




Berkeley Housing Authority

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Office of the Executive Director

Item 6E
NEW BUSINESS
November 17, 2011

To: Honorable Chair and Members of the Berkeley Housing Authority Board
From:  Tia M. Ingram, Executive Director
Subject: Calendar Year 2012 – Board Meeting Schedule

This report provides early information about the anticipated Board Meeting schedule for calendar year 2012. The information is provided to (1) solicit feedback from Board members about any known conflicts so changes as appropriate can be made, (2) identify critical annual activities (by meeting), and (3) allow members to build the dates into other personal/business calendars.

- In prior years the Board activities were focused on infrastructure, and included adoption of a number of required policies.
- This calendar year the focus shifted to special projects, i.e. award of project based vouchers and activities associated with the repositioning of the 75 BHA owned rental units.
- Next year we anticipate enhanced focus on completing the repositioning project, leasing activities, labor negotiations, and focused collaboration around what we call the “continuum of housing strategy,” all part of our realigned focus a Section 8 only authority.

We appreciate your volunteer service to the Board, and the effort and sacrifice you make to attend meetings. We are especially thankful for your understanding when we have revised the meeting schedule with minimal notice; unfortunately there were 3 such instances in 2011.

In 2012, we hope to avoid cancellations and rescheduling, and we believe we can do so with your assistance. All meetings are scheduled for the 2nd Thursday each month, except where noted. We hope to finalize the 2012 calendar year schedule at the December 2011 meeting. We further propose that meetings only be cancelled if there are no action items, and that meetings only be rescheduled (special meetings) if we have prior notice that there will not be a quorum of Board Members at any given meeting.

**Proposed 2012 Calendar Year
BHA Board Meeting Schedule**

Month	Date	Key Actions
January	Thurs., Jan. 12, 2012	Initiation of Annual Plan (draft Admin Plan and ACOP)
February	Thurs., Feb. 9, 2012	
March	Thurs., March 8, 2012	Annual Plan adoption (Admin Plan and ACOP)
April	Thurs., April 12, 2012	Annual review of Utility Allowance Schedule
May	Thurs., May 10, 2012	
June	Thurs., June 14, 2012	Adoption of FY 2012-13 Budget
July	Thurs., July 12, 2012	Resolution for SEMAP and MASS Certification (due to HUD late August) Performance Evaluation – Executive Director
<i>August Summer Recess – no meeting</i>		
September	Thurs., Sept. 13, 2012	Annual Meeting; election of Officers
October	Thurs., Oct. 11, 2012	Annual review of Payment Standards
November	Thurs., Nov. 8, 2012	
December	Thurs., Dec. 13, 2012	