



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

SPECIAL MEETING

June 25, 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 6:00 p.m.

2. **Roll Call**

The meeting was called to order at 6:00 p.m. Vice Chair Marjorie Cox presided; present Commissioners Agostino, Moody, and Rossi; Commissioner Cremer arrived at 6:25 (during discussion of item 5.C); Chairperson Norris was absent with notice; Commissioner Wilkinson was absent.

3. **Comments from the Public**

No members of the public were present.

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.



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.

Executive Director provided the following highlights from the written report: (a) Leasing and under-utilization remains a concern because of the great need for rental assistance, and the impact on BHA's admin fee revenue; (b) on-time completion of annual recertifications and unit inspections has been great all year, however, Board cautioned three of four Housing Specialist out with medical issues; will impact performance and service; (c) HUD approval for use of proceeds in FY 2015-16 received; (d) issues with 120% exception payment standard; HUD economist advises specific formula must be used; results of their analysis is an exception payment standard is only needed in zip codes 94707 and 94708; staff continuing to explore other options, including encouraging landlords and program participants to write elected officials; (e) plans to revise PBV program, and related sections in Admin Plan on hold pending HUD issuance of new Guidance; (f) Executive Director association convening strategic planning discussion around rent and admin fee issues early July; individual versus collaborative approach to HUD; BHA will participate; (g) Berkeley 75 fully leased and utilizing 69 of the 75 PBVs awarded; project has three years (until May 2017) to place the remainder in service; (h) Strawberry Creek Lodge nearing completion of rehabilitation, and will be activating 21 PBVs (2 current residents are too frail to relocate for the renovations, thus the units will not receive project based assistance until they are fully rehabbed as the other 21 units and as long as the rehab occurs within the 3 years after the Master HAP effective date); (i) BHA has 10 assisted tenancies at Library Gardens, site of the balcony failure; none of BHAs families were directly impacted; (j) decline in leasing is almost exclusively the result of outgoing portability; (k) notwithstanding issuance of new vouchers, leasing isn't improving because families are experiencing a success rate below 40% (for utilization of voucher within Berkeley); BHA (and several other PHAs) responded to "public information requests" for success rate for voucher holders; we suspect they too may add their voice to calls for higher payment standards; (l) pilot program to obtain owner referrals from current participants in exchange for a \$25 gift card (Target); and (m) acknowledged the May 19th passing of pioneer and long-time BHA participating landlord, Frank O. Brown.

5. **New Business**

A. Approval of Minutes:

a. Special meeting May 14, 2015

It was moved/ seconded (Agostino/Rossi) and approved (Norris, Cremer and Wilkinson absent) to approve the minutes as submitted

B. Contract – Independent Audit (1 year option)

Wallace Rowe and Associates

It was moved/ seconded (Rossi/Agostino) and approved (Norris, Cremer and Wilkinson absent) to accept the Executive Director's recommendation to exercise the option

C. Contract – Housing Quality Standards Inspection Services (New 2 year contract)
Sterling Inspection Services

It was moved/ seconded (Agostino/Moody) and approved (Norris, Wilkinson absent) to approve the contract for inspection services

D. Section 8 Project Based Voucher Program

Report received. Discussion about (a) preference/priority for future awards; (b) theory of dual subsidy from overlaying project based assistance on Below Market Rate units; (c) creation of additional units and preservation of existing; (d) potential fee structure; (e) risks and rewards of taking on a developer role; (g) new HUD guidance; (f) program expansion to 30% of budget authority; and (g) process for revising Admin Plan.

E. Finance Report - Val Agostino, Chair, Finance Committee & Jesy Yturalde, Finance Manager

a. Finance Report for Period Ending April 30, 2015

Finance Committee Chair Agostino provided brief comments; no significant variances; slight improvement from revenue realized from BHA sponsored training.

b. Update: HUD's New Administrative Fee Study

Finance Manager Yturalde advised a few rural PHAs are "winners." Unfortunately BHA is a "loser" under the proposed formula; she provided context for the admin fee study, including the 7 indicators; we cannot assess the outcomes of the study, until HUD releases the formula. Yturalde will continue working closely with the Finance Committee as information is received.

6. **Commissioners' Questions and Matters**

Commissioner Moody initiated discussion about the upcoming 3x3 meeting, and issues that should be addressed; Commissioner Agostino advised she, Chairperson Norris, and Executive Director Ingram would be meeting with Mayor Bates on July 9th; Vice Chair Cox encouraged Commissioners with comments or concerns to share them with the Executive Director.

7. **Communications**

8. **Adjournment**

It was moved/ seconded (Agostino/Rossi), Norris and Wilkinson absent, to adjourn at 7:05 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, July 9, 2015** at 6:00 p.m. at the North Berkeley Senior Center.
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