DRAFT MINUTES
Regular Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, March 12, 2020
South Berkeley Senior Center
2939 Ellis Street
Berkeley, CA 94703
6:00 pm

DANIEL ROSSI, Chair
Chris Schildt, Vice Chair
Marva Cremer
Ali Kashani
Adolph Moody
Max Levine

1. Call to Order
   The meeting was called to order at 6:02 pm

2. Roll Call
   Present: Chair Rossi, Vice Chair Schildt, Commissioners Cremer, Kashani, Levine, and Moody.

3. Comments from the Public - None.

4. Approval of Minutes - February 13, 2020 Board Meeting
   Moved by Commissioner Kashani and seconded by Commissioner Moody, the minutes were approved with changes to “Item E. Discussion regarding strategic planning, including possible creation of a non-profit development entity,” to add: “core values” and, change section (c) to read: “One option for BHA would be to enter into a joint venture with a for-profit entity in need of a local partner.”

5. New Business

   A. Formation of a nonprofit corporation
      Isabel Brown, an attorney of Goldfarb Lipman was present to explain the process of forming a non profit entity, and answer questions. The Board agreed that the benefits of having a non-profit arm include the ability to lend non-profit status to a development partner and eventually, as in house capacity increases, being able to develop an affordable housing project.
Moved by Vice Chair Schildt and seconded by Commissioner Kashani, the Board approved the formation of a non-profit entity to be called Affordable Housing Berkeley (AHB), and authorized the Chair to change the name if it is already taken, and requested Goldfarb and Lipman to draft the by-laws, and file the articles of incorporation.

B. Informational Report and discussion on the Project-based Section 8 Program
Rachel Gonzales-Levine, Acting Deputy Director/Management Analysis updated the Board on the responses to the questionnaire sent to developers with projects interested in an allocation of Project-based Vouchers. The Board requested further information of developers, including a feasibility analysis, and financing plan.

C. Executive Director’s Monthly Report
Jesy Yturralde, Acting Director/Finance Manager informed the Board that (a) BHA submitted a non-binding offer for re-leasing the current office space. We await a counter offer. In the meantime, the Mayor’s Office may have office space for BHA to consider. (b) staff had a conference call with HUD regarding the 2019 FSS NOFA which was not funded, to review the scoring. BHA scored zero on the question regarding prior FSS funding from HUD; only one housing authority in California was funded. (c) BHA is entering into a contract for SEMAP Quality Control inspections with a prior employee. We are required to conduct 30 quality control inspections per year. The contract is expected to be no more than $1,000 [note: due to the Berkeley Health Officer’s shelter in place order, quality control inspections currently are on hold].

D. Appointment of the 2020 Resident Advisory Board
Moved by Vice Chair Schildt and seconded by Commissioner Cremer, the eight volunteers to the 2020 RAB were appointed, further members attending the RAB meeting on March 31 [now a teleconference] will receive a $50 stipend.

E. Approval of 2020 Utility Allowance Schedules
Moved by Commissioner Kashani and seconded by Commissioner Cremer, the 2020 Utility Allowance Schedules, effective July 1, 2020, were approved.

F. Resolution authorizing the Berkeley Housing Authority (BHA) to remove the remaining four percent (4%) Employer Paid Member Contribution (EPMC) of the normal member contributions for all represented and non-represented employees effective July 1, 2020, pursuant to the adopted labor contracts with SEIU Local 1021 and Local One, and Board action relative to unrepresented employees.
Moved by Vice Chair Schildt and seconded by Commissioner Moody, the EPMC Resolution was approved.

G. Finance Report, Period Ending January 31, 2020
Jesy Yturralde, Acting Director/Finance Manager updated the Board on BHA’s 70% decrease in original projection of the deficit. This figure may change pending impact of OPEB (Pensions and Other Post Employment Benefits) reporting required. Operating Expenses are projected to increase, once the Accountant and Executive Director positions are hired, likely in the spring. [staff hiring delayed due to Covid-19 Shelter-in-Place order]
6. **Closed Session:**
   Adjournment to Closed Session: Purpose: Public Employment, pursuant to Government Code Section 54957, Title: Executive Director.
   Closed session entered at 7:59 pm, ended at 8:05 pm.

7. **Commissioners' Questions and Matters**
   A. Next 3 x 3 Committee meeting: March 16, 5 pm
      3 x 3 meeting cancelled due to shelter in place order by Health Officer.
   B. Additional Board Appointment
      No updates.

8. **Communications**
   None.

9. **Adjournment**
   Moved by Vice Chair Schildt and seconded by Commissioner Levine, the meeting was adjourned at 8:10 pm.