



Berkeley Housing Authority

ITEM 5B

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

February 11, 2016

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO

MARJORIE COX

MARVA CREMER

ADOLPH MOODY

DANIEL ROSSI

1. **Call to Order**

The meeting was called to order by Chairperson Norris at 6:05 p.m.

2. **Roll Call**

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

3. **Comments from the Public**

No members of the public addressed the Commission

4. **2015 Highlights**

Executive Director Tia Ingram provided an overview of the contents of the report acknowledging the commission for its governance, and recognizing staff for their contributions.

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5. **2015 Audit Report**

Commissioner Cox/ Vice-Chair of the Finance Committee, provided a brief overview; Commission agreed that Cropper-Rowe Accountant would make a formal presentation/ review of the report to the Finance Committee. It was moved/ seconded (Rossi/ Cremer; Agostino absent) to accept FY2015 Audit Report.

6. **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 (a) shared continuing decline in program utilization, and inability to attract new owners; staff is optimistic that the recent increase in Fair Market Rents and Payment Standards, will spur new interest; (b) BHA increasing outreach campaign to attract new owner participation, but proceeding with caution because HUD has not increased funding in response to the 35% increase in Fair Market Rents; (c) met with Local 1021 regarding Housing Occupancy Manager; agreed to pursue a "project" appointment not to exceed 12 months; announced opportunity to staff and invited interest; (d) action has been taken to ensure employee leave balances will not exceed 320 hours as of June 30th; (e) devising internal plan and information we can share with owners, in response to the anticipated demand for rent increases on existing contracts; (f) brief discussion of four options for "streamlining" to achieve efficiencies and reduce cost; some efforts are subject to local discretion (i.e. going paperless), others must await formal notice from HUD (i.e. tri-annual recertifications); staff will need to study the advantages and disadvantages of each change; (g) owner forum scheduled for March 12; staff will explore a revised date to allow for more Commission participation; (h) shared Executive's Director's revised work schedule, designed to reduce accrual balance by June 30, 2016.

7. **New Business**

**At the request of Commissioner Moody, the agenda was revised to take item 7C out of order.*

A. Approval of Minutes:

a. Regular Meeting, January 14, 2016

It was moved/ seconded (Cox/ Cremer; Agostino absent) to approve the minutes as submitted.

B. Finance Report–Period Ending December 31, 2015 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager

Finance Committee Vice Chair Cox reported favorable variance in terms of the projected deficit; savings largely result of two budgeted but unfilled positions, and an increase in the proration of administrative fee.

C. Adoption of Section 8 Voucher Payment Standard effective Feb. 12, 2016

It was moved/ seconded (Cox/ Rossi; Agostino absent) to approve the revised Payment Standards.

D. Transition Plan Update

Chairperson Norris reported formal agreement with Ralph Anderson Associates to handle the recruitment for Executive Director; a presentation will be made to the full Board at the next meeting; transition committee (Norris, Agostino and Rossi) continuing to work with the Executive Director, search firm, and other stake holders.

8. **Commissioners' Questions and Matters**

9. **Communications**

10. **Adjournment**

The meeting adjourned at 7:12 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; and the Berkeley Housing Authority website. Board in recess during August. The next Regular meeting of the Board is scheduled for Thursday, March 10, 2016 at 6:00 p.m. at the North Berkeley Senior Center.

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