



Berkeley Housing Authority

Item 6A

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

December 11, 2014

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARVA CREMER
DANIEL ROSSI

MARJORIE COX
ADOLPH MOODY
GERRIS WILKINSON

1. **Call to Order**

The meeting was called to order at at 6:07 p.m.

2. **Roll Call**

*Present: Chairperson Norris; Commissioners Agostino, Cox, Cremer, Moody and Rossi;
Commissioner Wilkinson arrived at 6:10*

3. **Comments from the Public**

No member of the public were present.

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.



The Board was in closed session from 6:08 to 6:14 p.m. The action is reflected under new business "Ratification of Labor Agreements."

4. **Closed Session**

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.

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5. **Presentation**

Strategic Planning Update - Center for Collaborative Policy

As directed by staff, there was no presentation; a Powerpoint presentation prepared by Center for Collaborative Policy (CCP) was shared with Commissioners; each Commissioner provided feedback on the report, and acknowledged an initial one-on-one conversation with CCP (Surlene Grant or Ana Cortez). (a) Chairperson Norris and Commissioner Agostino (Vice-Chair, Finance Committee) to meet with CCP regarding next steps; (b) goal to schedule 1/2 –day session for Board late January/early February.

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 programs, and will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

Executive Director Ingram provided highlights from the written report including (a) review of the HUD reporting data; over-all performance all year has been very good; low utilization in terms of assisted households (lack of supply in Berkeley and absorption) remains a concern; (b) ongoing concern about Davis-Bacon issue: \$84,000 wage violation and newly reported claims on the Berkeley 75/Related rehab project; BHA not signing master HAP contract pending documentation that all violations have been corrected; (c) Housing Element: comments submitted by staff are attached to report; also included are relevant articles regarding decreased supply of affordable units in Berkeley/Oakland; [Chairperson Norris shared information about new funding for affordable housing programs serving those at 50% AMI; uncertain of the eligible applicants]; (d) inquiries from local non-profits about opportunities to renew and/or apply for project based vouchers – in anticipation of the May 2015 Tax Credit allocation process; (e) no decision from Claudia Cappio, HCD, regarding the outstanding RHCP loan; (f) lack of supply of rental units within the payment standard (set at 110% for all bedroom sizes) continues to negatively impact lease up, and contribute to increasing numbers of families porting out of the jurisdiction; declining numbers of outgoing ports is an indication of "absorption" by the receiving PHA, not a reduction in families exercising this option; (g) Disposition/Relocation: all but one of the residents in place at the time of transfer are accounted for, and have been housed; extraordinary effort by BHA staff made it possible for Berkeley 75 to achieve its goal of full occupancy before Thanksgiving; nearing time to begin the process of the annual recertification for the first families housed/rehoused in the 75 units;

shared concern that over-housed residents may face significant rent increases, and be required to vacate to avoid eviction, prompting major outcry (particularly by returning residents) [Board confident returning residents were advised sufficiently during the transition period]; requested feedback from Commission on "status report," and any suggested tweaks to make the report more useful; consensus that report provides appropriate information; no changes recommended; (h) discussed "office security" options for controlling the doors remotely, and emergency coverage during times staff is not available; advised expenditure will be made to provide Executive Director remote access [several Commissioners offered to assist with coverage as needed].

7. **New Business**

A. **Approval of Minutes: Special meeting October 30, 2014**

It was moved/ seconded (Rossi/ Cremer; Agostino & Cox abstain) to approve the minutes as presented.

B. **Consolidated Plan/Housing Element and Community Development Grant Block Grant and General Fund applications**

Discussion among Board about challenges of first time applicants; staffing to perform any additional/ new tasks; prior consultation with City of Berkeley staff. Executive Director stressed importance of vying for new revenue sources, and importance of sharing with City the types of programs that could be administered with financial assistance. It was moved/ seconded (Cox/Moody) to approve the resolution authorizing the Executive Director to submit an application(s).

C. **Ratification of Labor Agreements**

a. **SEIU Local 1021**

It was moved/ seconded (Rossi/ Agostino) to approve the terms of the new labor contracts; staff to return the contracts and resolution at the next meeting. Authorized Executive Director to process retro payment of the \$400 in December 2014 to all members impacted by the 2013 furlough.

b. **Local One**

It was moved/ seconded (Rossi/ Agostino) to authorize the Executive Director to (a) make a last and final offer to reach agreement, and (b) process payment of the \$400 retro payment in December 2014 to all members impacted by the 2013 furlough; no action on the remaining contract terms.

D. **Finance Report–Period Ending October 31, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager**

Report received. Highlights of report were presented by Commissioner Agostino, Vice-Chair Finance Committee; year end deficit looking considerably better than originally anticipated; largely because of Asset Repositioning Fee provided by HUD as part of the disposition project; relying on program reserves to cover deficit; no use of proceeds this fiscal

year. With economic factors of labor contracts largely resolved, need to prepare a revised budget for adoption.

E. Approval of Compensation for unrepresented employees

It was moved/seconded (Cremer/Moody) and approved to grant the unrepresented employees:

- 1. 3% COLA the pay period including July 1st in 2014, 2015, 2016 and 2017.*
- 2. Employee pension contribution: 1% beginning first pay period in Fiscal Year 2015.*
- 3. Office closure: BHLA to close for business from Christmas Eve to New Year's Day each year; staff can use accumulated leave, or borrow from future (next year) floating holidays (the full 27 hours, 3 days are granted January 1st each year).*
- 4. Holiday Treatment: The chart also shows treatment of the July 4 and Thanksgiving holidays.*
- 5. Life Insurance benefit increased to \$50,000.*
- 6. A retroactive salary adjustment of \$400.00 to all staff on payroll as of January 1, 2013, arising from foregone salary during the non-paid furlough at the end of calendar year 2013, payable in December 2014.*

F. Approval of Compensation for Executive Director

Item held over to January meeting.

8. Commissioners' Questions and Matters

a. Chairperson Norris and Commissioner Moody directed staff to confer with City Manager regarding scheduling 3x3 committee meeting (1st quarter of 2015)

b. Discussion about regularly scheduled January 2015 meeting; decision to meet, and address labor contracts and possible update on Strategic Planning project.

9. Communications

10. Adjournment

The meeting adjourned at 7:25 p.m.

This agenda was posted on the doors of the Berkeley Housing Authority at 1936 University Avenue, Suite 150, Berkeley, CA 94704; 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, January 8, 2015** at 6:00 p.m. at the North Berkeley Senior Center.
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