



Berkeley Housing Authority

DRAFT MINUTES of the

**REGULAR MEETING OF THE BOARD OF THE
BERKELEY HOUSING AUTHORITY**

Thursday, April 8, 2010

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

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO

MARJORIE COX

GEORGE AUSTIN

KATHARINE GALE

DOROTHY HUNT

ADOLPH MOODY

1. **Call to Order**

The meeting was called to order at 6:01 by Chairperson Norris.

2. **Roll Call**

Board members present: Agostino, Cox, Austin and Gale; Hunt absent; Moody arrived at 6:05

3. **Comments from the Public**

One member of the public, a representative from Satellite Housing, addressed the Board.

4. **Consent Calendar**

The minutes of the March 11, 2010 meeting were moved, seconded, and approved (Cox, Gale; Abstain: None Absent: Hunt)

5. **Report from the Executive Director**

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

6. **Report from the LIPH Feasibility Committee**

Written report received.

7. **New Business**

A. Annual Plan Documents Public Hearing and Adoption –

Moved, seconded and carried to approve the Annual Plan allowing staff to meet the deadline for submission to HUD, after appropriate clean-up/editing of the documents (Cox, Gale; Abstain: None Absent: Hunt)

B. Abolishing the Write-Off Policy adopted in April 2008, and Adopting a new Write-Off Policy with Stronger Internal Controls.

Item tabled to next meeting.

C. Authorizing the Executive Director to amend the March 23, 2009 contract with EJP Consulting, LLC for a Strategic Plan, to provide further analyses and presentations of the four post-Public Housing Ownership options, including the six issues identified in Exhibit A, and extending the term through June 30, 2010, on a time and materials basis, not to exceed \$7,500.

Moved, seconded and carried authorizing the Executive Director to execute the appropriate document to provide for the service (Agostino, Cox; Abstain: None Absent: Hunt)

D. Authorizing the Executive Director to execute Phase 2 of the contract with Overland, Pacific and Cutler for Relocation Services not to exceed \$167,000.

Item withdrawn by staff

E. Amending the contract with Sterling Inspection Co. for inspection services in the Section 8, Low Income Public Housing and Rental Housing Construction Programs, by increasing the contract authority by \$24,000 for a total of \$219,350.

Moved, seconded and carried Cox, Agostino; Abstain: None; Absent: Hunt

8. **Information**

A. Budget Report - Marjorie Cox, Chair, Finance Committee & Tia Ingram, Executive Director

Chair Cox provided a brief overview of the report and the financial status.

B. Memorandum of Agreement with HUD: April 15, 2010 Report – Tia Ingram, Executive Director

Executive Director referred to the March 24, 2010 letter to HUD regarding the MOA requirement to contract for management services in the LIPH program; staff hopes to receive an answer prior to the April 15th submission of the next quarterly report.

C. SEMAP Corrective Action Plan with HUD: Status Update – Tia Ingram, Executive Director

Executive Director referred to the February 2, 2010 letter to HUD transmitting the proposed Corrective Action Plan (CAP) required as part of the Confirmatory Review; no response from HUD to date.

D. Housing Authority Complaint Procedure
Report received.

9. Adjournment

Moved, seconded and carried to adjourn @ 8:25 p.m. (Cox, Gale Abstain: None Absent: Hunt)