



Berkeley Housing Authority

Item 6A

BOARD OF THE BERKELEY HOUSING AUTHORITY

DRAFT MINUTES REGULAR MEETING

September 12, 2013

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
RICHELIEU HEMPHILL

DOROTHY HUNT
ADOLPH MOODY

1. **Call to Order**
The meeting was called to order at 6:04 p.m.
2. **Roll Call**
Chairperson Norris; Commissioners Agostino, Cox, Hemphill, Hunt, and Moody
3. **Comments from the Public**
Selma Rockett addressed the Board regarding the BHA website, and in particular, language regarding filing a complaint.
4. **Ceremonial Matters**
*Annual Meeting – Highlights from FY 2012-13
All ceremonial matters were held over to a future meeting.*

This meeting is held in a wheelchair accessible location. If you need special assistance to participate in the meetings of the Berkeley Housing Authority's Board of Commissioners, please contact Rachel Gonzales-Levine, Reasonable Accommodation Coordinator, at (510) 981-5485, rgonzales-levine@ci.berkeley.ca.us or via California Relay Service (711). Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangement to ensure accessibility. Please refrain from wearing scented products at the meeting, as attendees may be sensitive to various scents in products and materials, whether natural or manufactured.



5. **Closed Session**

Repositioning of Low Income Public Housing Units

Pursuant to Government Code Section 54956.8: Conference with real property negotiators regarding the price and terms of payment for the disposition of the Public Housing and Rental Housing Construction Program properties (Attachment 1)

Agency Negotiators: Tia Ingram, Eric Novak, Scott Jepsen, and Jennifer Bell.

Conference with Labor Negotiators pursuant to the California Government Code Section 54957.6

Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization SEIU 1021.

Conference with Labor Negotiators pursuant to the California Government Code Section 54957.6

Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization Local One.

Conference with Real Property Negotiators pursuant to Government Code Section 54956.8

Properties: 1901 Fairview Street, 1936 University Street & 1947 Center Street, Berkeley CA. Agency Negotiator: Tia Ingram. Negotiating parties: Sinan Sabuncuoglu, Berkeley Design Center and City of Berkeley. Under negotiation: price and term of payment.

**The Board entered closed session 6:18 p.m.;
resumed open session at 7:22 p.m.; there were no reportable actions.**

6. **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, and Authority owned rental housing programs, and will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

- 1) HUD: (a) SEMAP. Certification was submitted electronically by the August 30th deadline; BHA certified to 140 of possible 140 points (without Family Self Sufficiency), for the 4th consecutive year as a High Performer! (b) Performance throughout the year (lease-up; annual recertification; unit inspections; lease up) was at or above the minimum 95%, and at or above 100% four of the past 12 months; (c) performance in the Public Housing program was likewise positive throughout the year, notwithstanding our phasing down the program.
- 2) We are awaiting a decision on our application for Category 2 HUD "Set-aside" funds (increased funding for late billing of portability cases).
- 3) Resuming talks with the City (Jane Micallef) regarding our shared interest in a program to transition individuals/families from temporary assisted housing (i.e. SRO Mod Rehab and Shelter+Care) to permanent affordable housing (S8 Voucher), and the associated Council approval to allow BHA to retain the fund balance in the Security Deposit Loan program.
- 4) Announced the pending appointment of Daniel Rossi to the Commission; City Council is scheduled to act on the Mayor's recommendation September 17th [Mr. Rossi was present and shared his background, and interest in serving and contributing to the efforts of the Board].
- 5) Update on new telephone system (implementation has begun in other departments; BHA will not be served until a permanent location is determined) and new desk top computers (installation has began, and should be completed week of September 16th).
- 6) Independent discussions with Dan McMullan (Human Welfare and Community Action Committee) and NAACP representative provided an opportunity to present and status of the

