will be limited to five minutes per person and twenty minutes in total.

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- (c) Minutes from the Regular Session of February 22, 2022 and April 18, 2022
Recommendation: Staff recommends the Commissioners approve minutes.

- 8 - 9 (d) Bills and Communication: Approval of Unit Exception, HUD letter dated April 14, 2022

- (e) Report of the Secretary: The report of the Secretary is intended to brief the Commission on items, issues, key dates, etc., that do not require specific action, and are not separate items on the Board of Commissioners agenda
 - (e1) Covid-19 Updates
 - (e2) Occupancy and Leasing Report
 - (e3) HCV Utilization Reports

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- (f) Reports of the Commissioners: This time is reserved for Commissioners to share any relevant news or Housing related endeavors undertaken by Commissioners.



The Housing Authorities are Equal Housing Opportunity Organizations



(g) Unfinished Business: This time is reserved for any business that has been carried over from previous meetings/discussions.

(h) New Business:

16 - 19 (h1) Resolution 1960: Brown Act, Remote Session Authorization
Recommended Board Action: Accept and Adopt for Approval

20 - 21 (h2) Advancing Equity through Emergency Housing Vouchers (EHV) Community of Practice
Recommended Board Action: Informational only

(h3) Repositioning Updates
Recommended Board Action: Informational only; Ad-Hoc Committee meetings occurred
April 26, 2022, May 3, 2022, and May 10, 2022

(i) Closing Comments: Any other business to properly come before the Commission

(j) Executive Session (if necessary)

Adjournment

The Commissioners of the City of Eureka Housing Authority met in a Regular Session on Tuesday, February 22, 2022, at 7:30p.m. via Zoom.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:32 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Chairperson Serotta, Vice Chairperson Escarda, Commissioner Byers, Commissioner Konkler

Commissioners absent: Commissioner Raymond

Staff present: Churchill, Humphreys, Wiesner

Others present: Elizabeth Conner, Chairperson of County of Humboldt Housing Authority Board of Commissioners; Mike Andrews, lead consultant for HUD Technical Assistance Contract

(b) Public Comment - Chairperson Serotta opens for public comment. No comments are heard.

(c) Minutes of the Regular Session of January 18, 2022:

Motion to approve the minutes of the meeting of January 18, 2022, made by Commissioner Byers.

Second – Vice Chairperson Escarda

Roll call:

Ayes: Serotta, Escarda, Byers, Konkler

Nays: None

Abstain: None

Chairperson Serotta declared the motion carried to approve the minutes of January 18, 2022.

(d) Bills and Communications: None.

(e) Report of the Secretary:

(e1) Covid-19 Updates: Secretary Churchill notes that the State Covid Mask Mandate has been lifted. Some staff may choose to go without a mask; however, most staff will continue to wear their mask for safety. Any public who enters the lobby are required to wear a mask. We continue to monitor the Covid office protocols to keep our employees safe.

(e2) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on this report noting that at the end of last year, there were 24 vacancies. Since then, we have leased up 11 units. Our maintenance team continues to work diligently to turn units.

(e3) HCV Utilization Reports: Secretary Churchill updates the Commissioners on the report, noting that for the EHV program, we are now at 14 vouchers leased up. Secretary Churchill adds that the HCV program has utilized nearly 100% of annual grant funds. The Mainstream Voucher program had 27 vouchers leased up at year end for 2021 with referrals continuing to come in.

(f) Reports of Commissioners – Mark Konkler mentions that he spoke with Miles Slattery, Manager of the City of Eureka about building codes that are being updated.

(g) Unfinished Business – None.

(h) New Business:

(h1) Resolution 1959 - Updated Personnel Policy

Resolution 1959

Resolution to Approve and Accept
City of Eureka Housing Authority
Update to Personnel Policy

WHEREAS, the City of Eureka Housing Authority Board of Commissioners have determined that from time to time it is necessary to make certain changes to the Authorities' Personnel Policy; and

WHEREAS, the Personnel Policy has been updated to maintain compliance with changes in California law; and

WHEREAS, all revisions have been reviewed by the City of Eureka Housing Authority Board of Commissioners;

NOW, THEREFORE, BE IT RESOLVED, that the City of Eureka Housing Authority Board of Commissioners does hereby approve revisions to the Personnel Policy.

