



Berkeley Housing Authority

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Office of the Executive Director

Item 6
ED REPORT
July 17, 2025

To: Honorable Chair and Members of the Berkeley Housing Authority Board From:

James E. Williams, Executive Director

Subject: Monthly Report

Report from the Executive Director:

This report is intended to provide the Board of Commissioners with information pertaining to the general administration of the Agency since the last meeting. It will also provide important information on matters that may affect operations prior to the next scheduled meeting.

MTW

BHA is currently exercising fungibility under its MTW status, which has a positive impact on its 2026 Budget. HUD has approved all waivers under the MTW program.

Increase Voucher Utilization Rates

Utilization remains at approximately 70% and is expected to increase by year-end once all vacant positions have been filled.

Improve Customer Service

All BHA forms are currently on BHA's website and can be accessed and signed electronically. The new telephone contract is in place but not yet operational, with an anticipated online launch in August 2026.

Develop the nonprofit Affordable Housing Berkeley Inc..

BHA is currently engaged with both the City of Berkeley and the BART Transit Authority. BHA is looking to partner with the City and Bart on the redevelopment of the Ashby Bart Station. Meetings are scheduled with both; more details will follow as the conversations develop.

Concerns

1. Staffing / Team Building
2. Relationship with the City
3. SWOT Analysis
4. New Office Space
5. 700 Forms (Staff & BOC)
6. Conflict of Interest Form (BOC Develop)
7. Sexual Harassment Training (Online State Webpage)
8. Increase in signature authority from \$50k to \$100K
9. CEO Evaluation (November)