



Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703
Telephone: (510) 981 5470 Fax: (510) 981 5480

Office of the Executive Director

Item 6D
ACTION CALENDAR
July 8, 2010

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From: Tia M. Ingram, Executive Director *Tia M. Ingram*

Subject: Approving a resolution adopting the Board meeting schedule for Fiscal Year (FY) 2010-2011, which includes a regular meeting each month, and recess period in April and August.

RECOMMENDATION

Approving a resolution adopting the Board meeting schedule for Fiscal Year (FY) 2010-2011, which includes a regular meeting each month, and recess period in April and August

BACKGROUND

The Berkeley Housing Authority became subject to a new governance structure in June 2007, and the appointed Board of Commissioners met for the first time as a separate/independent body on July 23, 2007. The Memorandum of agreement (MOA) with the U.S. Department of Housing and Urban Development (HUD) included a requirement that the Board meet at least 10 times per year. The initial Board meeting schedule called for a meeting on the second Monday of each month. In fact the Board met more than 10 times during the just-ended FY including at least one meeting every month except August (recess), September (cancelled, no quorum), and there were two meetings in January and April.

In April 2009, the Board authorized a change, shifting the meeting day from the second Monday, to the second Thursday of each month. In December 2009 the Board discussed adding a second meeting to the schedule, and in January 2010, a revised schedule with a second meeting each month through June 2010 was implemented primarily to accommodate unknown needs of the repositioning project. Many of those meetings were cancelled due to lack of agenda items.

We have a very small staff, with even fewer staff (three) actively involved in preparing for each meeting. The Executive Director, Finance Manager and Management Analyst have the lead responsibility for researching, writing and reviewing/approving every report that is presented to the Board. This critical staff work is performed while also having primary responsibility for the day-to-day management and administration of the Authority. During the 10 working days leading up to a Board meeting, 70% or greater of each day is devoted to preparing for the meeting. During this same 10-day period, the Finance Manager is challenged to produce and present a financial report to the Finance Committee.

That said, many of the deliverables staff are required to produce necessitate an accompanying resolution from the Board. Balancing the needs of our customers (including staff) with the need to provide the Board the type of detailed, thorough staff reports required, and having packets distributed in advance of meetings is a challenge. Nevertheless, we have a legal obligation to the citizens of Berkeley to conduct our business in the public, and a moral obligation to honor our commitment to transparency.

Housing Authority operations will continue to be very challenging over the next two Fiscal Years as we complete the “repositioning” project, ensure (within our authority) that all of our current residents are rehoused, and transform the Authority to a *Section 8 Only* agency. Many of the actions will require Board approval, and others we will bring to the Board in an effort to ensure transparency and keep Commissioners abreast of important developments of BHA.

STATUS

We have proposed a meeting schedule with one meeting per month, and two recess periods. We are hopeful that the Commission will be able to calendar all scheduled meeting dates, minimizing the need to cancel meetings, or scramble to identify a day/time when a second meeting can be scheduled in any given month. In developing the schedule we considered the timing of major deliverables to HUD, and the traditional school schedule (noting holidays and vacations). The proposed calendar includes an April recess following the major “Annual Plan” process that concludes in March, and the spring holiday. The August recess follows the fiscal year end processes, and coincides with the end of the traditional school summer break. The two recess periods are consistent with periods when the Berkeley City Council is in recess (the Council’s spring recess is 3/24 – 4/19 and their summer recess is 7/14 – 9/20.).

The Board will continue to have the ability to add or cancel meetings, including during any recess period, in the best interest of the Authority.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Attachments:

1. Fiscal Year 2010-2011 Meeting Calendar
2. Resolution
3. List of Annual HUD Deliverables



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Attachment 1

Board of Commissioners Meeting Schedule/Fiscal Year 2010-2011

Meeting Month	Board @ 6:00 p.m.	Agenda Review @ 2:00 p.m.	Finance Comm. @ 3:00 p.m.	Critical Items
July	Thurs., July 8 th	Wed, June 23 rd	Thurs., July 1 st	SEMAP Final Report/Certification (due Aug. 30)
August	RECESS			
September	Thurs., Sept. 9 th	Wed, Aug 25 th	Thurs., Sept. 2 nd	
October	Thurs., Oct. 14 th	Wed, Sept 29 th	Thurs., Oct. 7 th	PHAS Submission RHCP Annual Report
November	Wed, Nov. 10 th	Wed, Oct 27 th	Thurs., Nov. 4 th	Note: Meeting on Wed. instead of Thursday, due to Nov. 11 Holiday (Veteran's Day)
December	Thurs., Dec. 9 th	Mon., Nov. 22 nd (changed due to holiday)	Thurs., Dec. 2 nd	
January	Thurs., Jan. 13 th	Wed. Dec. 22 nd (changed due to holiday)	Thurs., Jan. 6 th	Sec. 3 Summary Report Grounds/Maintenance Contract
February	Thurs., Feb. 10	Wed. Jan. 26 th	Thurs., Feb. 3 rd	Appoint Resident Advisory Board Operating Subsidy/HUD\$ 1 & 5 Year Plan Hearing Publication
March	Thurs., March 10	Wed., Feb. 23 rd	Thurs., March 3 rd	1 & 5 Year Plans and Certifications (due in April) MASS (every two years) Utility Allowance Studies/New Schedules
April	RECESS			
May	Thurs., May 12 th	Wed., April 27 th	Thurs., May 5 th	
June	Thurs., June 9 th	Wed., May 25 th	Thurs., June 2 nd	Budget Adoption\$\$\$ Inspections Contract

RESOLUTION NO. 10-

APPROVING A RESOLUTION ADOPTING THE BOARD MEETING SCHEDULE FOR FISCAL YEAR (FY) 2010-2011, WHICH INCLUDES A REGULAR MEETING EACH MONTH, AND RECESS PERIOD IN APRIL AND AUGUST.