Motion to approve Resolution 1959 made by Vice Chairperson Escarda

Second – Commissioner Konkler

Roll call: Ayes: Serotta, Escarda, Byers, Konkler
Nays: None
Abstain: None

Chairperson Serotta declared the motion carried to approve Resolution 1959.

(h2) City of Eureka Housing Authority Repositioning Plan Executive Summary:

Secretary Churchill briefs the commissioners on the Executive Summary and introduces Mike Andrews of Structure PDX, the Repositioning Technical Assistance Contract lead consultant. Mike Andrews presents an overview of public housing repositioning, specific to the City of Eureka Housing Authority and answers commissioner questions. The commissioners discuss a potential need for a repositioning sub-committee. Commissioners request staff investigate the requirements and bylaws of creating an Ad-Hoc committee for repositioning.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission. None heard.

There being no further business to come before the Commissioners, the regular session adjourned at 9:45p.m.

Secretary

Chairperson

The Commissioners of the City of Eureka Housing Authority met in a Regular Session on Monday, April 18, 2022, at 7:30p.m. via Zoom.

Chairperson Serotta declared a quorum present and called the meeting to order at 7:35 p.m.

(a) Roll Call - Upon roll call those present and absent were:

Commissioners present: Chairperson Serotta, Vice Chairperson Escarda, Commissioner Raymond, Commissioner Konkler
Commissioners absent: Commissioner Byers
Staff present: Churchill, Briggs, Orsini
Others present: Tabatha Pittman

(b) Public Comment - Chairperson Serotta opens for public comment. No comments are heard.

(c) Minutes of the Regular Session of February 22, 2022:

Chairperson Serotta notes that Commissioner Raymond was not in attendance at the February 22, 2022, meeting and must abstain. Chairperson Serotta adds that since Commissioner Byers is not currently present, there is not a quorum to vote as required to approve the minutes of February 22, 2022. These minutes will be brought back for a vote at the next meeting on May 16, 2022.

(d) Bills and Communications: None.

(e) Report of the Secretary:

(e1) Absence of quorum, March 21, 2022 board meeting: Secretary Churchill notes that we did not have a quorum present to open the meeting of March 21, 2022. Secretary Churchill goes on to note that the meeting was not formally opened by the Chairperson and no business was discussed. However, it is necessary to document the absence of a quorum of that meeting. Chairperson Serotta and Secretary Churchill will sign off on the agenda document #2868.

(e2) Covid-19 Updates: Secretary Churchill notes that we have no changes to report. Secretary Churchill comments that an email will be sent out to the Commissioners to get an idea of their comfort level for returning to in person meetings. We continue to monitor the Covid office protocols to keep our employees safe.

(e3) Occupancy and Leasing Report: Secretary Churchill briefs the Commissioners on this report noting that at the beginning of February 2022 there were 21 vacancies. Since then, we have leased up 4 units. Secretary Churchill notes that the Tenant Services Department will be screening applicants for vacant units throughout this week. Our maintenance team continues to work diligently to turn units.

(e4) HCV Utilization Reports: Secretary Churchill briefs the Commissioners on this report.

(f) Reports of Commissioners – Commissioner Konkler mentions that he spoke with Miles Slattery, Eureka City Manager about the City of Eureka updated plan for housing. The board has a brief discussion about Commissioner Konkler's report.

(g) Unfinished Business – None.

(h) New Business:

(h1) Annual Meeting and Election of Officers
Recommended Board Action: Elect Officers

Chairperson Serotta asks the board if anyone would like to discuss or nominate someone to Chairperson and Vice Chairperson.

Commissioner Raymond motions to re-elect Kali Serotta as Chairperson and elect Mark Konkler as Vice Chairperson.

