



Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703
Telephone: (510) 981 5470 Fax: (510) 981 5480

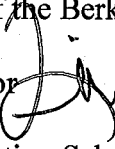
Office of the Executive Director

Item 5E

NEW BUSINESS

December 13, 2012

To: Honorable Chair and Members of the Berkeley Housing Authority Board

From: Tia M. Ingram, Executive Director 

Subject: Calendar Year 2013 – Board Meeting Schedule

This report provides information about the anticipated Board Meeting schedule for calendar year 2013. The information is provided to (1) solicit feedback from Board members about any known conflicts so changes as appropriate can be made, (2) identify critical annual activities (by meeting month), and (3) allow members to build the dates into personal/business calendars. This year we anticipate continued focus on:

- the repositioning of the 75 BHA owned rental units;
- revision of policies governing the Project Based Program;
- labor negotiations; and,
- collaboration with the City and other agencies addressing the challenge of the chronically homeless via a “continuum of housing strategy,”

all part of our realigned focus as Section 8 only authority.

All meetings are scheduled for the 2nd Thursday each month, 6 pm, at the North Berkeley Senior Center. As appropriate, Staff or Board may request additional “special meetings” to provide ample time to focus on a particular topic that may necessitate a “study session” (for example, budget or Section 8 Project based program).

On behalf of staff, program participants and residents, thank you for your dedication and volunteer service to the Board, and the effort and sacrifice you make to attend meetings.

Attachments:

1. Proposed Meeting Schedule/Calendar Year 2013
2. Berkeley Housing Authority 2013 Calendar



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Housing Authority Board of Commissioners
PROPOSED Meeting Schedule/Calendar Year 2013

Month	Meeting Date	Critical HUD Items	Office Closures
January	Thurs, Jan 10 th	Section 3 Labor Report (advising HUD of all efforts to employ public housing residents or other very low income individuals)	Tues, Jan 1 st (New Years Day) Mon, Jan 21 st (MLK holiday)
February	Thurs, Feb 14 th	<ul style="list-style-type: none"> Resolution for Operating Subsidy (funding for Public Housing; may be replaced with Asset Repositioning Fee) Annual Plan Public Hearing; revised Administrative Plan, Admission and Continued Occupancy Plan, and Capital Plan 	Mon, Feb 11 th (Lincoln's Birthday) Mon, Feb 18 th (Washington's Birthday)
March	Thurs, Mar 14 th	<ul style="list-style-type: none"> 1 & 5 Year Plans and Certifications (due in April) MASS (every two years) Utility Allowance Studies/New Schedules Annual Form 700 Filing (Fair Political Practices Commission) due April 1st 	
April	Thurs, April 11 th	3 X 3 Committee (tentative date -- requires collaboration with the City)	
May	Thurs, May 9 th		Mon, May 20 th (Malcolm X holiday) Mon, May 27 th (Memorial Day)
June	Thurs, June 13 th	<ul style="list-style-type: none"> Budget Adoption Joint meeting/Annual presentation to Berkeley City Council 	
July	Thurs July 11 th	<ul style="list-style-type: none"> SEMAP Final Annual self-certification to HUD re performance in the S8 Voucher Program Report/Certification Executive Director Performance Evaluation 	Thurs, July 4 th (Independence Day)
August	RECESS – No Board Meeting in August		
September	Thurs, Sept 2 th	Annual Meeting; Election of Officers	Mon, Sept. 2 nd (Labor Day)
October	Thurs, Oct 10 th	<ul style="list-style-type: none"> PHAS Submission (Public Housing) RHCP Annual Report Payment Standards (S8 Tenant Based, and Project Based Voucher Programs) 	Mon, Oct. 14 th (Columbus Day)
November	Thurs, Nov 14 th		Mon, Nov 11 th (Veteran's Day) Thurs & Fri Nov 28 th and 29 th (Thanksgiving)
December	Thurs, Dec 12 th		Wed, Dec 25 th (Christmas Day)

*BHA office is closed every other Friday and closed to the public every Friday

Berkeley Housing Authority 2013 Calendar

Holiday - Office Closed

- January 1, 2013 New Year's Day
- January 21, 2013 Martin Luther King Jr. (Birthday Observation)
- February 11, 2013 Abraham Lincoln (Birthday Observation)
- February 18, 2013 President's Day
- May 20, 2013 Malcolm X (Birthday Observation)
- May 27, 2013 Memorial Day
- July 4, 2013 Independence Day
- September 2, 2013 Labor Day
- October 14, 2013 Indigenous People's Day
- November 11, 2013 Veteran's Day
- November 27, 2013 Thanksgiving Day
- November 28, 2013 Day after Thanksgiving
- December 25, 2013 Christmas Day

March 2013

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September 2013

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February 2013

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May 2013

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November 2013

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April 2013

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July 2013

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October 2013

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27	28	29	30	31		

Office Hours: Monday through Thursday 8:15-4:30 p.m.

(THE OFFICE IS CLOSED EVERY FRIDAY)

Main Phone Number (510) 981-5470

Fax: (510) 981-5480

www.cityofberkeley.info/BHA

Tia M. Ingram, Executive Director
Carole Norris, Chair, Housing Authority Board