WHEREAS, the Commission has a policy of meeting at least on a monthly basis; and

WHEREAS, the Commission will convene its meetings at the North Berkeley Senior Center, 1901 Hearst Ave., Berkeley, unless otherwise scheduled in another location; and

WHEREAS, the Commission has granted staff flexibility to schedule working sessions as needed due to special projects and Authority business necessitating an extra meeting; and

WHEREAS the Commission acknowledges the need to provide for recess periods; and,

WHEREAS the proposed schedule, attached hereto as Exhibit A, and incorporated herein by reference, provides for a regular meeting each month, and recess periods in April and August.

NOW THEREFORE BE IT RESOLVED by the Housing Authority Board of Commissioners, that the Fiscal Year 2010-11 meeting schedule, attached hereto and identified as Exhibit A, and incorporated by reference is approved.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on July 8, 2010 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary

Calendar of HUD Compliance/Action/Reports

Fiscal Year Ending: June 30

Fiscal Year Beginning: July 1

Due Date	Report/Action	Requirement/Action	Action	Form	Completed
Jul. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Jul. 31	Quarterly Tax Report	30 days after quarter end	Electronic-IRS		
Jul. 31	IRS 941 Report	30 days after quarter end	Electronic-IRS		
31-Jul	Lead Based Paint	Within 30 days of FYE	Hard copy to HUD	HUD 52850	
31-Jul	Section 8 VMS Report Δ	Quarterly	Via Internet-REAC		
Jul. 31	PHDEP (if applicable) •	Due July 31	Via Internet		
Aug. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Aug 30	Management Operations Certification (MASS) •	60 days AFTER FYE	Via Internet-REAC	HUD50072 **	
Aug 30	FASS – un-audited FDS •	60 days AFTER FYE	Via Internet	•◦	
Aug. 30	SEMAP Certification Δ	60 days AFTER FYE	Via Internet	HUD 52648 *	
Sep. 5 ✓	eLOCCS	5 th of every month	Via Internet-REAC		
Sept. 15	Subsidy and Grants Information System (SAGIS) •	Annual	Hard Copy to HUD	HUD 52723 50071/ SF- 424 HUD 52722	
	SAGIS-Utilities				
Oct. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Oct. 10	Minority Business Enterprise	Due by October 10	Original to HUD	HUD 2516	
Oct. 31	Quarterly Tax Report	30 days after quarter end	Electronic-IRS		
Oct. 31	IRS 941 Report	30 days after quarter end	Electronic-IRS		
Oct. 31	Section 8 VMS Report Δ	Quarterly	Via Internet-REAC		
Oct. 31	Semi-Annual Labor Standards •	Due in April and October	HUD Labor Relations	HUD 4710	
Nov. 5 ✓	eLOCCS	5 th of every month	Via Internet-REAC		
Mid-Nov #	Annual & 5 Year Plans - Plan Preparation	Annual	Agency		
Dec. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Jan. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Jan. 10 ✓	Section 3 Summary Report Δ	Jan. 10	2 copies to FHEO	HUD 60002	
31-Jan ✓	PHDEP (if applicable) •	Due Jan 31	Via Internet		
Jan. 31 ✓	Section 8 VMS Report Δ	Quarterly	Via Internet-REAC		
31-Jan ✓	W-2 Employees	End of January	Mail to employee		
31-Jan ✓	1099 Contractors	End of January	Mail to contractor		
Jan. 31 ✓	Quarterly Tax Report	30 days after quarter end	Electronic-IRS		
Jan. 31 ✓	IRS 941 Report	30 days after quarter end	Electronic-IRS		
Feb. 5 ✓	RASS Certifications	Per REAC Calendar	Via Internet-REAC		
Feb. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Mid-Feb #	Annual & 5 Year Plan Hearing Publication	Annual	Newspaper/Legal Post		
28-Feb	W-3	End of February	Mail/Internet-SSA		
28-Feb	1096	End of February	Electronic-IRS		
Mar. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Mar.	FASS – audited •	9 months AFTER Year End	Via Internet	**	
Mar. 30	Operating Budget and Board Resolution	90 days prior to Year End.	Agency Files/HUD	HUD52574 ***	
Mar. 30	Financial Audit (if applicable) •	90 days prior to Year End	HUD		
Apr 1-7 #	Annual & 5 Year Plan Public Hearing	Annual	Agency		
Apr. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Mid-April#	Annual & 5 Year Plans & Certifications	75 days prior to FYE	Internet-Plan Site		
Apr. 15	Environmental Review Forms •	Submit with Annual Plan	Original to HUD		
Apr. 30	Section 8 VMS Report Δ	Quarterly	Via Internet-REAC		
Apr. 30	Semi-Annual Labor Standards •	Due in April and October	HUD Labor Relations	HUD 4710	
Apr. 30	Quarterly Tax Report	30 days after quarter end	Electronic-IRS		
Apr. 30	IRS 941 Report	30 days after quarter end	Electronic-IRS		
5-May ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		
Jun. 5 ✓	eLOCCS	5 th Business Day-Monthly	Via Internet-REAC		

* requires Board signature ** requires Board Resolution *** Troubled Agencies MUST Submit HUD 52564 to HUD
 Δ Section 8 Programs • PHA Programs ‡ Dates may vary-check HUD PHA Web-site
 ◦ Prepare and send RFPs for audit

Optional Actions:

- Utility Allowance Study
- Energy Audit
- Physical Needs Assessment (asset management agencies)
- Reasonable Rent Determination Study
- Policy & Procedures Updates

- Every year
- Every 5 years
- Every 5 years
- Every 1 to 3 years
- Every year

