



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

April 14, 2016

North Berkeley Senior Center

1901 Hearst Avenue

Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO

MARVA CREMER

ADOLPH MOODY

MARJORIE COX

DAMIEN McNEIL

DANIEL ROSSI

1. **Call to Order**

The meeting was called to order at 6:08 p.m. by Chairperson Norris.

2. **Roll Call**

Present: Chairperson Norris and Commissioners Cremer, Cox, Moody, McNeil and Rossi; absent with notice, Commissioner Agostino

3. **Comments from the Public**

Comments were shared by a current and former program participant.

4. **Report from the Executive Director**

Executive Director will brief the Board on the status of activities of the Housing Authority in the areas of overall administration, rental assistance in the Section 8 Voucher programs, and will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

Executive Director provided brief comments from items in the written report: (a) 105% Payment Standard has generated some interest, but lease-up has not increased as much as we anticipated; we will continue to study utilization, but may have to increase to 110% of FMR; (b) beginning to show decline in on-time annual recertification; appointment of Housing Occupancy Manager will provide more direct attention to this situation; (c) HUD confirmed use of disposition proceeds requires annual approval, but approval can be granted at Field Office, not SAC; (d) staff will be submitting comments on the MTW program

(Board Chair Norris indicated she would like to assist), comments due by May 4th; (e) active recruitment for Executive Director and Office Assistant (Receptionist); applicant pool for Office Assistant includes current program participants and staff from other PHAs; (f) one pending discipline action; two internal staff development opportunities from temporary promotional assignments; (g) March 19th owner forum provided excellent opportunity to exchange information with and between participating landlords; new mailing to approximately 1,200 landlords with 1-5 units, that are not current program participants; seeking opportunity to participate in a BPOA meeting; (h) update on PBVs and experience with property transitioning from PBV to tenant based assistance: 10 months post conversion all units remain occupied; all families continue to receive assistance; and rental income for property has increased by approximately \$4,000 per month due to increases in Payment Standards; (i) demand for rent increases remains high, though staggered as landlords realize they must await the annual recertification of the family; owners with PBVs are enjoying significant increases of \$10,000 per month (based on volume: 20 units, each with a \$500 increase); with a PS of 90-95% these properties would still receive a considerable increase, approximately \$230 per unit per month; (j) recent purge of tenant based S8 wait list almost complete; will soon be opening list for new applications; there are adequate applicants on the project based wait list; (k) still awaiting HUD approval of the FSS Action Plan; staff will begin recruiting in the coming weeks even if HUD approval of the plan has not been granted; (l) continuing to explore capacity to award PBVs; should the Board consider a PBV Payment Standard of 95-100%, approximately 11 could be awarded without impacting capacity in the tenant based program; absent a revised PS, 39 PBVs expire in September and could, potentially be available to award to a new project.

5. New Business

A. Approval of Minutes:

a. Regular Meeting, March 10, 2016

It was moved/seconded (Rossi/Cox; abstain Norris; absent Agostino) to adopt the minutes as presented.

B. Public Hearing & Adoption of 2016 Annual Plan/Administrative Plan

The Plan, in particular the Administrative Plan, was discussed including comments from the public. The Board authorized staff to address any omissions, and apprise the Board at the next meeting. It was moved/seconded (Cox/Cremer; Agostino absent) to approve the 2016 Annual Plan and authorize submission to HUD.

C. Adoption of Project Move-Up Pilot

A written description of the program was shared and discussed. It was moved/seconded (Cremer/McNeil; absent Agostino) to approve adoption of the program.

D. Adoption of new Utility Allowance Schedule

It was moved/seconded (Cox/Cremer; absent Agostino) to approve the new Utility Allowance schedule.

- E. Finance Report–Period Ending February 28, 2016 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager

Commissioner/ Finance Vice-Chair Cox, shared (a) projected deficit significantly reduced from original projection; (b) Authority is benefitting from increases in Admin Fee proration and cost controls by staff; and (c) anticipates fluctuation in the net deficit due to lease up changes.

- F. Transition Committee Update

Chairperson Norris provided an update on the Executive Director recruitment: (a) brochure has been distributed; application deadline is April 29, 2016; (b) several applications have been received; local candidates tend to submit closer to the deadline; (c) special meeting scheduled for May 5th to review all responses; (d) Transition committee, Chair Norris, and Commissioners Agostino & Moody [for Rossi] and Executive Director Ingram will interview top 2-3 candidates and report to full board at May 12th meeting. Staff to post brochure on BHA website.

6. **Commissioners' Questions and Matters**

7. **Communications**

- A. Tom Heinz, Executive Director, East Bay Innovations to Carole Norris, Board Chair
B. Elidia Duarte, S8 Participant [private details such as address, bank accounts, etc. redacted to protect privacy]
C. Pat Henderson, S8 Landlord [attendee of Owner Forum]

Received.

8. **Adjournment**

The meeting adjourned at 7:58 p.m.