



Berkeley Housing Authority

Item 5Ab

## DRAFT MINUTES

### BOARD OF THE BERKELEY HOUSING AUTHORITY

#### REGULAR MEETING

February 12, 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 convened at 6:01p.m.*

2. **Roll Call**

*Present: Chairperson Norris; Commissioners Agostino, Cox, Cremer, Moody, Wilkinson.  
Commissioner Rossi arrived at 6:07 p.m.*

3. **Comments from the Public**

*No members 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.

*Executive Director Ingram provided highlights from the written report: (a) HUD reporting continues strong; concern about possible loss of points under SEMAP leasing indicator no longer remain, with leasing improved to 98% in dollars; "managed" portability significantly reduced as a result of absorption; (b) Wage violation associated with Related's contract with Spectrum Painting (Berkeley 75) remains open with BHA cited as the violator; staff has*

*advised HUD, and provided context-namely, Related is the party to the painting contractor; staff has reached out to Related regarding execution of the HAP contract and resumption of HAP payments; (c) still no affirmative decision by HUD regarding BHA's ability to use proceeds for operating deficits in S8 program; Miguel Correa, HUD Public Housing Director continues to advocate on behalf of BHA; Executive Director and Board Chair to explore additional options; (d) no CDBG application submitted by January 2015 deadline; staff will continue to explore options for funding assistance from the City; (e) BHA being approached by non-profits regarding the next allocation of project based vouchers; staff continues to advise notwithstanding the upcoming Tax Credit round, BHA will not make any awards or renewals pending establishment of priorities/policy by Board; (f) no new information to report on RHCP loan; (g) labor contracts have been executed, Board action scheduled for tonight; (h) ongoing efforts to retain and recruit new owners to the S8 program; concern about issues associated with over-housed families, and owners desire to receive "full rent" for the unit size, while minimizing impact on existing tenants; (i) families continue to port-out of jurisdiction in search of affordable housing units; Board alerted to possible increase in "absorption" of out going port contracts as we approach June 30, and fiscal year end for many public housing authorities; (j) staff continues pre-planning activities in preparation of 2016 launch of mandatory Family Self Sufficiency Program; monitoring notices for opportunity to apply for funding to cover admin and program cost; (k) BHA sponsoring agency for upcoming NAHRO training program (March 2-6); BHA Housing Specialist staff will be trained, and BHA will generate modest revenue; (l) Executive Director, as invited guest, will be attending "Berkeley Youth Alternative" fund raiser February 26<sup>th</sup>.*

## 5. New Business

### A. Approval of Minutes:

#### a. Regular meeting January 8, 2015

*It was moved/seconded (Rossi/Cremer) to approve the January 8, 2015 minutes as presented; Norris abstained.*

#### b. Special meeting February 6, 2015 [to be delivered]

*The minutes of the February 6, 2015 meeting were not presented; held over to the the March 2015 Board meeting.*

*Staff will share draft minutes of Commission minutes within 5 business days of each meeting.*

### B. Ratification of Labor Agreements

#### a. SEIU Local 1021

*It was moved/seconded (Cox/Cremer) to authorize execution of the contract consistent to what the Board approved at the December 11, 2014 Board meeting; including adjustment of staff salaries, increase Life Insurance benefit to \$50,000, and process retroactive payment to employees.*

b. Local One

*It was moved/ seconded (Rossi/ Cremer) to authorize execution of the contract consistent to what the Board approved at the December 11, 2014 Board meeting, including adjustment of staff salaries, and process retroactive payment to employees.*

C. Approval of Compensation for unrepresented employees

*It was moved/ seconded (Rossi/ Agostino) to authorize execution of the contract consistent to what the Board approved at the December 11, 2014 Board meeting; including adjustment of staff salaries, increase Life Insurance benefit to \$50,000, and process retroactive payment to employees.*

D. Approval of Compensation for Executive Director

*It was moved/ seconded (Cremer/ Moody) to grant the Executive Director a 3% cost of living adjustment retroactive to the pay period including July 1, 2014; increase Life Insurance benefit to \$50,000; one-time reimbursement of loss wages from the 2013 furlough (\$2,722); and payment of retroactive salary.*

E. Authorize a 120% Exception Payment Standard for the Section 8 Voucher Program

*It was moved/ seconded (Cox/ Moody) to approve a 120% Exception Payment Standard; and authorizing the Executive Director to determine the effective date for existing and new contracts.*

F. 2015 Annual Plan

a. Appointment of Resident Advisory Board

*It was moved/ seconded (Cox/ Wilkinson) to appoint Marva Cremer and Adolph Moody, in their capacity as program participants, to the Resident Advisory Board; authorize the Executive Director to appoint up to one additional resident to the Resident Advisory Board; and authorizing a \$50 stipend for attendance at the RAB meeting.*

G. Finance Report–Period Ending December 31, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager

*Report received. Finance Manager Yturralde presented highlights of the report; slight increase in projected deficit (approximately \$9,000) from last month's projection primarily due to lower pro-ration on administrative fee effective January 1, 2015; and some savings in expenditures. Staff also reported that salary adjustments were already factored in in this report; no significant changes in the budget anticipated for the remainder of the fiscal year; sufficient reserve to cover projected deficits; and no need to use net proceeds from the disposition for operations this fiscal year (FY2015).*

*The Executive Director reported that annual audit for FY2015 not proceeding; continuing to work with auditor (and others) to address two major issues: classification of disposition proceeds, and accrued leave balances.*

6. **Commissioners' Questions and Matters**

*Chairperson Norris shared interest in convening a joint meeting with the commissions (and staff) that are involved in affordable housing in Berkeley: Berkeley Housing Authority; Rent Stabilization Program; Housing Advisory Commission*

*Executive Director performance evaluation scheduled for September of each year; part of the Board's Annual Meeting.*

7. **Communications**

8. **Adjournment**

*The meeting adjourned at 7:20 p.m.*