Second – Kay Escarda

AYES: Serotta, Escarda, Konkler, Raymond

NAYS: None

ABSTAIN: None

Chairperson Serotta declared the motion carried to elect the board officers, confirming re-election of herself, Kali Serotta as Chairperson, and the election of Mark Konkler as Vice Chairperson.

(h2) Repositioning Updates

Recommended Action: Form ad-hoc committee and discuss frequency of meetings, desired outcomes, etc.

Secretary Churchill updates the board that we have created an Ad-Hoc committee for the Repositioning with Kali Serotta and Kristen Raymond from our City board and Elizabeth Conner and Maureen Fitzgerald from our County board. The Ad-Hoc committee will meet on April 26, 2022, May 3, 2022 and May 10, 2022. Our Repositioning consultant, Mike Andrews, will be available at one or more of those meetings. The intent of those meetings is to arrive to a Repositioning plan that is comprehensive and realistic.

(i) Closing Comments: Any Other Business to Properly Come Before the Commission. None heard.

There being no further business to come before the Commissioners, the regular session adjourned at 8:16p.m.

Secretary

Chairperson



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

4/14/2022

Ms. Cheryl Churchill
Executive Director
City of Eureka Housing Authority
725 West Everding Street
Eureka, CA 95503

Dear Ms. Churchill:

The U.S. Department of Housing and Urban Development has received CA025-Eureka's request dated 03-22-2022 to place 2 public housing unit(s) in Non-Dwelling: Special Use: Anti-Drug/Crime status in IMS-PIC. The letter proposes the following units be designated as Non-Dwelling:Special Use: Anti-Drug/Crime:

AMP #	PIC Unit #	Entrance #	Building #	Effective Date	Expiration Date
CA025000001	1099	1	1	07-01-2022	06-30-2023
CA025000001	1100	2	1	07-01-2022	06-30-2023

According to 24 CFR § 990.145(a)(2) and Notice PIH 2021-35, to convert a dwelling unit to the Special Use: Anti-Drug/Crime sub-category, a PHA must submit documentation demonstrating its plan to use the unit on a regular, on-going basis to provide drug or crime prevention assistance or services to the residents and the surrounding neighborhood.

HUD's determination was based on the following:

The crime prevention units requested here were previously approved and the PHA would like to retain their status. The request is reasonable and approval is recommended.

Your request was reviewed in accordance with 24 CFR § 990.145(a)(2) and Notice PIH 2021-35. Based on the information available to us, the Department has **approved** CA025-Eureka's request to place the identified unit(s) into the Special Use: Anti Drug/Crime sub-category, with the effective and expiration date(s) found above.

Special Use: Anti Drug/Crime units count as Eligible Unit Months, and therefore receive full operating subsidy from HUD. Your PHA is reminded that if the units no longer meet the requirements outlined in Notice PIH 2021-35, they are not permitted to remain in this sub-category.

After receiving the written unit status approval, the PHA must formally submit the request to change the unit's sub-category in the IMS-PIC system. Once the submission is complete in IMS-PIC, notify our office to finalize. It has been a pleasure to assist in this important matter. Should you have any questions, please reach out to your assigned HUD Portfolio Management Specialist (PMS).

The list of concurrence is as follows:

Name	Date of Concurrence
Auser, Trevor T	04-14-2022

Occupancy and Leasing Report

Month: March 2022

City of Eureka Housing Authority County of Humboldt Housing Authority

Program	Total Units Available	Vacant Units 1st of Month	# Units Leased 1st of Month	Move-outs During Month	Move-ins During Month	Wait List End of Month
Eureka						
Public Housing	196 *	14 *	182	2	2	465
Eureka Family Housing	51	3	48	1	0	480
Eureka Senior Housing	22	2	20	0	0	159
	269		250			
Humboldt						
Housing Choice Vouchers	1217	N/A	864	10	8	1110
VASH Vouchers	73	N/A	23	0	1	N/A
Mainstream vouchers	75 ***	N/A	28	0	2	N/A
Project Based Vouchers						
PBV-VASH - Bayview Heights (Eureka)	22 **	N/A	21	0	0	N/A
PBV-HCV - Bayview Heights (Eureka)	3 **				3	
PBV-HCV - Sorrell Place (Arcata)	5 **	N/A	N/A	N/A	N/A	N/A
Emergency Housing Vouchers (EHV)	182 ‡	N/A	15	0	3	N/A ‡
	1577		951			
Vouchers issued but not under contract, end of month (aka "Searching")						55

