



Berkeley Housing Authority

Item 6Ab

BOARD OF THE BERKELEY HOUSING AUTHORITY

DRAFT
MINUTES

REGULAR MEETING

March 13, 2014

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
DANIEL ROSSI

DOROTHY HUNT
ADOLPH MOODY

1. **Call to Order**

The meeting was called to order at 6:05 p.m.

2. **Roll Call**

Present: Chairperson Norris; Commissioners Agostino, Rossi, Moody and Hunt; Commissioner Cox absent with advance notice.

3. **Comments from the Public**

Public comments are limited to three minutes per speaker.

Landlord Rodney Ballard spoke about his request for rent increase.

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 meeting adjourned to Closed Session at 6:13 p.m.

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.

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.

The Closed Session concluded with no reportable actions, and the open session resumed at 6:53 p.m.

5. **Report from the Executive Director**

Rachel updated the Board on status of operations: BHA awarded High Performer status under Section Eight Management Assessment Program (SEMAP) for fourth consecutive year. Kudos to staff.

- a. HUD continue to report problems with their software for FY2014 Annual Recertification/ Inspection Reporting.*
- b. Annual Plan is open for review and comments. In compliance with HUD regulations BHA sent invitation to S8 tenants to serve on Resident Advisory Board; announced in local newspapers; disseminated red-lined draft Admin Plan to our various partners (legal, disability rights, city agencies) for comments. All comments due on April 12, 2014. The new Plan will be presented to the Board for adoption in the April 10, 2014 Board meeting.*
- c. Labor contract for Local 1 is signed; Still awaiting for Local 1021 sign-off.*
- d. Various staff trainings listed (recent past and future).*
- e. BHA Open House on March 27, 4:30-6:00 pm.*
- f. Disposition project closed on February 14, 2014. Don Lusty (Related) to provide detailed status report.*
- g. Staff focused efforts in updating Tenant Based and Project Based Waitlists to begin issuing vouchers and in anticipation of the initial leasing of the 75 Project-based units.*
- h. Staff conducted eligibility briefing to 26 out of 34 seniors at the Strawberry Creek Lodge who are eligible for tenant protection voucher assistance.*
- i. Reported two separate cases that through effort from Staff and our partners were able to preserve housing assistance of clients.*
- j. BHA's active involvement in the community, including Tia's meetings with Human Welfare and Community Action Commission (HWCAC) on February 19th providing an update on BHA activities including the disposition project and proposed homeless housing continuum program; BUSD Superintendent Dr. Evans on collaboration; and Southwest Berkeley Development Corporation's Mr. Pearson on plans to rehabilitate units at the William Byron Rumford Plaza apartments.*
- k. IT needs assessment underway, to improve efficiency and generate savings for the agency.*

6. **New Business**

- A. Status of Rehabilitation Project (Presentation by Berkeley 75 Housing Partners, L.P.)
Don Lusty from Related provided status of the ongoing rehabilitation of the public housing units. He also reported that the refund of City of Berkeley Transfer Tax is agendaized for the April 1, 2014 Council meeting. Board asked for a weekly email and monthly Board report update from staff and/ or Jon Orovecz (BHA's construction oversight consultant).

Don invited Board and staff for a walk through on March 31 and Resident Open House on April 12 at 11:30-1:00 pm.

- B. Contract Amendment – EJP Praxis

Jesy reported that EJP contract expired upon completion of the disposition project on February 14, 2014. However, there are still critical issues being addressed that require the invaluable expertise of EJP Praxis. Staff recommends an increase of \$23,241 and extension through July 31, 2014 of the EJP contract. The motion was moved/seconded (Agostino/Moody; Cox absent) and approved.

- C. Contract Amendment – Overland, Pacific and Cutler

Item was pulled from the agenda. Jesy reported that there are crucial issues being resolved and will bring the item back to the Board in the next meeting. Staff also informed the Board of the need to extend term and increase cost to close the current contract because OPC already exceeded the contract limit.

- D. Approval of Minutes:

- a. Regular Meeting, January 9, 2014

Item was held for the April 2014 Board meeting because there was no quorum (of those who attended the 1/9/14 meeting) to approve it.

- b. Regular Meeting: February 13, 2014

It was moved/seconded (Hunt/Agostino; Cox absent) to approve the minutes of the February 13, 2014 minutes as submitted.

- E. Schedule of Allowances for Family Paid Utilities

Rachel presented the 2014 Utility Allowance Schedule for Section 8 Housing Choice Voucher program for adoption effective April 1, 2014. The resolution was moved/seconded (Moody/Rossi; Cox absent) and approved.

- F. Administrative Appeal Process

Responding to a concern expressed by a participant in the S8 Program at the February Board meeting, staff provided information about the appeal process(es) available to applicants and participants in the BHA's Section 8 Voucher Program, including Chapter 16 of the Administrative Plan and a staff report to the Board at the April 10, 2010 Board meeting. Board suggested that we include language in the Admin Plan that describes specific instructions for requesting informal review/hearing and that letter sent to a participant/complainant includes specific instruction.

- G. Finance Report–Period Ending January 31, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturalde, Finance Manager

Significant improvement in the overall deficit (down by approximately \$350,000). However, Comm. Agostino warned that we should not get too excited because although we are getting approximately \$90,000 more in administrative fee due to higher 2014 proration and significant cost savings, it also means using approximately \$239,000 of the Net Proceeds this fiscal year to cover disposition expenses resulting in less cash carried over in the future budget. Report received.

7. **Commissioners' Questions and Matters**

Chairperson Norris reminded that Board of the event on March 15 (Saturday) from 1-3 pm, at the William Byron Rumford Plaza honoring Chuck Robinson. Chairperson Norris is speaking at the event.

Chairperson Norris asked staff to plan a workshop in the next quarter to review and evaluate the operating needs and requirement of BHA as a Section 8 only agency (ie, staffing, programming). Chairperson Norris asked that we have PB Workshop for Board prior to October 2014 PB RFP. Comm. Rossi asked a copy of Form 700 that is due on April 1, 2014.

8. **Communications**

None.

9. **Adjournment**

Meeting was adjourned at 8:15 pm.