

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: May 10, 2016



Contra  
Costa  
County

Subject: Collection Loss Write-Off for the Quarter Ending March 31, 2016

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## **RECOMMENDATIONS**

ADOPT Resolution No. 5200 to approve collection loss write-offs in the public housing program in the amount of \$5,836.41 for the quarter ending March 31, 2016.

## **BACKGROUND**

This collection loss is for the public housing program. The requested collection loss write-off reflects a total of 3 accounts are being recommended for write-off, representing an average of \$1,945.47 per account. The following chart illustrates the collection losses per quarter for the past four quarters:

### **Conventional Program**

03/31/2016	\$5,836.41
12/31/2015	\$18,823.43
09/30/2015	\$15,738.57
06/30/2015	\$16,060.46

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Action of Board On: **05/10/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: John Gioia, Commissioner  
 Candace Andersen,  
 Commissioner  
 Mary N. Piepho,  
 Commissioner  
 Karen Mitchoff,  
 Commissioner  
 Federal D. Glover,  
 Commissioner  
 Jannel George-Oden,  
 Commissioner

ABSENT: Fay Nathaniel,  
 Commissioner

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: May 10, 2016

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

Prior to submission of an account for write-off, staff makes every effort to collect money owed to HACCC. Once an account is written-off, it may be referred to a collection agency for further repayment efforts. Past participants who owe HACCC, or any other housing authority, money may be denied admission to the public housing or housing

## BACKGROUND (CONT'D)

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choice voucher programs in the future unless the debt is repaid. Past participants can be denied admission in the future even if their debt has been written off

## FISCAL IMPACT

Uncollectable accounts impact on the budget by reducing total rental income. At the end of each quarter, the Housing Authority of the County of Contra Costa (HACCC) writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the quarter ending March 31, 2016, the collection loss write-off total is \$5,836.41.

## CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5200, these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial picture.

## CLERK'S ADDENDUM

## ATTACHMENTS

CLWO-Resolution

Write-Off Chart