*Total PH units is 198; 2 units are exempted for EPD use and Boys & Girls Club and are unavailable for tenant rental

**25 Project Based VASH Vouchers at Bayview Heights Veteran's housing at 4th & C Street, Eureka; contract signed 6/30/2020.
Modified in 2021 to meet project requirements; 22 VASH PBVs and 3 non-VASH for veterans who don't meet HUD-VASH requirements.
5 Project Based HCV vouchers set-aside for Sorrell Place extremely low income units at 7th & I Street, Arcata

*** Mainstream vouchers were awarded December 2020. Funding began April 2021; initial referrals from CoC partners began April 2021.

‡ No PHA waitlist for EHV's; all are issued based on referral from HHHC. Referrals began 9/2021.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of March 2022

HAP (per VMS):	January	February	March	Total
HUD Budget Authority Income (HAP)	487,240.00	490,302.00	492,693.00	1,470,235.00
HUD Additional VO Funding				-
Less: HUD Recapture				-
Draw from HUD-held reserves				-
Other HAP income	209.00	279.00	289.00	777.00
HAP expenses	<u>(491,122.00)</u>	<u>(489,495.00)</u>	<u>(495,675.00)</u>	<u>(1,476,292.00)</u>
Surplus (Deficit)	<u>(3,673.00)</u>	<u>1,086.00</u>	<u>(2,693.00)</u>	<u>(5,280.00)</u>
% Total income utilized	100.75%	99.78%	100.55%	100.36%
% Budget Authority utilized	100.80%	99.84%	100.61%	100.41%
# of Households Assisted	866	860	864	2,590
Average HAP Payment	567.12	569.18	573.70	570.00
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)	69,755.00	69,755.00	69,755.00	209,265.00
HUD Additional AF Funding			12,042.00	
Other Admin income	1,336.90	1,406.90	1,416.90	4,160.70
Port-in HAP income	1,820.00	1,820.00	1,820.00	5,460.00
Port-in HAP expense	(1,820.00)	(1,820.00)	(1,820.00)	(5,460.00)
Operating expenses	<u>(62,590.66)</u>	<u>(57,222.10)</u>	<u>(62,223.09)</u>	<u>(182,035.85)</u>
Surplus (Deficit)	<u>8,501.24</u>	<u>13,939.80</u>	<u>20,990.81</u>	<u>31,389.85</u>
Remaining HAP Cash	18,124.17	19,052.17	10,666.67	
Remaining Non-HAP Cash	<u>385,078.79</u>	<u>409,050.32</u>	<u>425,906.83</u>	
Total HCV Cash	403,202.96	428,102.49	436,573.50	
Cash Increase/(Decrease)	6,455.33	24,899.53	8,471.01	

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Mainstream Vouchers Only
For the month of March 2022

HAP:	January	February	March	Total
HUD Budget Authority Income (HAP)	7,833.00	12,284.00	15,469.00	35,586.00
HUD Additional VO Funding				-
Less: HUD Recapture				-
Draw from HUD-held reserves				-
Other HAP income				-
HAP expenses	<u>(17,543.00)</u>	<u>(18,014.00)</u>	<u>(18,864.00)</u>	<u>(54,421.00)</u>
Surplus (Deficit)	<u><u>(9,710.00)</u></u>	<u><u>(5,730.00)</u></u>	<u><u>(3,395.00)</u></u>	<u><u>(18,835.00)</u></u>
% Total income utilized	223.96%	146.65%	121.95%	152.93%
% Budget Authority utilized	223.96%	146.65%	121.95%	152.93%
# of Households Assisted	27	27	28	82
Average HAP Payment	649.74	667.19	673.71	663.67
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)	55.00	55.00	55.00	165.00
HUD Additional AF Funding			1,453.00	1,453.00
Other Admin income				-
Port-in HAP income				-
Port-in HAP expense				-
Operating expenses	<u>(1,575.17)</u>	<u>(1,067.93)</u>	<u>(1,291.34)</u>	<u>(3,934.44)</u>
Surplus (Deficit)	<u><u>(1,520.17)</u></u>	<u><u>(1,012.93)</u></u>	<u><u>216.66</u></u>	<u><u>(2,316.44)</u></u>
Remaining HAP Cash	69,131.00	63,950.00	60,703.00	
Remaining Non-HAP Cash	<u>(1,406.79)</u>	<u>(2,295.69)</u>	<u>(2,052.07)</u>	
Total Mainstream Voucher Cash	67,724.21	61,654.31	58,650.93	
Cash Increase/(Decrease)	(12,190.79)	(6,069.90)	(3,003.38)	
	A	A	A	

