



Berkeley Housing Authority

**REGULAR MEETING OF THE  
BOARD OF THE BERKELEY HOUSING AUTHORITY**

**DRAFT MINUTES**

**Tuesday, June 28, 2011**

**North Berkeley Senior Center  
Classroom A & B  
1901 Hearst Avenue  
Berkeley, CA 94709**

**6:00 p.m.**

**CAROLE NORRIS, CHAIR**

**VALERIE AGOSTINO**

**MARJORIE COX**

**ADOLPH MOODY**

**KATHARINE GALE**

**DOROTHY HUNT**

**RICHELIEU HEMPHILL**

1. **Call to Order**

The meeting was called to order at 6:03 p.m.

2. **Roll Call**

Recorded present: Chairperson Norris; Board Members Cox, Moody, Gale and Hemphill. Commissioner Hunt arrived at 6:20 p.m., and Commissioner Agostino at 7:10 p.m.

3. **Comments from the Public**

Comments were received from a representative of Oregon Park Senior Apartments, and BHA employee

4. **Ceremonial Matters**

Awards were presented to: Evelyn Wilson, S8 Participant; Gregory Green, Public Housing Resident; and Berkeley Police Department-Area Coordinators

5. **Report from the Executive Director**

Executive Director briefed the Board on the status of activities of the Housing Authority in the areas of overall administration, rental assistance in the Section 8 Voucher Program, and Authority owned rental housing programs; there was no written report (*Commissioner Hunt joined the meeting during the presentation*)

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6. **Consent Agenda**

- A. Approval of Minutes: Regular Meeting May 12, 2011
- B. Adopt a Resolution authorizing the Executive Director to exercise the option to extend the contract with the law offices of Goldfarb & Lipman, LLP through June 30, 2012 in an amount not to exceed \$150,000.
- C. Adopt a resolution authorizing the Executive Director to make a second amendment to the contract with the Law Office of Charles T. Ramsey, legal services for LIPH/RHCP, increasing the contract authority by \$35,000, for a total not to exceed \$113,000, and extending the term through June 30, 2012.
- D. Adopt a resolution authorizing the Executive Director to execute a contract with Overland, Pacific and Cutler (OPC) for Phase II of the LIPH disposition project relocation services, effective July 1, 2011 through June 30, 2012, in an amount not to exceed \$65,000.
- E. Adopt a resolution authorizing the Executive Director to execute a second amendment to the contract with Rosewood Associates, increasing the contract authority by \$23,400, for a total not to exceed \$102,600, and extending the term through June 30, 2012.

It was moved/seconded and approved (Gale/Moody) to accept items B-E (Absent: Agostino)

It was moved/seconded and approved (Hemphill/Hunt) to accept the minutes of May 12, 2011, Item A. Ayes: Norris, Moody, Hunt and Hemphill. Abstain: Cox and Gale. (Absent: Agostino)

7. **Old Business**

- A. Finance Report: Period Ending April 30, 2011  
Commissioner Cox/Vice Chair of the Finance Committee corrected the subject to reflect the Period Ending May 31, 2011, not April 30<sup>th</sup> as noted, and provided highlights of the Finance Report.

8. **New Business**

- A. Approve a resolution adopting the Berkeley Housing Authority, Fiscal Year 2011-2012 Budget.

Commissioner Cox/Vice Chair, Finance Committee provided a detailed overview of the proposed budget. There was detailed discussion about the accompanying resolution, resulting in a revision to page 2. It was moved/seconded and approved (Gale/Cox) to adopt the FY 2011-12 budget. (*Commissioner Agostino arrived during the presentation*)

- The meeting was interrupted for the presentation of two additional certificates: Nya Sandeford, Minor in the Public Housing Program; and Tracy Matthews, Public Housing Resident/recent Section 3 hire
- B. Approve a Resolution revising the following sections of the Administrative Plan:

- a. Chapter 6 of the Administrative Plan addressing "annual adjustment" and Chapter 16 (Administrative Fee Reserve) addressing scheduling of implementation of changes; and
- b. Annual Adjustment of Payment Standards for the Section 8 Voucher and Project Based programs (Chapter 6)

It was moved/seconded and approved (Cox/Hunt) to adopt the resolution authorizing revisions to the Administrative Plan pertaining to the scheduling of changes to the Payment Standard.

- C. Approve a Resolution adopting a new Payment Standard schedule effective July 15, 2011 for new Housing Assistance Payment Contracts, and authorizing the Executive Director to seek a waiver from HUD to implement the lower Payment Standard for all existing contracts effective January 1, 2012.

It was moved/seconded and approved (Agostino/Hunt) to approve the resolution and adopt new Payment Standards, and authorize the Executive Director to apply to HUD for a waiver of the 2-year delay in implementation of the lower payment standard.

- D. Approve a Resolution authorizing the Executive Director to write-off \$3,927.13 debts arising from the Low Income Public Housing Programs that have been declared "uncollectible."

It was moved/seconded and approved (Cox/Moody) to approve the resolution, authorizing the write-off of accounts. Staff to investigate the need for Board action on similar items in the future.

9. **Commissioners' Questions and Matters**

Commissioner Cox/Chair of the Executive Director Evaluation Committee, reminded the Chair and other Commissioners, that comments on the Executive Director's performance are due immediately, and in anticipation of the July closed session review.

10. **Communications**

None.

11. **Adjournment**

The meeting adjourned at 8:20 p.m.