Office of the Executive Director

To: Honorable Chairperson and Members of the Berkeley Housing Authority

From: William E. Wilkins, Executive Director

Subject: Resident Advisory Board – 2019 Annual Plan Process

RECOMMENDATION
Approve a resolution (1) appointing Section 8 participants: Marie Howlett, Richard Lahrson, Sherry King, and Mark Shimada to the 2019 Resident Advisory Board (RAB), and (2) providing a stipend of $50 to each for attendance at the RAB meeting(s).

BACKGROUND
Each year, housing authorities are required to develop and submit an Annual Plan or a 5-Year Plan—this year we will complete a 5-Year Plan—to the U.S. Department of Housing and Urban Development (HUD). For housing authorities with a fiscal year ending June 30th, the “Plan” must be submitted by April 16th, 75 days before the commencement of the next Fiscal Year.

In the Annual Plan process the housing authority reviews, and as appropriate, revises its discretionary policies contained within the Administrative Plan, the programmatic guiding document for operating Section 8 Voucher Programs.

There are four major steps in the process:
1. Drafting revised policies
2. Appointing a Resident Advisory Board
3. Soliciting and responding to input from stakeholders (45-day public review period, RAB, and public hearing)
4. Adopting revised policies (after public hearing during the March Board meeting).

This report addresses the Resident Advisory Board.

I. Appointment of a Resident Advisory Board
The regulation guiding appointment of the Resident Advisory Board is found in Title 24 Housing and Urban Development Code of Federal Regulations, Section 903.13. In brief:

1. A Resident Advisory Board (comprised of recipients) is required to provide input and comment on elements of the Plan.
2. The Housing Authority is required to appoint a Board “whose membership consists of individuals who adequately reflect and represent the residents assisted by the public housing authority (PHA).”

3. If the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board.

Status
We noticed the opportunity through our January 2019 tenant newsletter and received a total of 21 Section 8 program participants who were interested. We conducted a random lottery to select four program participants from the pool of applicants.

II. Meeting Stipend
Federal regulations governing the Annual/5-Year Plan process and the Resident Advisory Board in particular, do not require that a stipend be provided to participants for their service. However, BHA has a long-standing practice of providing a minimal stipend for meeting attendance. The stipend is not intended to pay the participant for his/her service, but rather is a modest payment that can be used to offset the expense for attending (i.e. transportation or child care). BHA offered participants a one-time $50 stipend as a means of encouraging participation and as a token of appreciation (we anticipate one meeting). The financial impact is insignificant, and we recommend continuing the practice.

Attachments:
1. Resolution
2. Resident Advisory Board (RAB) Nomination announcement in Newsletter
BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 19-_____

APPOINTING SECTION 8 PARTICIPANTS MARIE HOWLETT, RICHARD LAHRSON, SHERRY KING, AND MARK SHIMADA TO THE 2019 RESIDENT ADVISORY BOARD (RAB), AND PROVIDING A ONE-TIME $50 STIPEND FOR MEETING ATTENDANCE

WHEREAS housing authorities that operate the Section 8 program are required to submit an Annual or 5-Year Plan to the U.S. Department of Housing and Urban Development; and

WHEREAS, the Plan process requires appointment of a Resident Advisory Board; and

WHEREAS, the Resident Advisory Board must be appointed by the Housing Authority Board of Commissioners; and

WHEREAS, the Housing Authority followed a reasonable and fair process to identify recipients of a Section 8 rental subsidy to serve on the Resident Advisory Board; and

WHEREAS, BHA received notification from 21 Section 8 participants to serve on the 2019 Resident Advisory Board, four of those were selected to serve. Those selected to serve were selected to serve by a random lottery draw.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to appoint Section 8 participants: Marie Howlett, Richard Lahrson, Sherry King, and Mark Shimada to the 2019 Resident Advisory Board.

FURTHER RESOLVED THAT a one-time stipend of $50 is authorized for attendance at the Resident Advisory Board meeting(s).

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on February 7, 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: ____________________________

William E. Wilkins, Secretary