A Cash decrease due to timing of HUD stopping MSV payments from July 2021-December 2021. Expecting cash to increase as payments continue this year.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Emergency Housing Vouchers Only
For the month of March 2022

HAP:	January	February	March	Total
HUD Budget Authority Income (HAP)				-
HUD Additional VO Funding				
Less: HUD Recapture				
Draw from HUD-held reserves				
Other HAP income				
HAP expenses	(4,749.00)	(11,739.00)	(15,752.00)	(32,240.00)
Surplus (Deficit)	(4,749.00)	(11,739.00)	(15,752.00)	(32,240.00)
% Total income utilized	0.00%	0.00%	0.00%	0.00%
% Budget Authority utilized	0.00%	0.00%	0.00%	0.00%
# of Households Assisted	5	11	15	
Average HAP Payment	949.80	1,067.18	1,050.13	
ADMIN & OPERATIONS (per G/L):				
Administrative Fee income (HUD)				-
HUD Additional AF Funding				
Other Admin income	6,939.97	13,451.28	11,274.91	31,666.16
Port-in HAP income				
Port-in HAP expense				
Operating expenses	(6,063.57)	(12,924.29)	(10,910.03)	(29,897.89)
Surplus (Deficit)	876.40	526.99	364.88	1,768.27
Remaining HAP Cash	512,371.00	500,567.00	485,216.00	
Remaining Non-HAP Cash	426,639.42	414,688.14	404,613.23	
Total Emergency Housing Voucher Cash	939,010.42	915,255.14	889,829.23	
Cash Increase/(Decrease)	(12,024.97)	(23,755.28)	(25,425.91)	
		A	A	

Cash decrease due to timing of HUD stopping
EHV HAP and Admin Fee disbursements from
A December 2021-March 2022. Expecting cash to
continue to decrease until disbursements
continue.

HOUSING AUTHORITY - COUNTY OF HUMBOLDT
Housing Choice Vouchers Only
For the month of March 2022

Section 8 Program
County of Humboldt

Housing Assistance Payments

<u>Month</u>	<u>Income</u>	<u>Expense**</u>	<u>% Expended</u>
January	\$ 487,449.00	\$ (491,122.00)	100.75%
February	490,581.00	(489,495.00)	99.78%
March	492,982.00	(495,675.00)	100.55%
Year to Date Total	\$ 1,471,012.00	\$ (1,476,292.00)	100.36%

Administrative and Operating Expenses

<u>Month</u>	<u>Income</u>	<u>Expense</u>	<u>% Expended</u>
January	\$ 71,091.90	\$ (62,590.66)	88.04%
February	71,161.90	(57,222.10)	80.41%
March	71,171.90	(62,223.09)	87.43%
Year to Date Total	\$ 213,425.70	\$ (182,035.85)	85.29%

Households Served

<u>Month</u>	<u>Number of Households Leased</u>	<u>Average Housing Assistance Payment</u>
January	866	\$ 567.12
February	860	569.18
March	864	573.70

** Note that prior month HAP expenses/counts are subject to revision based on periodic retroactive adjustments.

Housing Choice Vouchers	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	866
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	860
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	864
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	873	
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873	
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868	
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	865	
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	864	
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	864	
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	862	
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	866	
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	857	
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	869	863
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,426	2,590

