MINUTES

MEETING OF THE BOARD OF
THE BERKELEY HOUSING AUTHORITY

MAY 12, 2008
6:00 P.M.

North Berkeley Senior Citizens Center
1901 Hearst Street
Berkeley, CA 94703

1. Call to Order – The meeting was called to order at 6:05 p.m.

2. Roll Call

Carole Norris, Chair
MELISSA MALE  WISE ALLEN
MARJORIE COX  DOROTHY HUNT
MICHAEL MCBRIDE  ADOLPH MOODY

Board Members Present: Allen, Moody, Male, Hunt, Chair person Norris
Board Members Absent: McBride, Cox

3. Comments from the Public

One person of the public provided comments to the Board.

4. Consent Agenda

Items on the Consent Agenda are considered routine and do not require separate discussion. If discussion is necessary, or if a member of the public wishes to comment on any item, the item may be removed from the Consent Agenda and considered separately. Questions of clarification may be considered by Board Members without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

A. Approval of Minutes: Regular Board meeting held on April 21, 2008.
Action: Moved, seconded, carried (Hunt/Wise; Abstain: None; Absent: McBride, Cox)
Adopted unanimously with one minor revision to reflect “Roll Call” to show McBride and Hunt present, but arriving after the start of the meeting (“Roll Call” originally showed them “absent” with their arrival recorded later in the minutes).
5. Report from the Executive Director
Executive Director briefed the Board on the status of activities of the Housing Authority since the last meeting, providing oral highlights from the written status report included in the packet.

6. Old Business

A. Utility Allowance Schedule for Section 8 Housing Choice Voucher Program and Utility Allowance Schedule for the Low Income Public Housing Program
From: Executive Director
Recommendation: Adopt a resolution (1) establishing a revised Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program effective June 30, 2008 and (2) establishing a revised Utility Allowance schedule for the Low Income Public Housing Program effective June 30, 2008.
Action: Moved, seconded, carried (Wise/Male; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-19 authorizing the Executive Director to establish a revised Utility Allowance Schedule for the Section 8 Housing Choice Voucher Program and the Low Income Public Housing Program effective June 30, 2008 with (a) commissioner Moody expressing concern that the methodology provided by the Nelrod Consulting Group did not include actual consumption data; and (b) the understanding that their may be revision to the Utility Allowance at another time.

7. New Business

A. Request for Proposals for Janitorial Service
From: Executive Director
Recommendation: Authorize the Executive Director to issue a Request for Proposals for janitorial services for the Housing Authority office beginning July 1, 2008.
Action: Moved, seconded, carried (Hunt/Wise; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-20 authorizing the Executive Director to issue a request for Proposals for janitorial services for the Housing Authority office beginning July 1, 2008.

B. Contract for An Accessibility Survey for Berkeley Housing Authority Owned and Managed Properties
From: Executive Director
Recommendation: Authorize the Executive Director to negotiate final terms and execute a contract with one of the three respondents to the Request for Proposals, not to exceed $30,000.
Action: Moved, seconded, carried (Wise/Hunt; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-21 authorizing the Executive Director to negotiate final terms and execute a contract with one of the three respondents to the request for Proposals, not to exceed $30,000.
C. **Contract with Patel and Associates, CPA for Independent Single Audit Services**
   From: Executive Director
   **Recommendation:** Authorize the Executive Director to execute a one-year contract with a one-year option with Patel and Associates as the Independent Public Auditor for Single Audit Services for Fiscal Years ending June 30, 2008 and June 30, 2009.
   **Action:** Moved, seconded, carried (Wise/Hunt; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-22 authorizing the Executive Director to execute a one-year contract with a one-year option with Patel and Associates as the Independent Public Auditor for Single Audit Services for Fiscal Years ending June 30, 2008 and June 30, 2009.

D. **Limited Opening of the Section 8 Housing Choice Voucher, Project Based Wait List for applicants 62 years or older or diagnosed with AIDS or HIV**
   From: Executive Director
   **Recommendation:** Open the Section 8 Housing Choice Voucher, Project Based Wait List continuously for applicants 62 years or older or those with an AIDS or HIV diagnosis to create a pool of applications for specially targeted units in Properties with Section 8 Project Based assistance.
   **Action:** Moved, seconded, carried (Wise/Hunt; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-23 authorizing the Executive Director to open the Section 8 Housing Choice Voucher, Project Based Wait List continuously for applicants 62 years or older or those with an AIDS or HIV diagnosis to create a pool of applications for specially targeted units in Properties with Section 8 Project Based assistance.

E. **Request for Proposals for Housing Quality Standards and Uniform Physical Conditions Standards Inspection Services**
   From: Executive Director
   **Recommendation:** Authorize the Executive Director to issue a Request for Proposals for inspection services to comply with the Housing Quality Standards (HQS) for the Section 8 Program and the Uniform Physical Conditions Standards (UPCS) for the Low Income Public Housing Program.
   **Action:** Moved, seconded, carried (Wise/Hunt; Abstain: None; Absent: McBride, Cox) to adopt Resolution 08-24 authorizing the Executive Director to issue a Request for Proposals for inspection services to comply with the Housing Quality Standards (HQS) for the Section 8 Program and the Uniform Physical Conditions Standards (UPCS) for the Low Income Public Housing Program.
F. **Approve the Logo Design for the Berkeley Housing Authority**  
*From:* Executive Director  
**Recommendation:** Approve the final design concept for the Berkeley Housing Authority.  
**Action:** Moved, seconded, carried (Wise/Male; Abstain: None; Opposed: Hunt; Absent: McBride, Cox) to adopt Resolution 08-25 to use design concept #1 as the basis for the final design and move forward with implementation.

G. **Update on the Status of Housing Authority Improvement efforts under the Memorandum of Agreement and Corrective Action Plan with the U.S. Department of Housing and Urban Development**  
*From:* Executive Director  
**Recommendation:** Hear the presentation and provide feedback to staff.  
**Action:** (a) Presented updated spreadsheet of MOA and CAP action items; no questions from the Board; (b) Power point presentation of finance indicators and introduction to annual budget process; staff to schedule finance retreat date after June 3, 2008.

8. **Information**  
No items.

9. **Closed Session**  
No items.

10. **Adjournment**  
The meeting adjourned at 7:22 p.m.