



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

January 8, 2015

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARVA CREMER
DANIEL ROSSI

MARJORIE COX
ADOLPH MOODY
GERRIS WILKINSON

1. **Call to Order**

The meeting was called to order at 6:07 p.m.

2. **Roll Call**

*Present: Commissioners Agostino, Cox, Cremer, Moody, Rossi and Wilkinson;
Commissioner Norris was absent with prior notice.*

3. **Comments from the Public**

No member of the public were present.

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 programs, and will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

This meeting is held in a wheelchair accessible location. If you need special assistance to participate in the meetings of the Berkeley Housing Authority's Board of Commissioners, please contact Rachel Gonzales-Levine, Reasonable Accommodation Coordinator, at (510) 981-5485, rgonzales-levine@ci.berkeley.ca.us or via California Relay Service (711). Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangement to ensure accessibility. Please refrain from wearing scented products at the meeting, as attendees may be sensitive to various scents in products and materials, whether natural or manufactured.



Executive Director Ingram provided an oral update (no written report): (a) on-time reporting of 50058 submissions to HUD, annual recertifications and unit inspections, but concern about lease-up, now below 95% based on units under contract and annual budget authority expended; flag that likely score of 0 points under the SEMAP (annual assessment to HUD) leasing indicator, and "standard", not "high" performer for fiscal year; concern about remaining 93 out-going portable contracts, and the possibility the receiving PHAs will absorb before the end of the fiscal year, thus reducing BHA's projected admin. fee earnings; (b) continuing efforts to attract and retain participating landlords; (c) completion of audit is pending confirmation from HUD about use of proceeds for public housing relocation expenses, and expenses associated with the office move; (d) Strategic Planning efforts moving forward; tentative dates of February 6th or 13th; Ingram will send a Doodle; (e) received notice of Davis-Bacon wage violation associated with Berkeley 75 project; information has been forwarded to Related; execution of master HAP contract pending resolution of this claim; (f) all but one unit occupied; unit had been offered, but issues discovered during final eligibility review rendered the family ineligible; Related is working to identify another potential household; (f) no response from State HCD regarding RHCP loan; (g) under 2015 federal Consolidated and Continuing Appropriations Act, admin fee proration for CY2015 has been reduced to 73%; we budgeted 75%; represents approximately \$22,000 reduction in earned fees; (h) reviewing Admin Plan for revisions as part of the Annual Plan process including wait list preferences; (i) wait list for Section 8 tenant based assistance (Alameda City Housing Authority) and Section 8 project based assistance (Alameda County Housing Authority) opening soon; as a courtesy, BHA provided advance notice of these opportunities to 221 individuals that had inquired about applying.

5. Review of 2014 Activities
Report received.

6. **New Business**

- A. Approval of Minutes: Regular meeting December 11, 2014

It was moved/seconded (Agostino/Rossi; Moody abstain; Norris absent) to approve the minutes with one modification to 7.C.b .. "... (a) to make ~~a last and final offer~~ an offer to reach agreement"

- B. Ratification of Labor Agreements

- a. SEIU Local 1021
b. Local One

- C. Approval of Compensation for unrepresented employees

- D. Approval of Compensation for Executive Director

Items B, C and D above held over to February meeting.

E. Finance Report–Period Ending November 30, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager

Finance Committee Chair Agostino shared summary comments from the written report: no substantive changes; increase of approximately \$37,000 reflects increase in staff salary expense following the 3% COLA increases; Finance Manager Yturralde advised the reduction in HUD proration of admin fee (to 73%) reduces estimated revenue by approximately \$22,000, revising the projected year end deficit to approximately \$182,000 still less than the \$92,000 projected for fiscal year.

7. **Commissioners' Questions and Matters**

Commissioner Moody shared concern about references to "Berkeley 75", and the Commission's promises that there would be no reduction in the number of rental units, when in fact there are only 74 affordable rental units in the project; staff advised the set aside of one unit for the property manager was a requirement of the RHCP program, and beyond BHA's control; issue may be revisited following a final decision from the state regarding the \$367,000 loan balance.

8. **Communications**

9. **Adjournment**

It was moved/seconded (Moody/Agostino; Norris absent) to adjourn at 6:35 p.m.

This agenda was posted on the doors of the Berkeley Housing Authority at 1936 University Avenue, Suite 150, Berkeley, CA 94704; 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, February 12, 2015** at 6:00 p.m. at the North Berkeley Senior Center.
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