



Berkeley Housing Authority

**DRAFT MINUTES
BOARD OF THE BERKELEY HOUSING AUTHORITY**

REGULAR MEETING

Thursday, January 12, 2012

**North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709**

6:00 p.m.

CAROLE NORRIS, CHAIR

**VALERIE AGOSTINO
MARJORIE COX
ADOLPH MOODY**

**KATHARINE GALE
DOROTHY HUNT
RICHELIEU HEMPHILL**

1. **Call to Order**

The meeting was called to order at 6:00 p.m.

2. **Roll Call**

Present: Chairperson Norris, Vice-Chair Cox, Commissioners Agostino, Moody and Hunt; commissioner Hemphill arrived at 6:05.

3. **Comments from the Public**

Rose Flippin, Public Housing resident addressed the Board regarding rent subsidy and maintenance issues.

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, and Authority owned rental housing programs, and will inform the Board of potential significant actions/developments which may transpire prior to the next regular meeting.

Executive Director shared highlights from the written status report, including challenges with increasing utilization; owner retention strategy; 2012 Annual Plan process; status of projects

awarded Project Based vouchers in the prior round; possible restricted opening of the S8 Project Based wait list; and changes in the occupancy rate in the Public Housing program. Staff to follow up on question about (a) need to perform Davis Bacon wage monitoring for developments with Project Based assistance, and (b) time limits/covenant included on awards of project based assistance (past and future).

5. **Consent Calendar**

- A. Approval of Minutes: Special Meeting November 17, 2011
- B. Amending the Contract with K&S Property Management, to provide building and grounds maintenance services for the 75 units of BHA owned family rental housing, extending the term through June 30, 2012 for a total of 2.5 year contract term, and increasing the budget authority by \$101,500, for a total of \$457,500 – Tia Ingram, Executive Director & Jesy Yturalde, Finance Manager
- C. Amending the Contract with Sterling Inspection Services increasing the contract authority by \$50,000, for a total not to exceed \$176,900 - Tia Ingram, Executive Director & Jesy Yturalde, Finance Manager

It was moved (Agostino/Hunt) to adopt the consent calendar. Commissioner Gale requested more detail in the minutes to capture, in addition to the action, any critical discussion.

6. **New Business**

- A. Finance Report -- Period Ending November 30, 2011 - Val Agostino, Chair, Finance Committee & Tia Ingram, Executive Director

Commissioner Agostino provided comments on the written budget report; good news is (a) revenues are within projections; (b) anticipated deficit is decreased; and (c) staff is continuing to monitor expenses. Unfortunately: (1) much remains unknown about the level and timing of funding from HUD; (2) the amount and timing of any proceeds from the disposition project remains unknown; and (3) pending some significant infusion of cash, we still anticipate ending the year with a deficit. Commissioner Agostino noted the need to fully understand any restrictions on the use of proceeds from the disposition, and recognition that some of the cash must be used for tenant services.

Item C taken next.

- B. Adjustment of Executive Director's Compensation - Val Agostino & Marjorie Cox, Finance Committee

The Chair proposed that the commission offer Ms. Ingram a 3% wage increase; however, before any vote was taken, Ms. Ingram thanked the Chair and declined the increase.

- C. Interim Recommendation Regarding BHA's Future Operations -Val Agostino & Marjorie Cox, Finance Committee

Commissioner Agostino provided context for the report and recommendations. Commissioner Cox added information about the process (including meetings with staff) to explore each of the recommendations contained in the Quadel report. Discussion centered around: (a) amount of specificity in the recommendations, versus a goal, and allowing staff freedom to develop the means of the achieving same; (b) recognition that absent significant unrestricted proceeds from the disposition project, drastic measures must be taken to reduce costs, with staff expense being the largest line item in the budget; (c) need for the Executive Director to have clear direction before entering negotiations with employee labor unions; and (d) recognition that at least some BHA salaries are significantly higher than market (and other PHAs) and need realignment, independent of the budget situation.

It was moved/seconded (Moody/Hunt) to adopt a revised resolution that accepts (rather than approves in concept the recommendations of) the September 27, 2011 Quadel report and directs staff to prepare a FY 2012-13 budget such that: (a) salary and benefits are reduced overall by at least 10% by July 1, 2012; (b) staffing is reduced by one FTE position by July 1, 2013; and (c) overall operating expense savings sufficient to produce a Section 8 Net Unrestricted Assets reserve equivalent to eight (8) weeks of operating expenses by July 1, 2013 are realized.

D. Status Report: LIPH Repositioning Project (oral) – Tia Ingram, Executive Director

Chairperson Norris provided summary comments on the Feasibility Committee meeting (January 11th) and the 3x3 Meeting with representatives of the City Council (January 11th). Commissioner Cox shared her appreciation for the quality of the presentation made by Related (Lydia Tan, Executive Vice President) at the 3x3 Committee meeting, and suggested a similar presentation be provided for the full Board.

7. **Commissioners' Questions and Matters**

8. **Communications**

9. **Adjournment**

It was moved/seconded (Cox/Moody) to adjourn at 7:40 p.m.

This agenda was posted on the doors of the Berkeley Housing Authority at 1901 Fairview Street, Berkeley, CA 94703; 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, February 9, 2012 at 6:00 p.m. at the North Berkeley Senior Center.

