



Berkeley Housing Authority

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

Office of the Executive Director

Item 5C

CONSENT CALENDAR

June 14, 2012

To: Honorable Chairperson and
Members of the Berkeley Housing Authority
From: *Tia M. Ingram*, Executive Director
Subject: Revised Housing Authority Board Meeting Schedule

RECOMMENDATION

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

BACKGROUND

The newly constituted Berkeley Housing Authority has met regularly since June 2007, initially on the third Monday of each month. In 2009, the regular meeting date was changed from the third Monday, to the second Thursday of the month. This change facilitated compliance with the Brown Act, changing the deadline for posting the agenda from Friday at 6 p.m. to Monday at 6:00 p.m. It also provided staff more time (an additional weekend) to prepare and deliver the packet, and minimized the need for Board members to review the packet over the weekend.

In accordance with the Bylaws (Article IV, Section 2), the regular meeting date may be established (or revised) by resolution of the Board. We are proposing to change the regular meeting date from the second Thursday to the third Thursday of each month. This additional week is critical to our effort to provide the Board:

- the most recent data from the HUD reporting system (50058's and late recertification and inspection data) which is updated monthly, the weekend following the end of the month; and
- timely and accurate financial data, with a one (versus two) month lag.

Board members were polled on May 10, 2012 regarding any current or anticipated commitments on the third Thursday. With respect to meeting space, we (1) confirmed that the Multi-purpose room at the North Berkeley Senior Center (current meeting space) is not available on the 3rd Thursday of each month; (2) confirmed that the Multi-purpose room at the South Berkeley Senior Center (Ashby and Ellis) is available; and (3) asked about other ground floor meeting space at North Berkeley, and to be advised should another group release its reservation of the Multi-purpose room..

FISCAL IMPACTS OF RECOMMENDATION

None.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Attachment: Resolution

RESOLUTION NO. 12-_____

REVISING THE HOUSING AUTHORITY BOARD REGULAR MEETING SCHEDULE

WHEREAS, the Board has a policy of meeting on a monthly basis; and

WHEREAS, the Board will convene its meetings at the North Berkeley Senior Center; and

WHEREAS, the Board hereby grants staff flexibility to schedule working sessions as needed;
and

WHEREAS, changing the regular meeting from the second to the third Thursday of each month, except for August recess when there is no meeting, facilitates reporting to the Board without any adverse impact on the public's access to actions taken by the Board.

NOW THEREFORE, BE IT RESOLVED by the Housing Authority Board,-that the Board will convene its monthly Regular meeting on the third Thursday of each month, beginning September 20, 2012.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 14, 2012 by the following vote:

Ayes:

Noes:

Absent:

Attest: _____
Tia M. Ingram, Secretary