



Berkeley Housing Authority

Special Board Meeting

Minutes

DRAFT

Thursday, November 21, 2024

4:01 pm

1. **Call to Order** The meeting was called to order at 4:13 p.m.
2. **Roll Call** All present except (Commissioner Davis, absent & arrived at 5:15 p.m., Commissioner Matthews, absent & arrived at 4:15 p.m., Commissioner Thomas-Rodriguez, absent & arrived at 5:15 p.m. via teleconference for just cause).

3. **Agenda Adjustments**

Re-Ordered as follows:

Item# 1; Call to Order, stayed.

Item# 2; Roll Call, stayed.

Item# 3; Agenda Adjustments, stayed.

Item# 4; Comments from the Public, stayed.

Item# 8; Closed Session moved before (Item# 5; Approval of Minutes).

Item# 7; New Business (a,b,c,d,e), followed after (Item# 8; Closed Session).

Item# 6; Report from the Executive Director, followed after (Item# 7; New Business; (a-e).

Item # 5; Approval of Minutes; followed (Item#6 & moved before Item# 9; Commissioners' Questions & Matters).

Item# 9; Commissioners' Questions & Matters, stayed.

Item# 10; Communications, stayed.

Item# 11; Adjournment, stayed.

4. **Comments from the Public:** Jhaila Brown, Goldfarb; Legal Counsel shared her presence.

5. **Approval of Minutes**

September 12, 2024 - Regular Board Meeting minutes were approved with the following corrections;

correction to roll call;(Commissioner Thomas-Rodriguez, absent, Commissioner Davis, absent & arrived at 6:13 p.m., & Commissioner Matthews, absent & arrived at 5:34 p.m.), correction to the Executive Directors report; Union information was put on hold to an upcoming Executive Director report, -correction to the spelling of the name of the Section 8 program, (motioned by Commissioner Thomas-Rodriguez, seconded by Commissioner Matthews, all in favor except Commissioner Davis, absent & arrived at 6:13 p.m.)

6. Report from the Executive Director

BHA, Executive Director, James Williams, (ED) explained the identification of Small Area Fair Market Rates (SAFMR) in relation to the City of Berkeley zip codes and the applicable BHA footprint within these areas. The SWOT analysis approach for BHA was discussed. Pros & Cons of the agency's public functionality within its dwelling space was discussed. Pros & strategies for Landlord outreach was visited.

7. New Business:

- a) Berkeley Housing Authority Fiscal Year 2025 Moving to Work Supplement Amendment to the Annual Plan; vote to amend the Berkeley Housing Authority Fiscal Year 2025 Moving to Work Supplement Amendment post the public hearing period;
Shara Jones, PHA Strategies LLC provided history of the timeline for phasing out the BHA FSS program. Explaining the process that the approval of this item completes the formal process to properly close out the formerly closed FSS program per HUDs request using the formal hearing process. Amendment, Board Resolution, along with Certificate of Compliance was approved (motioned by Vice Chair Kashani, seconded by Commissioner Rossi, all in favor, 1 absent).
- b) Approve a resolution authorizing the Executive Director to amend & to ratify payments made in excess of the contract amount & extend the terms for the Human Resource Services through June 30, 2025;
Chair Chris Schildt explains all Resolutions for Item# 7B, 7C, 7D were all explained in the previous meeting and tabled due to the reporting language in the reports. ED reports that nothing has changed since the last BOC meeting when this item was approved & then tabled due to the reporting language. It was explained that inspection services were transferred in-house but there is an administrative aspect of the process that remains to be transitioned in-house meanwhile hiring for those responsibilities is fulfilled. This item was approved (motioned by Vice Chair Kashani, seconded by Commissioner Matthews, all in favor, all present).
- c) Approve a resolution authorizing the Executive Director to amend & to ratify payments made in excess of the contract amount & extend the terms for the Administrative Components of Inspection Services Contract with OutsourcIT, Inc. through June 30, 2025;
Chair Chris Schildt explains all Resolutions for Item# 7B, 7C, 7D were all explained in the previous meeting and tabled due to the reporting language in the reports. ED reports that nothing has changed since the last BOC meeting when this item was approved & then tabled due to the reporting language. This item was approved (motioned by Commissioner Levine, seconded by Commissioner Matthews, all in favor, all present).
- d) Approve a resolution authorizing the Executive Director to amend & to ratify payments made in excess of the contract amount & extend the terms of the Housing Choice Voucher Project Based (HCV)/(PBV) Services Contract;
Chair Chris Schildt explains all Resolutions for Item# 7B, 7C, 7D were all explained in the previous meeting and tabled due to the reporting language in the reports. ED reports that nothing has changed since the last BOC meeting when this item was approved & then tabled

due to the reporting language. This item was approved (motioned by Commissioner Levine, seconded by Commissioner Matthews, all in favor, 1 absent; Commissioner Davis).

- e) Report from the Finance Department as of September 30, 2024, this report is intended to provide information about the BHA Finance Department activities; Jesy Yturalde presented details line itemized fiscal finance budget in detail. Two-Year-Tool used by HUD was reviewed. The financial information was analyzed by All Commissioners, strategic points were weighed out & offered following questions & answers.

8. **Closed Session:**

Closed session adjourned with nothing to report.

9. **Commissioners' Questions and Matters:** *None*

10. **Communications:** *None*

11. **Adjournment:**

Moved by Vice Chair Kashani and seconded by Commissioner Levine, the meeting was adjourned at 5:20 p.m. (All were present & in favor except Commissioner Thomas-Rodriguez, absent).