



Berkeley Housing Authority

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Office of the Executive Director

Item 6.E

NEW BUSINESS

January 14, 2016

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From: Tia M. Ingram, Executive Director 

Subject: Authorization to contract for Temporary Professional Services

RECOMMENDATION

Authorize the Executive Director to execute a contract for Professional Services

DISCUSSION

Berkeley Housing Authority (BHA) separated from the City of Berkeley in June 2007, and began operating as an autonomous Authority administering HUD funded Section 8 Voucher and Low Income Public Housing Programs, and a state funded Rental Housing Construction Program. The authorized staffing plan included a Housing Occupancy Manager (HOM) to provide leadership and supervision in the S8 Voucher Program, and a Resident Manager, to provide leadership and supervision in the Public Housing program (the position was eliminated following transfer of the public housing units).

In 2009 the Housing Occupancy Manager position went vacant. The position has remained vacant due to budgetary challenges. Sensing the inability to continue to operate the Section 8 Voucher program effectively and efficiently, the Housing Occupancy Manager position was restored in the FY 2015-2016 budget. However, new budget challenges (primarily further reduction in HUD's proration of Administrative Fees), the decision was made to delay filling of the position.

In June 2015 the Executive Director provided notice of her intent to retire in January 2016; this prompted revisiting the need to fill the Housing Occupancy Manager position.

STATUS

The Board negotiated a revision in Ms. Ingram's retirement date to June 2016. This additional six months provides a very limited, but critical opportunity to strategically assess BHA's strengths, explore options to preserving affordable housing in Berkeley, study various financing options, and as appropriate, determine an appropriate staffing plan. BHA's current Executive Director's involvement in leading this effort is critical, thus reducing the time she had to address the day-to-day affairs of the S8 program.

Staff is proposing a contract with an individual with recent Section 8 Voucher Program experience (i.e. former or current PHA employee) or firm (i.e. NAHRO, Quadel, CGI, etc) that can provide the critically needed hands-on assistance in managing the Section 8 Voucher program, including preserving the commitment to developing staff; providing enhanced service delivery to our clients; and ensuring the highest level of compliance with HUD requirements.

The transition planning process is on a very tight schedule, and the filling of this position is no exception. Thus, in recognition of the hard work and dedication of staff, the Executive Director met with staff on January 11th to share the possibility that BHA will contract for the HOM position. In addition, the Executive Director reached out to both employee organizations (Attachment 2)

- Local One: because the Housing Occupancy Manager position is represented by Local One; and
- SEIU Local 1021: because its members (i.e. Housing Specialists) would be likely candidates for the promotional opportunity.

An additional effort will be made to speak with the representatives before the January 14th meeting to offer to meet and confer.

FINANCIAL IMPLICATIONS OF ACTION

A one-year cost not exceeding \$136,000.

CONTACT PERSON

Tia Ingram, Executive Director, Berkeley Housing Authority, 981-5471
Jesy Yturralde, Finance Manager, 981-5488

Attachments:

1. Resolution
2. January 6, 2016 Memo to Local One and SEIU Local 1021

BERKELEY HOUSING AUTHORITY
RESOLUTION 16-

AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTRACT FOR PROFESSIONAL SERVICES FOR A HOUSING OCCUPANCY MANAGER FOR A TERM NOT TO EXCEED 12 MONTHS

WHEREAS, the Berkeley Housing Authority (BHA) separated from the City of Berkeley in June 2007, utilizing an authorized staffing plan which included a Housing Occupancy Manager (HOM) to provide leadership and supervision in the S8 Voucher Program; and,

WHEREAS, in 2009 the Housing Occupancy Manager position went vacant, and remained so due to budgetary challenges; and,

WHEREAS, the Executive Director will retire in June 2016; and,

WHEREAS, the Executive Director will spend the remaining portion of her tenure to strategically assess BHA's strengths, explore options to preserving affordable housing in Berkeley, study various financing options, and as appropriate, determine an appropriate staffing plan; and,

