

To: Contra Costa County Housing Authority Board of Commissioners  
 From: Joseph Villarreal, Housing Authority  
 Date: March 21, 2023



Contra  
Costa  
County

Subject: COLLECTION LOSS WRITE-OFF FOR THE QUARTER ENDING MARCH 31, 2023

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## **RECOMMENDATIONS**

ADOPT Resolution No. 5250 to approve collection loss write-offs in the public housing program in the amount of \$24,715.66 for the quarter ending March 31, 2023.

## **BACKGROUND**

The Housing Authority takes action to write off accounts that have been determined to be non-collectible.

For this quarter ending March 31, 2023 a breakdown of the recommended write-offs, by housing development, is provided in the table on the following page:

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Action of Board On: **03/21/2023** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

### **VOTE OF COMMISSIONERS**

AYE: John Gioia, Commissioner  
 Candace Andersen,  
 Commissioner  
 Diane Burgis,  
 Commissioner  
 Ken Carlson,  
 Commissioner  
 Federal D. Glover,  
 Commissioner  
 Cynthia Jordan,  
 Commissioner  
 Joanne Segura,  
 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: March 21, 2023

Joseph Villarreal, Executive Director

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

## BACKGROUND (CONT'D)

CA011-001	Alhambra Terrace Martinez	\$0
CA011-003	Bridgemont Antioch	\$
CA011-004	Los Nogales Brentwood	\$7675.92
CA011- 005	El Pueblo Pittsburg	\$
CA011-008	Los Arboles Oakley	\$0
CA011-010	Bayo Vista Rodeo	\$1528
CA011-011	Hacienda Martinez	\$280
CA011-012	Casa de Manana Oakley	\$11,559.70
CA011-013	Casa de Serena Bay Point	\$2868.29
CA011-015	Elder Winds Antioch	\$
CA011-4501	Vista del Camino San Pablo	\$803.75
CA011-4502	Kidd Manor	\$
TOTAL		\$24,715.66

A total of 12 accounts are being recommended for write-off, representing an average of \$2,059.63 per account.

Prior to submission of an account for write-offs, the staff makes every effort to collect money owed to HACCC. Once the account is written off, staff uploads debt amount to HUD's Debts Owed System, to further Housing Authorities efforts to collect monies owed. Past participants that owe Housing Agencies may be denied admission to public housing or housing choice voucher programs in the future unless debt is repaid

## FISCAL IMPACT

Uncollectible amounts impact the budget by reducing total rental income. The Housing Authority of the County of Contra Costa (HACCC) regularly writes off those accounts that have been determined to be uncollectible. Once an account is written off, it can be turned over to a collection agency. For the period ending March 31, 2022, the collection loss write-off total is \$24,715.66.

#### CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No.5250 these accounts would inflate the total accounts receivable for HACCC and present and inaccurate financial position.

#### ATTACHMENTS

RES 5250