



Berkeley Housing Authority

DRAFT MINUTES

BOARD OF THE BERKELEY HOUSING AUTHORITY

REGULAR MEETING

July 10, 2014

North Berkeley Senior Center
1901 Hearst Avenue
Berkeley, CA 94709

6:00 p.m.

CAROLE NORRIS, CHAIR

VALERIE AGOSTINO
MARJORIE COX
MARVA CREMER

ADOLPH MOODY
DANIEL ROSSI

1. **Call to Order**

The meeting was called to order by Chairperson Norris at 6:04 p.m.

2. **Roll Call**

Present: Chairperson Norris; Commissioners Agostino, Cox, Moody, Rossi, and newly appointed Cremer.

3. **Ceremonial Matters**

The sitting Chair and Commissioners welcomed newly appointed Commissioner, Marva Cremer to the Board.

4. **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.



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.

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Board returned to open session at 6:29 p.m.; there were no reportable actions.

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.

- 1) HUD: **(a)** *expressed concern about declining utilization in terms of units and now, budget authority; ongoing efforts to increase utilization, including new voucher issuance and owner outreach.* **(b)** *2013 SEMAP review: selected by HUD for a "remote" review of data the Authority self-certified in 2013; data is being gathered in format requested by HUD and will be submitted on/ before the July 25 due date.* **(c)** *Financial Management review: this review is scheduled for Sept 23rd-25th and is being conducted by HUD-Office of Public and Indian Housing, Quality Assurance Division (QAD).*
- 2) Administration: **(a)** *Welcomed Commissioner Creamer; Chairperson Norris shared appointment of Michael Bailey originally scheduled for September 2014, may be pushed back/ withdrawn; some concern by some council members that all Commissioners should be Berkeley residents; asked Mayor Bates to issue a formal announcement/invitation to residents; Commissioner Rossi shared some cities define "resident" as someone who lives or works in the jurisdiction, noting Chairperson Norris' mention that Bailey is a Cal student, residing in Cal student housing.* **(b)** *Strategic planning effort: advised Commission that the "session" is delayed until after the recess to allow for better planning, including necessary interviews and data gathering; recommendation to use the time on July 25th (8:30 a.m. – 12 noon) for an overview of current programs; Commissioners should contact the Executive Director with issues/ questions that would like addressed during the workshop; presenters should include representative from Related to discuss proceeds, and Jon Orcovez, BHA's construction advisor/monitor; Executive Director to arrange a tour of dispo units to take place at conclusion of workshop. Executive Director to poll the Board for a new date for the workshop (other than the suggested week of September 22nd when some commissioners and counsel are not available.).* **(c)** *RHCP Loan. Chairperson Norris and Executive Director Ingram met with Senators Hancock and DeSaulnier and Assemblywoman Skinner – and Claudia Cappio, California Housing Finance Agency, to discuss repayment of the RHCP loan; staff is encouraged by the discussion, and Cappio's commitment to give a final answer by July 15, 2014.* **(d)** *Initial meeting with Koff and Associates – to finalize scope of "human resource plans and policies" contract scheduled for July 15th.* **(e)** *Ongoing negotiations with both labor unions; final proposals due July 16th.*
- 3) Operations: **(a)** *Ongoing efforts to preserve/increase utilization via new voucher issuance and owner attraction.* **(b)** *Ongoing collaboration with Berkeley Police and City Manager's Office to*

address adverse impacts on quality of life issues in "crime hot spots" – including 1500 block of Harmon; 1600 block of Russell; and 2200 block of Bonar. (c) Executive Director shared with Rent Board "Eviction Committee" at recent meeting; questions about BHA programs to serve homeless and disposition issues. Follow up requested: demographics report regarding families subject to relocation and re-housing.

7. New Business

A. Approval of Minutes: Regular Meeting, June 12, 2014

It was moved/seconded (Cox/Agostino) to approve the minutes with one correction: "Moosday" should read "Moody"; Cremer abstained.

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

Chairperson Norris reported a conversation with Related officials earlier in the afternoon regarding construction concerns as raised in weekly reports from BHA construction advisor, Orovecz, and contractor payroll (Davis Bacon wage requirement) issues raised by Executive Director Ingram. Related has consented to taking all appropriate actions to address the concerns and correct the deficiencies, and has already initiated some actions.

C. Approve a Resolution authorizing submission of the Section Eight Management Assessment Program (SEMAP) certification for Fiscal Year ending June 30, 2014

This item authorized staff to submit the SEMAP report once completed; it does not reflect approval of any specific findings. It was moved/seconded (Agostino/Norris) to authorize staff to submit the SEMAP report to HUD.

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

Finance Committee Chair Agostino presented the report with additional comments from Vice-Chair Cox: Budget figures (May) are more refined as we approach the final month of the fiscal year (June); no significant changes from report presented last month; very modest (\$5,000) decrease in annual deficit, now projected approximately \$776k; deficit will be covered by use of proceeds; key unknown remains the amount of disposition proceeds (Finance Manager J. Yturalde not present for meeting).

E. Adoption of FY 2014-15 Budget

Finance Committee Chair Agostino provided an overview of the proposed FY 14-15 budget. Based on current projections, proceeds should extend life of BHA for 15 years (Fiscal Year 2029), assuming no unforeseen expenditures or reduction in proceeds. Very conservative budget; no COLA; no changes in staffing; no new programs; some allowance for activities Executive Director may undertake. Chairperson Norris commended staff and the Finance Committee for the work, and resulting product. It was moved/seconded (Cox/Rossi) to approve the budget as presented.

F. Contract Award - Goldfarb & Lipman, LLC

Finance Committee Vice-Chair Cox clarified that the contract is a "fee for service", with a not-to-exceed amount, and expenditures are only incurred when staff initiates a request for service. It was moved/seconded (Cox/Agostino) to approve the contract as presented. Chairperson Norris expressed thanks and appreciation for the services received to date.

8. Commissioners' Questions and Matters

None

9. Communications

None

10. Adjournment

It was moved/ seconded (Moody/ Cremer) to adjourn at 7:10 p.m.

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 Board will be in recess in August; the next regular meeting is scheduled for **Thursday, September 11, 2014** at 6:00 p.m. at the North Berkeley Senior Center.
