



Berkeley Housing Authority

DRAFT MINUTES**BOARD OF THE BERKELEY HOUSING AUTHORITY****REGULAR MEETING****September 11, 2014****North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709****6:00 p.m.****CAROLE NORRIS, CHAIR****VALERIE AGOSTINO
MARVA CREMER
DANIEL ROSSI****MARJORIE COX
ADOLPH MOODY****1. Call to Order***The meeting was called to order at 6:00 p.m. by Chairperson Norris.***2. Roll Call***Present: Chairperson Norris; Commissioners Cremer, Cox and Moody; Commissioner Rossi arrived at 6:10; Commissioner Agostino was absent with prior notice.***3. Comments from the Public***No members of the public were present.*

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.

**4. 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.

The Board was in closed session from 6:10 until 6:40; there were no reportable actions.

5. **Report from the Executive Director**

Executive Director briefed 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 include (a) 99% 50058 reporting with fewer than 10 late annual recertifications or annual inspections; 102% utilization based on budget authority, for 93% leasing (by units); (b) SEMAP certification submitted for FY ending June 30, 2014, certified "High Performer"; results of FY 2013 "remote review" still pending; (b) Strategic Planning project moving forward; Commissioners should have been contacted to schedule interviews; Board directed staff to refrain from setting dates for the group meeting until more of the pre-planning efforts are underway; (c) reminder of need to schedule study session to explore future utilization of project based vouchers, and how they can be used to facilitate development and create a revenue stream for BHA; shared testimonials from other PHAs; Goldfarb and Lipman represents some of the PHAs that are successfully partnering on development partners, and can share from those experiences; (d) alerted Board to concern about potential for slippage in performance in response to unfilled positions, demands on existing staff, and resources used to investigate/ develop additional programs/ services; (e) still no decision from state regarding the RHCP loan, and the \$763k held in escrow; Chairperson Norris and Ingram continue to pursue forgiveness or repayment over several years; (f) Ingram expressed appreciation for the work and detailed monthly finance reports from the Finance Committee; introduced a simplified, condensed report that highlights the major variances, as a format that may be useful for Board members on a monthly basis, with the more expanded report quarterly, or upon request; (g) negotiations are ongoing with Local SEIU 1021 and Local One; the Board was briefed during the closed session; (h) BHA shifted to mandatory direct deposit for HAP effective September 1st; approximately 287 required to visit office to receive subsidy; most are taking the opportunity to sign-up for direct deposit; similar plans in place for participants receiving a utility reimbursement payment; (i) concern that port-out contracts may be absorbed by another PHA, with a significant reduction in BHAs lease-up rate, and earned administrative fee; (j) working closely with Rent Board staff to address surge in owner demands for rents in excess of the Payment Standard, and how to manage the interface between HUD and Measure P regulations; (k) alerted Commission to an unexpected expenditure (approximately \$2,000) to purchase handheld devices (tablets, laptops) for unit inspections; (l) shared concern potential excess subsidy paid when conditions of an approved reasonable accommodation are not met by the family.

6. **New Business**

A. Approval of Minutes:

- a. Regular meeting June 12, 2014
- b. Regular Meeting, July 10, 2014
- c. Special Meeting, July 25, 2014

The meetings of all three meetings were moved/ seconded Moody/ Cox) and approved as presented.

B. Election of Officers

The Commission approved an additional one-year term of Carole Norris, as Chair, and Marjorie Cox, as Vice Chair.

C. **Administrative Plan Revisions**

The Commission did not approve the staff recommendation; requested staff to return with additional information on the number of households impacted by the policy change to align the utility allowance with the family's level of subsidy, not an over-housed situation.

D. **Finance Report–Period Ending June 30, 2014 - Val Agostino, Chair, Finance Committee & Jesy Yturralde, Finance Manager**

Commissioner Cox reported a \$562,209 in FY2014, \$138,185 less than the original projection of \$700,394 at the beginning of the fiscal year and \$214,687 less than our previous month's projection. The significant decrease during the month (\$214,687) was due to (1) HUD's increasing the 2014 pro-ratio for administrative fees to 79% resulting in an additional \$47,000 in revenue; (2) recognition of approximately \$83,000 in Asset Repositioning Fee that we thought we were no longer eligible after sale completion; (3) decline in IT and disposition expenses by approximately \$60,000; and (4) less than anticipated office move expenses. There are adequate reserves in Section 8 and Mod Rehab to cover the deficits in these programs. The deficits in the LIPH and RCHP programs, however will be covered by reserves and some net proceeds from the disposition.

E. **Appointment of Committees –**

a. **Executive Director Annual Evaluation**

Commissioner Rossi will head the evaluation committee; other members to be added as needed. Staff to confirm schedule for review.

b. **Finance/Budget**

Commissioner Cox, and in her absence Commissioner Agostino, reappointed to this committee.

F. **Disposition Project Update (oral)**

Good progress on completing the rehabilitation, including the ADA units; Related management staff increased to provide additional resources needed to complete eligibility/tenant screening; BHA continuing to make final processing a priority; provided an update on the sites rehabbed and placed in service and vacancies per site; rental subsidy payments to owner, and earned administrative fee to BHA to date; staff working on a report that captures all the permanent and temporary relocation efforts; request from Commissioners to receive the information presented orally in written form.

7. **Commissioners' Questions and Matters**

None

8. **Communications**

None

9. **Adjournment**

It was moved/seconded (Cox/Rossi) to adjourn the meeting at 8:15 p.m. in memory of Filomena Esparrago, BHA Senior Accountant, 1975 – 2003.