Mainstream Vouchers															2021	2022
January																27
February																27
March																28
April																
May																
June																
July																
August															4	
September															15	
October															18	
November															24	
December															27	
Average															21	27
UML's															88	82

Emergency Housing Vouchers															2021	2022
January																5
February																11
March																15
April																
May																
June																
July																
August																
September																
October																
November																
December															4	
Average															4	10
UML's															4	31

Total All Voucher Programs	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
January	945	966	939	918	888	931	985	913	889	917	918	903	882	866	884	898
February	935	960	936	911	884	933	983	906	901	921	919	898	894	867	875	898
March	921	953	940	910	881	944	977	899	908	923	918	896	897	861	875	907
April	927	953	935	909	883	945	979	896	920	928	919	908	895	859	873	
May	929	930	932	903	907	949	977	890	920	927	917	905	895	850	873	
June	929	911	935	895	892	944	976	890	922	930	914	898	892	853	868	
July	937	922	936	885	900	940	969	891	929	924	919	895	882	873	865	
August	969	923	931	880	902	938	962	891	929	923	917	888	879	872	868	
September	967	924	926	884	903	944	956	896	931	927	913	888	872	883	879	
October	971	937	923	880	898	953	946	897	918	934	906	888	866	888	880	
November	979	934	917	879	912	968	939	900	913	928	903	887	881	890	890	
December	995	940	919	885	922	973	927	890	910	925	902	882	877	887	888	
Average	950	938	931	895	898	947	965	897	916	926	914	895	884	871	894	901
UML's	11,404	11,253	11,169	10,739	10,772	11,362	11,576	10,759	10,990	11,107	10,965	10,736	10,612	10,449	10,518	2,703

City of Eureka Housing Authority

Board of Commissioners Meeting

May 16, 2022

Agenda Item H1

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Brown Act, Meetings Held Virtually

I. Background and Issue

The purpose of this Memorandum is to provide an update and recommendations regarding the state of the Brown Act and the Executive Orders relaxing certain of its provisions due to the pandemic.

On September 15, 2021, the California Legislature passed two separate bills providing varying degrees of relief from the Brown Act. Each bill is discussed below and awaits the Governor's signature.

II. Discussion

A. Teleconferencing under the Brown Act.

The Brown Act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction.

The teleconferencing option under the Brown Act has long been underutilized because it is impractical.

B. Assembly Bill 361

Assembly Bill 361 passed both houses of the Legislature on September 15, 2021, and on September 16, 2021 was signed into law by the Governor. This Bill allows a public entity to conduct a meeting without complying with the teleconferencing requirements of the Brown Act under any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
or

- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act. The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect.

If either of the above two circumstances is present, the legislative body may suspend the teleconferencing provisions under the Brown Act provided it complies with the following requirements: (Requirements not contained in the Executive Orders are shown in *italics* below.)

1. The legislative body shall give notice of the meeting and post agendas as otherwise required by the Brown Act, i.e., post 72 hours before regular meeting or 24 hours before special meeting.
2. The legislative body must allow members of the public to participate in the meeting and the agenda shall also give notice of the means by which members of the public may access the meeting and offer public comment.
3. *The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.*
4. The agenda shall identify and include an opportunity for all persons to attend via a call-in option and/or an internet-based service option.
5. *In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.*
6. *If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.*
7. *If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.*
8. All votes shall be by roll call vote.

In addition to the above requirements, the legislative body must within 30-days after first utilizing the relaxed teleconferencing option under AB 361 and every 30 days thereafter so long as the option is utilized, make the following findings by resolution:

1. The legislative body has reconsidered the circumstances of the state of emergency.
2. That any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

III. Summary and Recommendation

AB 361 contains an urgency clause, meaning it became effective immediately upon approval by the Governor. Accordingly, the relaxed teleconferencing option became available starting October 1, 2021, after the Executive Order expired.

