



## Berkeley Housing Authority

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*Office of the Executive Director*

Item 7F

NEW BUSINESS

June 19, 2025

To: Honorable Chairperson and  
Members of the Housing Authority Board

From: James Williams, Executive Director

Subject: Adopt a Resolution for the Third Amendment of Human Resource Services  
Contract with Rhonda Willis dba WillConsult.

### RECOMMENDATION

Approve a resolution authorizing the Executive Director to amend increasing the contract amount by \$35,000 for a not to exceed amount of \$101,000; ratify prior payments in excess of the contract amount; and extend the term of the Human Resource Services Contract with Rhonda Willis dba WillConsult through June 30, 2026.

### BACKGROUND

On September 21, 2023, the BHA Board adopted a resolution authorizing the Executive Director to execute a three-month Contract dated September 21, 2023 through December 31, 2023 with Rhonda Willis dba WillConsult for an initial amount of \$20,000 to provide Human Resource consulting services for the following services, (A) Create and/or review and update position descriptions for all positions (B) Review and update performance management system and all related components. (C) Provide Human Resources related organizational effectiveness assessment and implementation of recommended and client approved changes/updates. This function includes, but is not limited to, staff allocation/reallocation, alignment of strategic goals with staffing resources, communication and training initiatives, and work culture/inclusiveness. (D) Development of recruitment and retention strategies and practices that are aligned with the organization's mission, strategic goals, and in adherence with regulatory requirements. (E) In-depth analysis and assessment of all fringe benefit programs currently in place and creation of an 'At a Glance' type of document to be utilized as a reference tool for staff and recruitment tool for prospective hires. (F) Coaching and counseling for management staff on performance/conduct matters, current/ changing employment law, emerging/evolving workplace trends and other relevant topics as needed and requested. (G) Evaluation of record-keeping systems including, but not limited to, file maintenance/retention, HRIS, and compensation/payroll procedures and practices; implementation of changes where advised and approved. (H) Review and update of Employee Handbook and extraneous policies and practices. (I) Advise management and staff on critical workplace protections including, but not limited to, Equal Employment Opportunity (EEO), Discrimination and Harassment (Title VII), Health Insurance Portability and Accountability Act (HIPAA), Family Medical Leave Act (FMLA), American with Disabilities Act (ADA), and other employment/labor laws and regulations. (J) Provide analysis and counsel on Labor Agreements; communicate with Union representatives as needed and/or required. (K) The

Services will also include any other consulting tasks which the Parties may agree on. The Consultant hereby agrees to provide such Services to the Client.

On January 1, 2024, BHA approved the first amendment of the Human Resource Services Contract increasing the payable amount by \$10,000 to \$30,000 and extended the term through September 20, 2024.

On September 12, 2024, BHA approved the second amendment increasing the amount by \$36,000.00 to \$66,000.00. This contract ends June 30, 2025.

As of May 2025 the total payments made to this contract were \$68,135.73, exceeding the 2<sup>nd</sup> amendment contract amount by \$2,136. We estimate an additional \$3,000 charges through June 30, 2025 and \$30,000 for FY2026, thus this request for \$35,000.

In line with BHA's goal to increase and improve the BHA Human Resource Services, BHA requires external support to process the BHA Human Resources functionalities. Rhonda Willis dba WillConsult' familiarity with the Berkeley Housing Authority will greatly aid in completing various pending tasks, i.e: SWOT Analysis & hiring, & contribute in resolving the ongoing tasks.

#### STATUS

The SWOT Analysis & hiring is ongoing.

#### FINANCIAL IMPACTS

\$5,000 to be allocated in BHA budget; FY24-25.

\$30,000 to be allocated in BHA budget; FY25-26.

#### CONTACT PERSON

James Williams, Executive Director, 510-981-5485

Attachments:

1. Resolution – Human Resources Services

## BHA RESOLUTION NO. 25-17

AUTHORIZE AND APPROVE THE THIRD AMENDMENT TO THE CONTRACT FOR HUMAN RESOURCE SERVICES BETWEEN THE BERKELEY HOUSING AUTHORITY ("BHA") AND RHONDA WILLIS DBA WILLCONSULT CONSULTING FIRM INCREASING THE CONTRACT AMOUNT BY AN ADDITIONAL \$35,000 FOR A NOT TO EXCEED AMOUNT OF \$101,000; RATIFY ALL PAYMENTS MADE IN EXCESS OF THE CONTRACT; EXTEND THE TERM THROUGH JUNE 30, 2026; AND AUTHORIZE AND DIRECT THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE AMENDMENT TO THE CONTRACT AND ANY OTHER RELATED DOCUMENTS.

WHEREAS, the Housing Authority of the City of Berkeley ("BHA") is a Housing Authority duly created, established and authorized to transact business and exercise its powers, all under and pursuant to the provision of the Housing Authorities Law which is Part 2 of Division 24 of the California Health and Safety Code commencing with Section 34200 et seq.;

WHEREAS, pursuant to the Housing Authorities Law, BHA is authorized to make and execute contracts and other instruments necessary or convenient to exercise its powers;

WHEREAS, BHA is in need of support to administer its Human Resources and related services;

WHEREAS, BHA and Consultant entered into that certain Contract for Human Resource Services dated September 21, 2023 ("Contract"), with a three-month term, for an initial amount of \$20,000 with a maximum payable contract amount of \$20,000;

WHEREAS, on January 1, 2024, BHA approved and authorized the 1st amendment to the Human Resources Contract increasing the payable amount by \$10,000 to the maximum payable total to \$30,000; extending the contract's end date to September 20, 2024.

WHEREAS, on September 12, 2024, BHA approved and authorized the 2nd amendment to the Human Resources Contract increasing the payable amount by \$36,000 to the maximum payable total to \$66,000; and extending the contracts end date to June 30, 2025.

WHEREAS, due to the anticipated continuous scope of work needed, for the Human Resources services, BHA desires to increase the maximum contract amount by an additional \$35,000 from (\$66,000 to a not to exceed amount of \$101,000); and extend the term through June 30, 2026 to allow the Consultant to fully address all of BHA's needs in connection with the administration of its Human Resources Services.

WHEREAS, except for the increase in the maximum Contract amount by an additional \$35,000 from (\$66,000 to \$101,000) and extending the term through June 30, 2026, all other respects, the contract dated September 21, 2023, shall remain in full force and effect, no other changes will be made under the Contract, and

NOW, THEREFORE BE IT RESOLVED, that all of the recitals set forth above are true and correct and incorporated herein by this reference;

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorize and approve the 3rd amendment to the Contract for Human Resource Services dated September 21, 2023 ("Contract") between the Housing Authority of the City of Berkeley("BHA") and Rhonda Willis

dba WillConsult ("Consultant") to increase the maximum Contract amount by an additional \$35,000 for a not to exceed amount of \$101,000; extend the term through June 30, 2026; and all other substantive terms and provisions of the Contract shall remain unchanged;

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 19, 2025, by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
James Williams, Secretary