



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

May 8, 2014

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
DANIEL ROSSI

DOROTHY HUNT
ADOLPH MOODY

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, Hunt, and Moody; Commissioner Rossi arrived at 6:04 p.m.

3. **Ceremonial Matters**

Robert Barrer, Director of Housing Programs for Building Opportunities for Self Sufficiency (BOSS) received the proclamation – recognizing East Bay Housing Organization's 18th Annual East Bay Affordable Housing Week.

4. **Comments from the Public**

No members of the public were present.

The Commissioner approved a request from the Executive Director to defer the closed session until conclusion of the open meeting agenda.

This meeting is held in a wheelchair accessible location. If you need special assistance to participate in the meetings of the Berkeley Housing Authority's Board of Commissioners, please contact Rachel Gonzales-Levine, Reasonable Accommodation Coordinator, at (510) 981-5485, rgonzales-levine@ci.berkeley.ca.us or via California Relay Service (711). Notification 48 hours prior to the meeting will enable the Authority to make reasonable arrangement to ensure accessibility. Please refrain from wearing scented products at the meeting, as attendees may be sensitive to various scents in products and materials, whether natural or manufactured.



5. **Closed Session**

Conference with Labor Negotiators pursuant to the California Government Code Section 54957.6 Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization SEIU 1021.

Conference with Labor Negotiators pursuant to the California Government Code Section 54957.6 Designated representatives: Tia Ingram, Jennifer Bell, James Diamond. Employee Organization Local One.

Executive Director Evaluation

Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: Review of Executive Director's Performance, Fiscal Year 2012-13

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, 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

Highlights from the written report included (a) 99% (50058) reporting for annual recertifications and annual unit inspections; (b) active fair housing complaint/ investigation – issue relates to an excess subsidy received for an additional bedroom granted for a live-in aide; anticipate resolution within the next 2-3 weeks; (c) challenges associated with conveying the reality of how ‘assistance’ is defined for residents of Strawberry Creek Lodge with Tenant Protection Vouchers; these vouchers provide additional cash flow for the project owner; earned admin fee for BHA; but no immediate rent reduction for residents, unless they move off site; (d) need to continue discussions with the City Manager regarding financial assistance for BHA; possibility of award for FY 2014-15; Board Chair and ED to convene a meeting; (e) 2014 Admin Plan has been finalized, including preference categories for homeless applicants engaged with mental health services and households transitioning out of care facilities – maximum award of 5 vouchers per category, per year; (f) initiated the process (recruitment) to fill vacant Office Assistant I (receptionist) position; interviews May 14th; process identified some other administrative compliance issues for BHA as we further implement the independent HR function; (g) ergonomic assessment scheduled for May 29th in effort to ensure appropriate work stations for all BHA employees; (h) RFPs for legal counsel and initial inspection services released May 8th, not May 1st as previously reported; (i) reviewing seven “best practices” utilized in the industry as a means of reducing cost, without adversely impacting service delivery or HUD compliance. The most significant is the inter-jurisdictional portability program – where BHA could conceivably increase revenue by approximately \$114,000 annually; (j) BHA Chair and Exec Dir invited to attend Homeless Task Force meeting to continue discussion about the “homeless continuum”/ roll-over program and associated funding needed to assist BHA with administrative cost associated with the program [reminder that HUD approval is a prerequisite]; (k) processing has resumed for 20 households at the top of the S8 tenant based wait list; goal is to increase program utilization by 5 contracts each month, to offset reductions that occur by natural attrition

(l) shared three new examples (from April) of situations where BHA's voluntary involvement addressed the needs/concerns of senior and disabled households who feared the loss of their rental assistance, and the possibility of becoming homeless.

7. **New Business**

A. Approval of Minutes:

a. Regular Meeting, April 10, 2014

It was moved/ seconded (Hunt/ Agostino; abstain Cox) to approve the minutes as presented.

B. Status of Rehabilitation Project – Berkeley 75 Housing Partners LP (oral report)

▪ Rehabilitation

- *Work complete on Francisco St; families have begun taking occupancy; two units temporarily occupied (Property Manager and returning resident)*
- *Project monitoring by Jon Orcovez for BHA) and Henry Memdoza (for Related); Commissioners now receiving copy of weekly report from Orcovez*
- *Virginia is next site scheduled for completion/ occupancy*
- *Some concern (shared by BHA and Related) about the number, size and documentation of change orders; change orders now estimated to exceed the budgeted \$1,253,094 for the project (15% of project cost)*
- *Unit conversions underway: 4 to 3 bedroom at Virginia St site; 3 to 2 bedroom at Fairview*
- *Some new found challenges have caused some delays; awaiting revised rehab schedule*

▪ Leasing

- *16 units at Francisco St completed, 14 units available for immediate leasing; 5 households under lease as of May 1st; 7 households in processing with BHA; awaiting 2 referrals from Related*
- *7 units at Virginia St under construction; 4 households have been cleared for occupancy; bedroom conversion (4 to 3 bedrooms) under way for a returning household; awaiting two additional referrals from Related*

▪ Financials

- *Initial projection of proceeds (Mar 2012 DDLA) were \$4.8 million; revised proceeds at clost (/Feb 2014) \$2.7 million; City of Berkeley refund of transfer tax (\$232,525) received on April 24th ; revised proceeds \$2.9 million*
- *Received notice from RHCP – that BHA will be required to repay the \$763,689 loan (this repayment was factored into the proceeds calculation, so no further reduction required)*
- *Request from Finance Committee for revised cash flow analysis*

▪ Other

- *Confirmed Related will process rent adjustments as necessary in response to changes that occur in household income during the interim period between “public housing” and “S8” rental assistance*

- Working with Related regarding the additional 5 returning households that will not qualify for a project based voucher contract (increasing the estimated number of units without project based assistance from 5, to 10)
- Ongoing work (oversight) with regard to Related's contractors compliance with Davis Bacon requirements (concern shared by BHA and Related)
- Acknowledged that unit previously taken off line for the maintenance worker now assigned to the property manager; maintenance employee will not reside in a unit within the developmebt
- Positive response from Related to concerns raised relative to the rental application and implementation of screening criteria (especially for homeless applicants)
- Weekly project meetings with Related and BHA staff proving very effective in exchanging important information, and problem solving

C. Finance Report–Period Ending March 31, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturalde, Finance Manager

Written report was distributed to Commissioners; oral highlights provided by Commissioner Agostino (Vice-Chair of the Finance Committee):

- *Positive variances including higher than anticipated revenue (increase in HUD proration); successful cost saving measures; unfilled positions (Housing Occupancy Manager and Office Assistant I).*
- *Negative variances including higher “dispo” cost, primarily the extended employment period for the Property Manager, and maintenance cost; relocation of BHA administrative offices.*
- *Use of approximately \$500,000 of proceeds*
- *654321 Finance committee will have a budget recommendation for the June meeting: continuing resolution; interim budget; or annual budget.*

8. **Commissioners' Questions and Matters**

9. **Communications**

10. **Adjournment**

This agenda was posted on the doors of the Berkeley Housing Authority at 1936 University Ave., Suite 150, Berkeley, CA 94704; at North Berkeley Senior Center, 1901 Hearst Avenue, Berkeley, CA 94709; as well as the Berkeley Housing Authority website, www.cityofberkeley.info/bha. The next Regular meeting of the Board is scheduled for **Thursday, June 12, 2014** at 6:00 p.m. at the North Berkeley Senior Center.

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