

BERKELEY HOUSING AUTHORITY

RESOLUTION NO. 16-\_\_

ESTABLISHING THE GOALS TO BE ACHIEVED BY WILLIAM E. WILKINS, EXECUTIVE DIRECTOR, DURING THE ONE YEAR CONTRACT EFFECTIVE JUNE 27, 2016, AND ESTABLISHING THE BASIS FOR MEASUREMENT OF HIS PERFORMANCE FOR EVALUATION

WHEREAS, the Berkeley Housing Authority Board of Commissioners hired William E. Wilkins as Executive Director on June 27, 2016; and

WHEREAS, the Berkeley Housing Authority Board of Commissioners would like to provide a process for the evaluation of William E. Wilkins; and

WHEREAS, the Berkeley Housing Authority Employment Contract entered into on June 27, 2016 states "the Board of Commissioners shall meet with Wilkins to establish goals to be achieved by him during the term of the Contract and pursuant to which his performance will be evaluated"; and

WHEREAS, the Contract further states "the Board will review Wilkins's performance and will provide him with its assessment of whether he is meeting the goals no later than Tuesday, January 17, 2017"; and

WHEREAS, the Berkeley Housing Authority Board of Commissioners has established the goals for Wilkins during the meeting of September 8, 2016.

NOW THEREFORE BE IT RESOLVED by the Housing Authority Board of Commissioners, that the goals for Wilkins's performance, that will be used to provide him with its assessment are attached to this Resolution (Exhibit A).

BE IT FURTHER RESOLVED that the Board will review Wilkins's performance during the regularly scheduled meeting of January 12, 2017, at a closed session.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on September 8, 2016 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_

William E. Wilkins, Secretary

Exhibit A

**BERKELEY HOUSING AUTHORITY BOARD OF COMMISSIONERS**  
**PROPOSED GOALS FOR WILLIAM E. WILKINS, EXECUTIVE DIRECTOR**

**SEPTEMBER 8, 2016 – JUNE 27, 2017**

**I. PROVIDE EXECUTIVE LEADERSHIP AND MANAGE THE DAY TO DAY OPERATIONS OF THE BERKELEY HOUSING AUTHORITY.**

1. LEAD AND MANAGE THE DAY TO DAY OPERATIONS/FUNCTIONS OF THE BERKELEY HOUSING AUTHORITY UNDER THE DIRECTION OF THE BOARD OF COMMISSIONERS SUCH THAT THE AGENCY REMAINS HIGH PERFORMING AND OPERATES WITHIN APPROVED BUDGETARY PARAMETERS.
2. INITIATE AND COMPLETE STAFF EVALUATIONS FOR ALL STAFF
3. START THE FAMILY SELF SUFFICIENCY PROGRAM WITH 37 PARTICIPANTS
4. ENSURE THE ROLL OUT OF PROJECT MOVE UP
5. CONTINUE THE BHA OUTREACH STRATEGY TO OUR CLIENTS AND PARTNERS; REVIEW THE NEWSLETTERS THAT HAVE BEEN USED IN THE PAST AND CREATE A SYSTEMATIC OUTREACH PROGRAM TO OUR CLIENTS AND PARTNERS TO ENSURE THAT THE BHA CONTINUE TO BE AN INTEGRAL PART OF THE CITY OF BERKELEY'S HOUSING PROGRAMS, AND THAT OUR CLIENTS UNDERSTAND WHAT WE DO, AND HOW WE CAN HELP THEM.
6. BE THE BHA POINT OF CONTACT WITH HUD, AND OUR NEIGHBORING HOUSING AUTHORITIES; MONITOR FEDERAL LEGISLATION AND ENSURE THE BOARD OF COMMISSIONERS IS INFORMED ABOUT OPPORTUNITIES TO ENHANCE THE BHA OPERATIONS.
7. ANALYZE DAY TO DAY OPERATIONS OF THE BHA FOR OPTIMUM EFFICIENCY AND STREAMLINING, WHILE CONTINUING SUPERIOR CLIENT SERVICES THAT THE BHA HAS BEEN KNOWN FOR. MAKE RECOMMENDATIONS TO THE BOARD ON HOW TO OPTIMIZE DAY TO DAY OPERATIONS; CREATE A STRATEGY AND OPPORTUNITY FOR FUTURE UNION NEGOTIATIONS THAT ALLOW THE BHA TO BE CREATIVE AND EFFICIENT.

- **TIMEFRAME: ONGOING**

**II. CREATE STRATEGIC DIRECTION THAT WILL ENSURE A VIABLE AND PRODUCTIVE BERKELEY HOUSING AUTHORITY**

1. CREATE A STRATEGIC DIRECTION AND SET OF OPTIONS FOR THE USE OF DISPOSITION PROCEEDS. ENGAGE THE BOARD TO BUILD OUT AND AFFIRM THE STRATEGY AND LEAD A STRATEGIC DISCUSSION WITH THE BOARD (AND OTHER STAKE HOLDERS – AS APPROPRIATE) ON THE BEST USE OF PROCEEDS INTO THE FUTURE.

- **TIMEFRAME: JANUARY 2017**

2. REFRESH THE PBV PROGRAM BY DEVELOPING A RATIONALE FOR PBV CONTRACT AWARDS AND RENEWALS WHILE CREATING A STRATEGY THAT WILL ALLOW THE BHA TO PROJECT BASE A MAXIMUM NUMBER OF VOUCHERS, IDEALLY 50% OF AVAILABLE HCVs.

- **TIMEFRAME: MARCH 2017**

3. WORK WITH THE CITY OF BERKELEY AS THEY CREATE A NEW NEXUS PROGRAM TO ENSURE THAT UNITS RE SET ASIDE IN THAT PROGRAM FOR HOUSEHOLDS BELOW 50% OF AREA MEDIAN INCOME AND MAXIMIZE THE ABILITY OF PLACING HOUSING CHOICE VOUCHERS IN THOSE NEWLY CREATED UNITS REQUIRED TO BE AFFORDABLE BY THE CITY OF BEKELEY.

4. ASSESS THE FEASIBILITY OF A LINE OF BUSINESS THAT ENABLES BHA TO PROVIDE LEASING AND COMPLIANCE SERVICES TO INCLUSIONARY UNITS AND OTHER BELOW-MARKET RATE UNITS IN THE CITY.

5. WORK WITH THE CITY OF BERKELEY, THE BERKELEY PROPERTY OWNER'S ASSOCIATION AND OTHER PARTNERS TO CREATE INTEREST IN THE SECTION 8 PROGRAM. CONNECT WITH BUSINESS LEADERS IN THE CITY OF BERKELEY TO ADVANCE THEIR KNOWLEDGE AND SUPPORT OF THE BHA AND HVC PROGRAM. LOOK AT STRATEGIES EMPLOYED BY NEIGHBORING AND NATIONAL HOUSING AUTHORITIES AND WORKING WITH OUR PARTNERS, DEVELOP A LOCAL STRATEGY TO INCREASE THE NUMBER OF LANDLORDS WHO WILL TAKE HOUSING CHOICE VOUCHERS BY 25.

- **TIMEFRAME: JUNE 2017**