



Berkeley Housing Authority

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

**Item 6A**

**DRAFT MINUTES  
BOARD OF THE BERKELEY HOUSING AUTHORITY**

**June 14, 2012**

**North Berkeley Senior Center  
1901 Hearst Avenue  
Berkeley, CA 94709**

**SPECIAL MEETING 4:30 P.M.  
AGENDA**

**Fiscal Year 2012-13 Budget Workshop**

**REGULAR MEETING 6:00 p.m.  
AGENDA**

**CAROLE NORRIS, CHAIR**

**VALERIE AGOSTINO  
MARJORIE COX  
ADOLPH MOODY**

**KATHARINE GALE  
DOROTHY HUNT  
RICHELIEU HEMPHILL**

**1. Call to Order**

*The Special Meeting was cancelled due to lack of a quorum.  
The Regular meeting was called to order at 6:02 p.m.*

**2. Roll Call**

*Present: Chairperson Norris; Board Member Agostino, Moody, Hunt, and Hemphill  
Absent: Vice-Chair Cox, and Board Members Gale and Hunt. Commissioner Hunt  
arrived at 6:10 p.m.*

**3. Comments from the Public**

*No members from the public spoke*

**4. Report from the Executive Director**



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*Executive Director briefed 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 program.*

*1) PIC Reporting. (A) BHA remains well above standard for all indicators including utilization (when based on annual budget authority); desire to increase utilization based on number of assisted households via ongoing briefings-(B) continued concern about the a high number of late/missed annual HQS Inspections; the goal is to decrease this number (currently 25) to 5-6. C) Portability remains constant, as families coming from the wait list (many of whom are disabled) are opting to stay in current jurisdiction.*

*2) PHAS. HUD has responded favorably to our appeal of the “troubled” designation adjusting the score of 1 of the sub-Indicators; we have a final appeal pending to revise the score for “physical condition” from substandard to standard (in light of the disposition effort); we only need an adjustment of 2 points to achieve “standard” in this category, and thus “standard” for the program. 3) The HUD Davis Bacon monitoring visit went well; there were no findings; there was one observation – pertaining to the lack of documentation that the payroll reports (for the 3 units rehabbed in 2010) were audited; HUD staff-were very complimentary of staff efforts, given the very small staff.*

*4) I am pleased to report that all authorized positions are now filled, including two with probationary status: Executive Assistant (Latifa Lewis) and Office Assistant (Corean Todd, now providing front desk assistance), we recently received an in-service from Bay Area Legal Aid on Reasonable Accommodations, and received tips and information on how to address “hoarding” which has been problematic for the staff and landlords in the past. As requested by Commissioner Agostino, a more legible copy of the information included in the packet will be distributed.*

*5) There are 92 active vouchers (issued to families from the S8 Wait List); we are monitoring the “success rate” and granting extensions (the standard term for elderly and disabled households is 120 days, for other households the term is 90-days) to extend the search period as needed), while continuing to brief 15-30 additional families each month In response to questions/comments from the Board about the ability to give relocating public housing residents preference for vacant units at developments owned/managed by local non-profit housing agencies - advised projects must honor their existing wait list; going forward, we can recommend that the City include conditions in future funding awards to address rehousing options for families displaced by governmental action. Chairperson Norris mentioned increased housing opportunities during the summer – when the CAL student population is significantly reduced.*

*6) Pleased to report progress with regard to the project based vouchers awarded last April to Strawberry Creek and Hearst Ave apartments projects. Things appear to be progressing, and we are optimistic that the vouchers will be utilized as planned. We will report a revised time line when available.*



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7) *We are experiencing and addressing neighborhood concern about heightened nuisance and/or criminal activity involving families assisted in our Section 8 and/or Public Housing Programs (Ward St, Francisco St, Julia, and 66<sup>th</sup> St in particular). The Executive Director will be attending a community meeting (along with representatives from the Berkeley Police Department, and City Manager's office). 8) No significant variances to report; residents are compliance with rent obligations, no significant maintenance issues, and no new vacancies. Weekly briefings are being conducted to facilitate the transfer of eligible households from Public Housing to Section 8 Voucher assistance; eligibility is based on the best available information, either a newly completed eligibility packet, or information submitted for the last annual or interim recertification; adjustments will be made upon receipt of documentation from the family (and verification by BHA).*

9) *No new information is available regarding the community meeting Council Member Anderson is facilitating; Chairperson Norris shared the Council Member has experienced some medical challenges, that may be impacting this effort.*

### 5. Consent Calendar

- A. Approve Resolution authorizing the Executive Director to exercise the second option to extend the contract with the law offices of Goldfarb & Lipman, LLP through June 30, 2013 in the amount \$105,000, for a total amount not to exceed \$555,000
- B. Approve a resolution authorizing the Executive Director to execute one-year contracts, with two, one-year renewal options for (a) routine and non-routine maintenance services; (b) tenant- landlord legal services; and (c) inspection services

