

**RICHMOND HOUSING AUTHORITY (RHA)**  
**Housing Advisory Commission Meeting**

**DATE: Monday, May 11, 2020**

**TIME: 3:30 p.m.**

**CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact (See, for example, Contra Costa County Health Order extending the shelter-in-place order and statewide shelter-in-place order). Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

DUE TO THE SHELTER IN PLACE ORDERS, attendance at the Housing Advisory Commission Meeting will be limited to Housing Advisory Commission members, essential Richmond Housing Authority (RHA) and City of Richmond staff, and members of the news media. Public comment will be confined to items appearing on the agenda and will be limited to the methods provided below. Consistent with Executive Order N-29-20, this meeting will utilize teleconferencing only. The following provides information on how the public can participate in this meeting.

**Public comments may be submitted in multiple ways:**

1. Via email to [NBeacham@rhaca.org](mailto:NBeacham@rhaca.org) by 2:30 p.m. on Monday, May 11, 2020 or during the meeting as set forth below. Email must contain in the subject line public comments – not on the agenda or public comments – agenda item #. Email must contain in the subject line **public comments – not on the agenda** or **public comments – agenda item #**.

Comments received via email or telephone during the meeting will be handled as follows:

Comments received via email during the meeting and up until the public comment period on the relevant agenda item is closed, will be read into the record and will be limited to a maximum of three minutes, depending on the number of commenters, as more fully described in the City Council meeting procedures below]. For public hearing items, the time will be limited to a maximum of three minutes. The staff will stop reading comments into the record after the allotted time of three minutes for such comments.

Comments received by telephone 510-621-1301, during the public comment period shall not to exceed the allotted time of three minutes – for such comments as provided above.

2. Via mail received by 2:30 p.m. Monday, May 11, 2020 sent to Richmond Housing Authority 330 24<sup>th</sup> Street, Richmond, CA 94804.

3. Via phone voice message received by 2:30 p.m. Monday, May 11, 2020, phone: 510-621-1300. Please leave your comment on the voicemail or with staff member that answers the phone.

4. Via Telephone. If you would like to give your public comment via telephone, please email your telephone number with area code to [NBeacham@rhaca.org](mailto:NBeacham@rhaca.org) during the public comment period. You will be called during the public comment period and you will be given the opportunity to verbally submit public comment (not to exceed the allotted time – three minutes – for such comments as provided below).

The RHA cannot guarantee that its network will be uninterrupted. To ensure that the Housing Advisory receives your comments, you are strongly encouraged to submit your comments in writing in advance of the meeting.

For future meetings, the RHA is working on additional ways for the public to submit comments.

**Comments received by 2:30 p.m. Monday, May 11, 2020 during the day of the meeting will be handled as follows:**

All email, phone, and mail comments received **by 2:30 p.m. on Monday, May 11, 2020**, will be provided to the Commissioners via e-mail or report.

**Record of all public comments:**

All public comments will be considered a public record, put into the official meeting record, and considered before Commission action. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

#### **Accessibility for Individuals with Disabilities**

Upon request, the RHA will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests should be emailed to [NBeacham@rhaca.org](mailto:NBeacham@rhaca.org) or submitted by phone at 510-620-1300. Requests can be made by mail to Nannette Beacham 330 24th Street, Richmond, CA 94804. Requests will be granted whenever possible and resolved in favor of accessibility.

#### **Effect of Advisory on In-person public participation**

During the pendency of the Executive Order N-29-20, the language in this Advisory portion of the agenda supersedes any language below in the meeting procedures contemplating in-person public comment.

**Commissioners**

**Carol Hegstrom  
Chair**

**Jaycine Scott  
Vice-Chair**

**RHA Staff  
Secretary**

**Preston Lam**

**Toni Autry**

**Y'Anad Burrell**

**Ben Choi  
Council Liaison**

**AGENDA**

1. Call to Order and Pledge of Allegiance (1 min.)
2. Roll Call (1 min.)
3. Welcome and Meeting Procedures (1 min.) – Individuals who would like to address the commission on matters not listed on the Agenda may do so under Open Forum. Please file a speaker's card with the note taker prior to the commencement of Open Forum. Individuals, who want to comment on an individual item, please file a speaker's card before the item is called. The standard amount of time for each speaker will be three minutes.
4. Agenda Review and Adoption (4 min.)  
The order in which items will be heard may be adjusted at this time. Items may be removed from the Agenda at this time.
5. Approval of Minutes (1 min.)
6. Introduction of Invited Guests
7. Executive Director's Update
  - Training on Web Ex/Zoom for Meetings
8. Housing Advisory Commissioners' Reports (3 min.)
9. Housing Advisory Commissioner Appointments
10. Presentations
  - 2020-21 RHA Annual Budget
  - Staffing
11. Recommendations to the Housing Authority Board of Commissioners (3 min.).
  - ADOPT a resolution approving a contract with Universal Protection Service for security services provided at Nevin Plaza and Hacienda, for a total amount not to exceed \$87,080 - Richmond Housing Authority (Nannette J. Beacham 621-1300).
  - ADOPT a resolution authorizing a contract amendment with Express Professionals for as-needed staffing services to support unit turn over activities in an amount of \$150,000, for a new total not to exceed amount of \$300,000 and extending the term to June 30, 2021 – Richmond Housing Authority (Nannette Beacham/Sharrone Taylor 621-1300).

At 4:30 p.m., any items remaining on the Agenda that require immediate attention may be moved to this time.

**Commissioners**

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Chair**

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Vice-Chair**

**RHA Staff  
Secretary**

**Preston Lam**

**Toni Autry**

**Y'Anad Burrell**

**Ben Choi  
Council Liaison**

**AGENDA**

12. Open Forum (Limit to 3 minutes per person)

13. Old Business

- Asset Repositioning Update
  - Hacienda
  - Nevin Plaza
  - Nystrom Village
  - Richmond Village
  - Admin Building
  
- Nevin Plaza Elevator Update

14. New Business

15. Next Scheduled Meeting

This Commission meets every 2nd Monday at 3:30 p.m. 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, June 8, 2020.**