



Berkeley Housing Authority

Item 4A

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

JULY 12, 2018

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 pm

CAROLE NORRIS, CHAIR

DAMION MCNEIL, VICE CHAIR
ADOLPH MOODY

MARVA CREMER
DANIEL ROSSI

1. **Call to Order**

The meeting was called to order at 6:08 p.m.

2. **Roll Call**

Present: Chairperson Norris, Commissioners Cremer, Moody and Schildt.
Vice-Chair McNeil and Commissioner Rossi arrived at 6:12 p.m. and 6:22 p.m., respectively.

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 June 14, 2018 Board meeting was approved.

5. **Old Business**

None.

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.

Bill Wilkins reported that staff issued an RFP for a strategic planning consultant for affordable housing development strategies on June 27th, with a July 10th deadline for responses. Staff together with Chairperson Norris will be reviewing the proposals on July 16th.

Staff will participate in a Fair Housing and Reasonable Accommodation training conducted by the National Housing Law Project on October 11.

The 3X3 Committee Meeting was held on June 27th. Subjects discussed included 1) possibility of in-kind services that may be available through the City of Berkeley for BHA, and 2) Possibility of developing a model for BHA similar to that of the City of Berkeley's library system, to support the goals of BHA. Commissioner Schildt requested information on the model being implemented on behalf of the City Library.

Three commissioners are scheduled to attend the NAHRO Summer Conference in San Francisco on July 27th -29th.

Dashboard as of June 2018 was presented and explained.

B. Finance Report – Actual vs Budget, May 31, 2018

Jesy Yturralde reported that no significant event transpired during the month of May that could have significantly changed the projected deficit for FY2018. The projected deficit is \$380,003 a slight drop by \$1,877 from April's estimate and \$49,245 less than the amended FY2018 Budget of \$429,248 deficit.

Staff met with the HUD Shortfall Prevention Team on June 19th. The HAP Shortfall is now \$813,000 for CY2018. The next meeting is scheduled on July 25.

Jesy reported the outcome of the On-Site VMS Validation Review of BHA's data submitted into HUD's Voucher Management System (VMS). In a letter received on July 5, 2018, the HUD Quality Assurance Division identified four concerns that are immaterial in nature. These concerns include minor discrepancies in HAP and UML reporting; not reporting vouchers issued but not under HAP on the last day; and discrepancy in the number of Project Based Vouchers Reported. Unlike "Findings" which are closed by the HUD Field Office by way of a Corrective Action Plan (CAP), "Concerns" need to be corrected by BHA in VMS within 30 days from the date of the letter.

C. Family Self Sufficiency Informational Report

Bill Wilkins reported the background, activities, processes and status of the Family Self Sufficiency Program. The FSS Coordinator acts as a housing specialist responsible for recruiting participants, managing their caseloads and performing interim and annual re-examinations. There are currently 23 participants enrolled in the FSS Program and 14 pending enrollments. Some Section 8 participants are hesitant about commencing participation in the program for fear of losing their voucher if they start working and earn enough income to cover the full rent ("zero HAP") for six months, which would necessitate termination of their voucher because self-sufficiency will have been reached.

D. Resolution Authorizing Submission of 2018 Section 8 Management Assessment Program (SEMAP) Certification Report

Moved and seconded by Commissioners Schildt and Cremer, the Resolution Authorizing Submission of 2018 Section 8 Management Assessment Program (SEMAP) Certification Report

was approved with a caveat that the completed deconcentration bonus indicator addendum be provided as an Information Item at the next Board Meeting.

7. **Commissioners' Questions and Matters**

Commissioner Schildt informed the Board of a Book Event by Carl Anthony happening at the South Berkeley Library on Saturday, July 14th from 2-3p.m.

8. **Communications**

None

9. **Adjournment**

Moved and seconded by Commissionrs Cremer and Schildt, the meeting was adjourned at 7:09 p.m.