



Berkeley Housing Authority

Item 6B

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

April 12, 2012

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

6:00 p.m.

CAROLE NORRIS, CHAIR

**VALERIE AGOSTINO
MARJORIE COX
ADOLPH MOODY**

**KATHARINE GALE
DOROTHY HUNT
RICHELIEU HEMPHILL**

1. **Call to Order**

2. **Roll Call**

3. **Comments from the Public**

Public comments are limited to three minutes per speaker.

4. **Report from the Executive Director**

Executive Director will brief 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 will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

Executive Director reported (a) the final PIC scores for the period ending March 31st, noting that the troubling numbers for the prior month were in fact the result of system errors, and BHA's true score was reflected in the March scores. (b) Good response for two vacant positions (Executive Assistant and Office Assistant I-Receptionist); interviews scheduled, and staff optimistic that both positions will be filled on a permanent (probationary) basis by the end of May. (c) Update on fraud case previously reported, where a S8 participant was subletting rooms in the unit; HUD's Office of Inspector

General confirmed staff findings, and an Informal Hearing officer upheld the termination; both confirmed client owes BHA approximately \$58,000 for benefits fraudulently received. Staff now working with the District Attorney to collect from the family; BHA retains 50% of any recovery as unrestricted program income. (d) ongoing efforts to process applications from the S8 tenant based and S8 project based wait lists. (e) To accommodate re-leasing demands at properties with S8 project based assistance (and in anticipation of the initial lease up of the 75 BHA units), staff is preparing to open the S8 project based wait list (continuously) in August 2012 to allow applications from (i) seniors 62 or older, (ii) individuals eligible for HOPWA assistance, (iii) emancipated youth, and (iv) households eligible for 3 or 4 bedroom assistance. (f) no significant events or outcomes from the Public Housing Programs; David Solis, Property Manager continues to have weekly sight presence, and to support repositioning activities.

6. **New Business**

A. Approval of Minutes: Special Meeting, March 8, 2012

The Executive Director noted a technical deficiency in the Minutes, and removed this item.

B. Amending the Contract with Patel and Associates increasing the contract authority by \$26,000, for a total not to exceed \$67,150, for audit services covering FY2011-2012, ARRA Grant and Capital Fund Grants for FY2010, FY2011 & FY2012 - Tia Ingram, Executive Director & Jesy Yturralde, Finance Manager

Staff introduced the item clarifying that we are exercising the final year option on the contract. There were comments about the very positive reputation of Patel and Associates in the affordable housing industry, and a note that changing auditors periodically is a good practice. The item was (moved/seconded: Commissioners Gale/Cox) and approved to exercise the option and engage the audit. Staff noted that a new solicitation for auditor will occur prior to the Fiscal Year 2012-13 audit.

C. CalPERS Retirement Contract for BHA Employees (to be delivered) – Tia Ingram, Executive Director

Additional coordination required before this item can be acted on; item pulled.

D. Finance Report–Period Ending February 29, 2012 - Val Agostino, Chair, Finance Committee & Tia Ingram, Executive Director

Finance Chair Agostino shared highlights of the extraordinary achievements this fiscal year to reduce the anticipated year end deficit, including one-time savings from: (a) unfilled positions (reduced salary expense, and no benefit cost for temporary employees); (b) 12 non-paid furlough days; (c) deferred increase (COLA) for Local One employees; (d) no increase in compensation for Executive Director; (e) negotiated reductions in contract expenses; (e) increased admin fee revenue based on favorable revisions to HUD's proration formula, and higher than anticipated lease-up in the S8 program; and (f) delay in budgeted expenditures for the LIPH disposition project. The report was received, with kudos from Commissions for the continued good performance, and detailed reporting.

E. Status Report: LIPH Repositioning Project (oral) – Tia Ingram, Executive Director

The Executive Director reported ongoing weekly meetings on the project with BHA representatives (including Executive Director, Eric Novak/Scott Jepson-EJP/Praxis Consulting, Chad Wakefield-OPC, Jennifer Bell-Legal Counsel, Lydia Tan and Don Lusty-The Related Companies of California). The first Briefing for eligible families,

currently in one of the 75 units is scheduled for April 25, this is in addition to ongoing briefings for families on the S8 tenant based wait list. Executive Director advised a "closed session" will be included on future agendas so the Board can be briefed on the ongoing confidential negotiations.

F. 3 x 3 Meeting: BHA and Berkeley City Council – Tia Ingram, Executive Director Chairperson Norris, Commissioner Moody and Executive Director Ingram attended on behalf of BHA; Commissioner Cox was unavailable due to Jury Duty service. Executive Director Ingram provided the Commission an update on the Repositioning Project; recommendations from the Quadel(organizational assessment) report;and the status of the Security Deposit Loan Program. Council members Anderson, Arreguin, and Moore are continuing planning efforts for a meeting to brief the community on the project; no date or location has been confirmed. Executive Director Ingram and Chair Norris are scheduling a follow meeting with Interim City Manager Christine Daniels.

7. **Commissioners' Questions and Matters**

8. **Communications**

9. **Closed Session**

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

10. **Adjournment**

The Commission returned from closed session; no actions were taken during the closed session. The meeting adjourned at 7:40 p.m.

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, May 10, 2012** at 6:00 p.m. at the North Berkeley Senior Center.

