

CITY OF RICHMOND
Housing Advisory Commission
Meeting

DATE: January 12, 2015

TIME: 3:30 p.m.

ADDRESS: 2400 Nevin Avenue, Richmond, CA 94804

This meeting is held in a building that is accessible to people with disabilities.

Commissioners

Jackie Thompson
Chair

Jaycine Scott
Vice-Chair

Sylvia Gray-White
Secretary

Helen Hall

Alicia Carillo

Dolores Johnson

Courtland “Corky”
Boozé
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.)
 - November 10, 2014.
6. Introduction of Invited Guests
7. Announcements through the Chair (2 min.)
8. Executive Director’s Report (10 min.)
9. Housing Advisory Commissioners’ Reports (3 min.)
10. Presentations.
 - Richmond Police Dept./Security
11. Recommendations to the Housing Authority Board of Commissioners and/or Housing Advisory Commission.
12. Open Forum (Limit to 3 minutes per person)

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

13. Old Business

- Communication--This item is set to discuss improvement in communication between staff, residents and commissioners. (This item has been carried over from Nov. 2014) (Chair Thompson)

14. New Business

- Review and discuss any/all forms and documents used for the following: vacate-walk through inspection forms used at the time a resident gives notice to vacate their unit; maintenance or pre-lease inspection forms re: pending work needed in/on vacant apartments at the time of leasing; forms used at the time of initial leasing and transferring of residents ; letters and forms mailed and used for the annual, interim re - certification process ; forms / notifications used for annual home inspections ; print-outs of pending - completed work orders ; staff incident reporting forms. (Chair Thompson).

15. Next Scheduled 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, February 9, 2015.**

16. Adjournment.