



Berkeley Housing Authority

Item 4A

## DRAFT MINUTES

### BOARD OF THE BERKELEY HOUSING AUTHORITY

June 14, 2018

North Berkeley Senior Center  
1901 Hearst Avenue  
Berkeley, CA 94709

6:00 pm

CAROLE NORRIS, CHAIR

DAMION MCNEIL, VICE CHAIR  
MARVA CREMER  
DANIEL ROSSI

VALERIE AGOSTINO  
ADOLPH MOODY  
CHRIS SCHILDT

1. **Call to Order**

The meeting was called to order at 6:03 p.m.

2. **Roll Call**

Present: Chairperson Norris, Vice-Chair McNeil, Commissioners Cremer, Moody, Rossi and Schildt. Commissioner Agostino was absent with prior notice.

3. **Comments from the Public** – Limited to 3 minutes per speaker

None.

4. **Approval of Minutes**

Moved and seconded by Commissioners Cremer and Schildt, the Minutes of the May 19, 2018 Board meeting was approved. Comm. Agostino, absent.

5. **Old Business**

A. **Strategic Planning Retreat** – written report and follow-up actions

Executive Director Wilkins presented the summary report of the BHA Board Strategic Planning Retreat facilitated by Jon Gresley. The report listed the potential uses of the disposition proceeds that included development of affordable housing, augmentation of the Section 8 program, and provision of increased service delivery to Section 8 participants. The report also included several options for the BHA's Section 8 operations including status quo operations, returning to the City of Berkeley, entering into a cooperation agreement with the

City of Berkley, receiving a subsidy from the City of Berkeley, absorption of the Section 8 program by another PHA, and contracting out, among other things.

6. **New Business**

- A. Executive Director's Monthly Report – this report is intended to provide the Board of Commissioners with information pertaining to the general administration of the Housing Choice Voucher Program occurring since the last meeting. It will also provide important information on matters that may affect operations prior to the next scheduled meeting.

The Executive Director reported the current HAP shortfall situation of BHA is down to \$791,000. The upcoming 3 X 3 meeting scheduled on June 27, 2018 will include update by BHA of the discussion at the recent BHA Strategic Planning Retreat. ED Wilkins informed the Board about the just-concluded Voucher Management System (VMS) audit by HUD's Quality Assurance Division, the NAHRO Summer Conference scheduled on July 27-29 in San Francisco, and the approximately 403 Households paying over 30% of Adjusted Gross Income towards their rent portion.

- B. Finance Report – Actual vs Budget, April 30, 2018

Jesy reported a reduction by approximately \$47,000 in the annual projected operational deficit from the amended FY2018 budget (from \$429,248 to \$381,880). The variance is primarily due to higher than budgeted earned administrative fee resulting from a higher pro-ration in FY2017 and 2018; and, some savings in salary and benefits.

- C. 2018/2019 Budget Proposal

Moved and seconded by Comm. Rossie and Vice-Chair McNeil, the Proposed FY2018-2019 Budget was approved and adopted. Comm. Agostino, Absent.

Jesy presented the proposed budget for FY2018-2019 that included a total revenue projection of \$32,736,021; HAP and operating expenses of \$33,143,293; and a net annual deficit of \$407,272. The draft FY2019 budget assumed 80% utilization of our 1940 vouchers, 100% and 76% pro-rations for HAP and administrative fee, respectively, HUD providing additional funding to cover the CY2018 shortfall, and 12 FTE staffing level, among other assumptions. Jesy also reported that the projected FY2019 deficit does not account for the impact of any GASB 68 related adjustments at the end of the fiscal year, and disposition proceeds shall be used to close the operational deficit in FY2019.

7. **Commissioners' Questions and Matters**

None.

8. **Communications**

None

9. **Adjournment**

Moved and seconded by Comms. Schildt and Cremer, the meeting was adjourned at 8:15 p.m. Comm. Agostino, absent.