



Berkeley Housing Authority

Item 4A

## DRAFT MINUTES

### BOARD OF THE BERKELEY HOUSING AUTHORITY

January 11, 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** – 6:01 P.M.
2. **Roll Call** –
  - Present: Commissioners Agostino, Cremer, Rossi and Moody
  - Commissioner Schildt – arrived at 6:03 p.m.
  - Vice Chair McNeil – arrived at 6:17 p.m.
  - Chairperson Norris – excused absence
3. **Comments from the Public** – Limited to 3 minutes per speaker
  - Shereen Rahman – current voucher holder spoke regarding involvement with BHA and interest to serve in as Board Member
4. **Approval of Minutes**

A. Special Meeting, November 2, 2017

The minutes of the November 2, 2017 Special Meeting was moved and seconded by Commissioners Cremer and Rossi contingent upon the following corrections in the minutes:

  - Commissioner Schildt indicated minutes did not show that Lorraine King spoke during comments from public;
  - Commissioner Rossi indicated the minutes did not clearly indicate under 6 (B) the Board approved an amendment to the Resolution; minutes will be corrected to reflect amendment to minutes of Special Meeting to approve 5 year extension for Project Based Vouchers with Resources for Community Development, with reconsideration to extend for 20 years if RCD provides evidence of refinancing, and the motion to approve item was moved and seconded by Commissioners Marva Cremer and Dan Rossi.

Comm. Agostino abstained because she was absent at the November 2 Special Meeting. Vice Chair McNeil arrived after Item 4.

5. **Old Business**

- A. Resolution Approving Memorandum of Agreement between Berkeley Housing Authority and Service Employees International Union Local 1021, Local One and Amended Unrepresented Employee Manual, including BHA Salary Structure for all Classifications with a term of July 1, 2017 - June 30, 2021
- Motioned by Commissioner Moody; 2<sup>nd</sup> by Commissioner Rossi to approve the following contracts including BHA Salary Structure for all Classifications with a term of July 1, 2017 through June 30, 2021:
    - Memorandum of Agreement between Berkeley Housing and SEIU Local 1021;
    - Memorandum of Agreement between Berkeley Housing and PEU Local One; and
    - Amended Unrepresented Employee Manual

6. **New Business**

- A. Independent Audit Report, Fiscal Year Ending June 30, 2017
- The Independent Audit Report for fiscal year ending June 30, 2017 was accepted as presented by John Cropper, CPA, CGFM
- B. 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.
- Executive Director Wilkins reported about (1) shortfall situation of BHA in 2017 and anticipated in 2018; (2) status of contracts with SEIU Local 1021, PEU Local One and Unrepresented Employees; (3) Section 8 participant newsletter sent out to participants and owners; (4) appointment of Omar Calimbas as the new Hearing Officer; (5) renewal of contract of utility allowance schedule; and (6) BHA moving to biennial inspections.
- C. FY 2017 – 2018 Budget Amendment
- Motion to approve: Commissioner Agostino; 2<sup>nd</sup>: Commissioner Schildt  
The Amended FY2018 Budget included adjustments that resulted in an increase of approximately \$67,013 in projected deficit from -\$362,236 to -\$492,249.
- D. Finance Report – Actual vs Budget, November 30, 2017
- Jesy Yturalde reported a projected deficit of \$409,686 as of November 30, 2017; \$19,561 less than the amended FY2018 budget projection. The variance is primarily due to higher than projected earned administrative fee in the Section 8 Program.
  - Jesy also provided a listing of checks and direct deposits paid by the BHA during the months of October and November, 2017
- E. SDRMA Workers' Compensation Resolution for Governing Body Member and/or Volunteer Coverage
- Moved and seconded by Commissioner Schildt and Vice Chair McNeil to adopt resolution declaring that Governing Body members and volunteers shall be deemed to

be employees of the District for the purpose of providing Workers' Compensation coverage while providing their services to the Berkeley Housing Authority.

- F. Resolution Approving Appointment of Resident Advisory Board members for 2018-19 Administrative Plan Review
- Moved and seconded by Commissioners Schildt and Agostino to approve a resolution (1) appointing Section 8 participants: Belen Trigueros, Alexandria Thomas, Toby Charles, and Carole Krezman to the 2018 Resident Advisory Board (RAB), and (2) providing a stipend of \$50 to each for attendance at the RAB meeting(s)
7. **Commissioners' Questions and Matters** – none discussed
8. **Communications** - Notification from U.S. Department of Housing & Urban Development regarding Section 8 Management Assessment Program (SEMAP) Final Score for FYE 2017.
9. **Adjournment** – motion to adjourn at 7:32 pm: Commissioner Marva Cremer; 2<sup>nd</sup>: Commissioner Adolph Moody .