



Berkeley Housing Authority

Item 5A

DRAFT MINUTES
BOARD OF THE BERKELEY HOUSING AUTHORITY
SPECIAL MEETING

Tuesday, November 13, 2012

Berkeley Housing Authority Office
1901 Fairview St*
Berkeley, CA

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
ADOLPH MOODY

KATHARINE GALE
DOROTHY HUNT
RICHELIEU HEMPHILL

1. **Call to Order**

At 6:10 p.m., absent a quorum, the Executive Director began discussing the Executive Director report until a quorum was present; the meeting was officially called to order at 6:30 p.m.

2. **Roll Call**

Present: Chairperson Norris, Vice-Chair Cox, Commissioner Gale and Commissioner Hemphill; Commissioner Hunt arrived at 6:25 p.m. (during Executive Director report), Commissioner Agostino arrived at 7:15 p.m. (during discussion of the finance report)
Absent: Vice-Chair Cox, Commissioner Moody

3. **Comments from the Public**

Mike Rogers (Consultant, Christian Church Homes), Karl Lauff (Satellite-Affordable Housing Associates) addressed the Board regarding S8 Project Based Vouchers.

4. **Report from the Executive Director**

Executive Director provided highlights from the written status report:

(1) The timing of the meeting (3rd Thursday of the month) allowed for real-time reporting of HUD indicators; performance remains at or above requirements for all indicators;

utilization (by budget authority) remains over 95%, but is under by unit months (number of assisted households); (2) alerted the Board to issues that are not "failures" but nevertheless "warnings" and other "discrepancies" as reported in various HUD reports that need to be addressed before the end of the calendar year; (3) response to the SEMAP certification – addressing the 0 points scored for HQS enforcement has been submitted; internal procedures adjusted slightly to provide balance between allowing owners slightly more time to complete repairs, and complying with HUD standards; (4) acknowledged HUD letter regarding "substandard physical" rating for the Public Housing program; response has been sent to HUD reiterating the "disposition" approval, and the questionable logic of requiring/executing a new Memorandum of Agreement; letter signed by Board Chair, with copies to all Board members; (5) no cost training provided for staff addressing "Fair Housing Equal Opportunity" and "Violence Against Women Act (VAWA)" and "Veterans Affairs Supportive Housing Program (VASH)"; (6) progress made on finalizing the CalPERS contract; no ability to make contributions to employees accounts; (7) concern about lack of units on "available unit listing;" staff assessing possible cause(s), and where possible, addressing the issues; (8) approximately 3,000 applications received for the S8Project Based wait list; the "wait" cannot be anticipated, as assistance is only offered to households as units become vacant; (9) lottery held to determine which current Public Housing resident(s) will have an opportunity to rent one of the two-bedroom units that will be created as part of the disposition/rehabilitation project; shared comment from resident Carole Krezman "David, I want to thank you for conducting the lottery so well. You ran the lottery in a calm, professional, efficient manner. We felt welcome and safe. The lottery process was clearly explained. I was glad there were so many staff there as we were concerned about safety...."; (10) possible that one current resident (that remains out of compliance with program rules) will be terminated and evicted for cause, and thus not eligible for a S8 Voucher or relocation assistance; (11) residents continuing to exercise choice and move to other housing with S8 assistance; to date, 13 families have completed the move; (12) staff continues to work with K&S (maintenance contractor) and Berkeley Police Department to ensure the vacant units are secure, and not a blight in the neighborhood.

5. New Business

- A. Approval of Minutes: Regular Meeting, October 11, 2012, October 27, 2012 and November 8, 2012
Following brief discussion about the brevity of the October 11th, and the more detailed November 8th minutes, the minutes were approved (Hemphill/Hunt, Absent Agostino and Moody)
- B. Approve a resolution authorizing the Executive Director to extend the term of the contract with Overland, Pacific and Cutler (OPC) from December 31, 2012 through October 31, 2013.
Brief discussion about this item, limited to an extension of the term, and the likely need (in the future) to increase the contract authority to compensate OPC for the additional service to and on behalf of current residents. It was moved/seconded (Gale/Hunt; Absent Cox, Agostino and Moody) and approved to extend the term of the contract.
- C. Finance Report: Period Ending September 30, 2012 - Val Agostino, Chair, Finance Committee & Tia Ingram, Executive Director

Report was presented by JesyYturalde, Finance Manager; project \$90k increase in deficit, now estimated at \$604k; variance due to (a) increased admin cost for services provided by the City (largely related to technology) at rates comparable to those charged to other City Departments and (b) recognition of more relocation expenses this Fiscal Year; an unknown remains the impact of provisions in the Federal budget (we are currently operating under a continuing resolution) which may include further reduction in the Administrative Fee rate and/or proration; this information may not be known until 2013. Based on first "move" under the disposition project (July 2012), funding for Public Housing program will shift from Operating Subsidy to Asset Repositioning Fee beginning in January 2013 (this is favorable to BHA, provided the project is completed by January 2015).

6. **Commissioners' Questions and Matters**

Chairperson Norris advised the Board of her response to April Green, S8 Landlord, who expressed concerns about the performance of Executive Director, Tia Ingram; copy of letter to be shared with all Board members.

7. **Communications** – Strawberry Creek Lodge
Received.

8. **Closed Session**

Executive Director Evaluation

Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Review of Executive Director's Performance, Fiscal Year 2011-12 and Fiscal Year 2012-13 Performance Goals

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.

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.

9. **Adjournment**

The meeting adjourned to closed session at 8:00 p.m. The meeting reconvened at 8:29, and adjourned for the evening at 8:37 p.m. No action was taken during the closed session.

This agenda was posted on the doors of the Berkeley Housing Authority at 1901 Fairview Street, Berkeley, CA 94703; at North Berkeley Senior Center, 1901 Hearst Avenue, Berkeley, CA 94709; as well as the Berkeley Housing Authority website. The next Regular meeting of the Board is scheduled for **Thursday, December 13, 2012** at 6:00 p.m. at the North Berkeley Senior Center.