WHEREAS, BHA's current Executive Director's involvement in leading this effort is critical, thus reducing the time she can address the day-to-day affairs of the S8 program; and,

WHEREAS, the Executive Director has reached out to both unions representing BHA staff, as well as informed staff of this matter;

NOW, THEREFORE BE IT RESOLVED that the Executive Director is authorized to execute a contract for professional services for a term not to exceed one-year, in an amount not to exceed \$136,000 for management services required in the Section 8 Voucher Program

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on January 14, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

Tia M. Ingram, Secretary



Berkeley Housing Authority

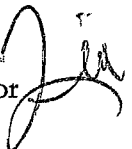
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Office of the Executive Director

MEMORANDUM

January 6, 2016

To: Jeff Apkarian, Local One
 Jose Martinez, SEIU, Local 1021

From: Tia M. Ingram, Executive Director 

Subj: Contract Services – Housing Occupancy Manager

I have had the honor of serving as BHA's Executive Director for the past nine years; I will retire from this position in June 2016. The next six months is a critical period in the life of BHA as the Board celebrates "High Performer" status under HUD's Section Eight Management Assessment (SEMAP) system, and searches for a long-term strategy to address the \$500,000 (\$300,000 with 12 FTE and \$600,000 with 14 FTE) structural deficit created in large part by declining program utilization (due to the surging rental market for which our Payment Standards are noncompetitive) and proration of Administrative Fee.

Transition Period

My focus over the next six months will be working with the Board, HUD and City officials to identify an administrative, operational, and governance structure that will sustain a local BHA. This will necessitate less direct involvement with the day-to-day administration of the Section 8 Voucher program, where some 1,600 families and 700 landlords are served, and where the Authority derives its sole income. The staff without exception has worked hard to establish and maintain a high level of accuracy and service in the administration of the Voucher Program. It is imperative that they continue to have access to technical assistance and support as needed.

Temporary Hire

The Authority has a long history of respecting/protecting the rights and interests of the employees, and providing promotional opportunities whenever possible/practical. With respect to the current need I explored but ruled out:

1. A permanent hire. The Housing Occupancy Manager position is critical to operations, and works closely with the Executive Director, as second in command (for operations). Given the very small management staff, and opportunity for hires, I would like to afford the permanent Executive Director an opportunity to appoint the position.
2. Internal promotion. I next considered a temporary promotional opportunity for existing staff. Each of our Housing Specialists have a decade or more of experience in the program, but none has supervisory experience in the program. Any would be an ideal candidate for such a *training opportunity*, however it is critical that the incumbent be

knowledgeable of the S8 program rules, an excellent communicator (oral and written form), effective as a manager, and able to work without close supervision. Without a senior manager to support the employee and facilitate the growth during the interim assignment, offering a promotional opportunity at this time would be a disservice to the employee.

After much thought and assessment of current needs, I have concluded that the most reasonable, most responsible option for filling this critical position is to contract for services: directly with an individual or via a firm such as Quadel, NanMcKay and Associates, or CGI, for a length of time not to exceed 12 months.

Per the MOU, "*If the Authority finds that it must contract it will provide the Union with at least 60 days advance notice and offer to meet and confer with the Union on the impact of this decision.*" [Local One]

Subcontracting. The parties recognize that it may be necessary for the Authority to contract out some work that cannot be performed by Authority staff because of compliance requirements of HUD and/or time deadlines. When this contract work is necessary it will not result in the layoff or reduction of hours of Authority staff. If the Authority finds that it must contract it will provide the Union with at least 60 days advance notice and offer to meet and confer with the Union on the impact of this decision. [SEIU 1021]

Because of the significant time constraints, I am asking that the union agree to a significant modification of the advance notice period from 60, to 15 days. The BHA Board meets only monthly; the next meeting is scheduled for January 14, 2016. My report will include a recommendation that we contract with an individual and/or association (i.e. NAHRO, Quadel) to perform the functions of the Housing Occupancy Manager. I welcome an opportunity to meet and confer, explore other options, and respond to any questions or concerns.