As of the date of this memorandum, the necessary circumstances exist allowing our public entity to take advantage of the relaxed teleconferencing options under AB 361. In particular, the state of emergency continues to exist, and the County Health Officer has imposed or recommended measures to promote social distancing.

Accordingly, the following is recommended:

1. Provide direction to staff whether there is a collective desire to continue using the relaxed teleconferencing option under AB 361. If so, approve a resolution allowing such practice.
2. Within 30-days of the first meeting in which the teleconferencing option is authorized under AB 361, the legislative body will need to make the findings described above if it desires to continue using the teleconference option.
3. For so long as the option is available and utilized by the legislative body, the legislative body will need to make the findings described above every 30 days.

STAFF RECOMMENDATION:

If the need to continue meetings remotely is acknowledged by the board and meets the requirements as noted above, approve a resolution allowing such practice to continue moving forward until such time as it is no longer necessary or no longer allowed.

RESOLUTION NO. 1960

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF EUREKA HOUSING
AUTHORITY MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS
AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL
MEETINGS**

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow the City of Eureka Housing Authority Board of Commissioners to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 17, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the City of Eureka Housing Authority Board of Commissioners makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing;

NOW, THEREFORE, the City of Eureka Housing Authority Board of Commissioners does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board and its subordinate Committees, Commissions, and Boards may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the _____ day of _____ 2022 by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

ATTEST:

Name

Title

Name

Title

City of Eureka Housing Authority

Board of Commissioners Meeting

May 16, 2022

Agenda Item H3

Memorandum

To: Commissioners

From: Cheryl Churchill, Executive Director

Subject: Advancing Equity through EHV's, Community of Practice

BACKGROUND AND HISTORY:

Homebase is a national nonprofit agency that works with communities to develop customized responses to their most challenging issues. They facilitate collaborations and assist with designing implementation to achieve sustainable results.

Homebase accepted applications for PHAs with EHV programs to apply for an upcoming Community of Practice. Our local cohort will include three housing authority representatives and one Continuum of Care representative. The six-week series between May 26th and August 4th will cover:

1. Introductions/purpose
2. History of racism
3. Root causes of disparities in homeless
4. Centering black, indigenous, and people of color
5. How is your community doing?
6. Wrap up and next steps

While this COP is focused on outcomes with the EHV program, we believe it is crucial information that will apply across the board as we work toward furthering equity in our programs and community.

STAFF RECOMMENDATION:

None; informational only.

Advancing Equity Through EHV Community of Practice (CoP) Workshop

Summary

This Workshop is focused on supporting PHAs as they make system adjustment to ensure efforts to advance equity through the Emergency Housing Vouchers Program. This collective approach to technical assistance (TA) delivery draws on the strengths of communities and their expertise in the field to foster a space that encourages resource sharing, innovative out-of-the-box thinking, and connections across Public Housing Authorities (PHAs). Participants will use data to review, process, and reflect on the continued implementation of the EHV program. Sessions will focus on data; exploring key terms, concepts, and definitions; examining racism and its historic and present-day impact on housing; and possible solutions to move forward and revitalize PHA systems to advance equity.

Goals and Objectives

Through the establishment of a representative team that operates throughout the six-session Workshop and the incorporation of the lessons learned from both Workshop facilitator and peer community participants during Workshop sessions, each community will develop an Action Plan for implementation. In this Community of Practice, participants will:

- Better understand the current strengths and challenges within their PHA through data
- Create an action plan to improve their systems through group brainstorming and resource sharing
- Engage in peer-to-peer learning environment
- Examine the racist structures and policies that established housing inequality

Target Audience

Communities (PHA / CoC Team of up to 4 people) that are a good fit for this workshop will have, at a minimum, the following traits:

- Committed to meeting regularly throughout the six-session Workshops;
- Committed to review data/processes and develop/implement appropriate modifications and refinements;
- Committed to create an action plan to improve systems;
- Similar commitment to advancing equity in the community;
- Select a diverse representation of the following:
 - o PHA Leadership
 - o PHA Policy Staff
 - o CoC EHV Coordinator
 - o PHA EHV Coordinator