- disposition project – including the reason BHA pursued a disposition plan, relocation benefits, and the long-term provision of the units as affordable family housing.*
- 7) *Ongoing dialogue with Berkeley Property Owners Association about the benefits of participation; provided copy of the most recent article submitted by Michael St. John.*
 - 8) *S8PB assistance – reported on project monitoring, including site visits to each of the properties with S8PB vouchers, and discussions with the owners (Northern California Land Trust, Resources for Community Development, and Satelittle Affordable Housing Associates).*
 - 9) *REAC inspections were cancelled, day of inspections, in recognition of the imminent transfer of title.*
 - 10) *Enhanced discussion with residents regarding the obligation to make regular, timely payments of rent each month; two households in eviction, one cured just recently with payment of past due rent from East Bay Community Law Center (EBCLC).*
 - 11) *Maintenance contract (cost) reduced, consistent with the contract, based on declining occupancy; further reduction in the management fee will be triggered when occupancy declines to 25 or fewer units.*
 - 12) *Occupancy: 30 occupied units as of August 31st, including 12 that need to relocate to appropriate housing off site.*
 - 13) *Design Advisor selected; Executive Director to contact respondent to make official award.*
 - 14) *Tax Credit Application. Announced Dispo project (and Strawberry Creek Lodge) were awarded tax credits in the July round; Executive Director Ingram will accompany Don Lusty (Related) to the Tax Credit Allocation Committee meeting in Sacramento, CA on September 25th.*
 - 15) *Planning to resume soon – for neighborhood meetings (one in North Berkeley, another in South Berkeley) to update the communities on the status of the disposition project.*

7. **New Business**

- A. **Approval of Minutes: Special Meeting, June 25, 2013**
It was moved/seconded (Hunt/Agostino; abstention Cox) to approve the minutes of June 25, 2013 as submitted.
- B. **Election of Officers**
Following brief discussion, it was moved/seconded (Moody/Hunt) to appoint Carole Norris to another one-year term of Chair, and Marjorie Cox to another one-year term of Vice Chair.
- C. **Finance Report–Period Ending June 30, 2013 - Val Agostino, Chair, Finance Committee & Jesy Yturalde, Finance Manager**
Marjorie Cox, Vice Chair of the Finance Committee provided oral briefing of the report with the following significant highlights: a) year-end deficit in Public Housing program down by almost \$140,000 from projection due largely to relocation timing issues, and delays in expenses associated with the disposition project; b) notwithstanding sequestration and reduced admin fees in the S8 and Mod Rehab programs, year end deficit also reduced from projection; c) new audit firm (Wally Rowe and Associates) made note of deficit situation, and expressed concern about BHA as a “going concern”; concern greatly reduced following explanation of dispo project; we anticipate another favorable audit, with mention of the “deficit situation”; d) positive comments regarding the condition of the

financials and the internal controls of the Authority. Staff to provide all Commissioners copy of the narrative report. Report received.

- D. Payment Standard schedule for the Section 8 Tenant Based and Project Based Voucher Programs equal to 110% of the Fair Market Rent (FMR) for all bedroom sizes; and for the Moderate Rehabilitation, equal to 75% of the 0-bedroom FMR, effective October 15, 2013 for new contracts, and December 1, 2013 for existing contracts.

Some discussion about the significant increase in the Fair Market Rents; the current market rent demands in Berkeley; and the need to adjust the Payment Standard to remain competitive in Berkeley. Staff will closely monitor HAP expenditure and budget authority to ensure the financial viability of the program.

It was moved/seconded (Moody/Agostino) to approve the proposed Payment Standards as presented.

- E. Appointment of Committee – Executive Director Annual Evaluation

It was moved/seconded (Agostino/Moody) to appoint commissioners Cox and Hemphill.

8. **Commissioners' Questions and Matters**

9. **Communications**

10. **Adjournment**

This agenda was posted on the doors of the Berkeley Housing Authority at 1901 Fairview Street, Berkeley, CA 94703; at North Berkeley Senior Center, 1901 Hearst Avenue, Berkeley, CA 94709; as well as the Berkeley Housing Authority website. The next Regular meeting of the Board is scheduled for **Thursday, October 10, 2013** at 6:00 p.m. at the North Berkeley Senior Center.

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