*The Board acted on items A and B in a single action, motion/second (Hunt/Agostino; Vice Chair Cox and Commissioner Gale absent) to approve the staff recommendation.*

- C. Adopt a resolution revising the Housing Authority Board meeting schedule effective, September 20, 2012

*Commissioner Hunt expressed concern about the proposed change in meeting day, having previously adjusting her schedule to accommodate the change from Monday to the second Thursday. The Board asked to carry over item C – revision to the meeting schedule – to the next meeting to allow Commissioner Hunt an opportunity to review her current schedule, and see if she can change her standing commitment – on the third Thursday of each month. Commissioner Hunt suggested consideration of further scheduling modifications in the month of June, when there is typically a high volume of graduation activities.*



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**6. New Business**

**A. Approval of Minutes: Regular Meeting, May 10, 2012**

*It was moved/seconded (Norris/Hunt; Vice-Chair Cox, and Board Member Gale absent) to approve the minutes as presented.*

**B. CALPers Retirement Plan Contract for BHA Employees– Tia Ingram, Executive Director**

*Staff advised that (1) the staff report provides the additional information requested by the Board at the prior meeting; (2) action on the item authorizes the Executive Director to execute the contract with CalPERS; and (3) the Board can address financial responsibility for the employee contribution during upcoming negotiations with the employee unions (currently BHA pays 100% of the employee contribution). Chairperson Norris commented that there are no other options for a retirement plan for BHA employees; Legal Counsel Jennifer Bell noted that this action was a carryover from the 2007 separation from the City of Berkeley. Commissioner Hemphill had a question about the reported reduction in BHA premium; staff advised the rate is lower as a result of the actuarial study, and is largely the result of the fact that there are no BHA retirees; contributions are ongoing, and no benefits are being paid (and no employee has declared his/her intent to retire*

*It was moved/seconded (Agostino/Hemphill; Vice-Chair Cox, and Board Member Gale absent) to authorize execution of the contract.*

**C. Authorizing the Executive Director to enter into an extension of the term of the 1982 Regulatory Agreement with the Department of Housing and Community Department**

*Jennifer Bell explained that (1) having the loan and regulatory agreement have the same term, will allow BHA to continue receiving the annual annuity payment that covers the cost of operating the RHCP Program; (2) the State may be able to grant staffs request (to make the terms coterminous) independent of Board resolution; (3) we anticipate that the loan will be assigned to new developer as part of the disposition project.*



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*It was moved/seconded (Hemphill/Agostino; Vice-Chair Cox, and Board Member Gale absent) to grant the Executive Director the authority to take necessary actions to extend the term of the Regulatory Agreement.*

### D. Finance Report–Period Ending April 30, 2012 - Val Agostino, Chair, Finance Committee & Tia Ingram, Executive Director

*Commissioner Agostino (Vice-Chair of the Finance Committee) shared budget highlights; story essentially unchanged; staff efforts continue to reduce the projected year-end deficit which is now at slightly under \$50K. The significant line-item change is the delayed expense associated with the disposition project.*

*Commissioner Hemphill asked about any reductions as a result of salary savings; staff advised savings from vacant positions, use of temporary employees (at a reduced rate), and revision in salary range for the newly created Executive Assistant position.*

### E. Adoption of the Fiscal Year 2012-13 Budget

*Commissioner Agostino (Vice-Chair of the Finance Committee) noted that the disposition project, not yet concluded, requires a lot of assumptions be made relative to finances in FY 2012-13 that should be fully understood by the Board before acting on the budget. She noted that the workshop (scheduled for 4:30 this afternoon) did not convene due to lack of attendance; in addition, information received late this afternoon regarding the timing of the disposition changes several of the assumptions used in preparing the budget. The changes impact discrete line items, and can be made with relative ease. She recommended, and staff concurs, that a more appropriate action is adoption of a continuing resolution this evening, a budget workshop in the coming weeks, and action on the FY 2012-13 budget at the July meeting*

*It was motioned/seconded (Hunt/Moody; Vice-Chair Cox, and Board Member Gale absent) to approve a continuing resolution extending the current budget authority through July 31, 2012*

## 7. Commissioners' Questions and Matters

*Chairperson Norris expressed concern about the lack of Commissioner attendance at the previously scheduled budget workshop, and stressed the importance of consistent attendance at all scheduled meetings, whenever possible. There was discussion about*



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*best times for special meetings – before regularly scheduled meetings; on a Saturday or Sunday; or an evening on another day of the week.*

*Commissioner Hunt reiterated her concern that the Board consider its meeting schedule for the month of June – when there is a high volume of graduation ceremonies.*

8. **Communications**

9. **Adjournment**

*It was moved/seconded (Moody/Hunt) to adjourn the meeting, and go into closed session at 6:45 PM*

10. **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

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Employee Organization Local One

10. **Adjournment**

*No action was taken during the closed session.*