



Berkeley Housing Authority

Minutes

Special Board Meeting

Draft

BOARD OF THE BERKELEY HOUSING AUTHORITY

Wednesday, August 7, 2024

5:31 pm

1. **Call to Order** *The meeting was called to order at 5:31 p.m.*
2. **Roll Call** *All present, except (Commissioner Davis, & Commissioner Thomas-Rodriguez, absent & arrived at 6:15 p.m., Commissioner Matthews, arrived at 5:34 p.m.).*
3. **Comments from the Public** *None*
4. **Approval of Minutes**

June 13, 2024 - Regular Board Meeting minutes were approved. Moved by Commissioner Kashani, & seconded by Commissioner Rossi (All in favor except Commissioner Davis, absent & Commissioner Thomas-Rodriguez, absent).

5. **Report from the Executive Director**

BHA, Executive Director, James Williams introduced new hire, certified Mr. Shawn Harvey, BHA Inspector, he worked under the BHA, iSterling, LLC Inspections Contract for the BHA Inspections Services for over 15 years, most of BHA residents are familiar & fond of Mr. Harvey, he introduced himself & the Board welcomed him aboard. Mr. Williams reported the iSterling full service contract was reaching completion, it was time to transition the service in-house, a contract not to exceed \$5k will be issued to iSterling, LLC for supportive services meanwhile the Inspections Department continues to be looked at & other policies are identified & realized in collaboration with the Union, details will be provided at a later date. iSterling, LLC had contractors available around the clock, now that the position is in-house we will issue a contract for continued support during regular business downtimes, the amount of time needed is under review to determine an annual budget & workforce for possible supportive services contract on an annual basis. Secondly, it was recommended that there is dire need for filling additional Staff positions where two key positions have been put on hold while the union contract is finalized because language may be revised in proposition that the new positions are solicited to include cross training & additional functions outside of the current job descriptions, which is an activity that Unions have some sorts of restrictions around but given the nature of the BHA Staff there may opportunity to prove cross training has advantages, pointing out that the already currently demanding workload for staff in the Section Eight & Inspections Departments will also be assuming the work load for 30 new participants from the current 2022 Waitlist who have begun to look to lease & increase the Utilization Rate since 7/30/24. Commissioner Levine inquired about the Inspections Departments turnaround timeframe from inspection request to an inspection taking place. BHA estimates that it takes 2 to 3 days. The departments organizational chart continues to be worked on as the direction of this year's structured plan & training that was in place was delayed & took a new path with staff turnover occurring earlier this year while BHA continues to carry out the goals in place for its departments.

In terms of vouchers, Mr. Levine suggests encouraging & educating the program Landlords & Participants on how to connect and use avenues such as AffordableHousing.com formerly known as GoSection8.com. Mr. Williams shares that the BHA's Unit Listing is currently used, distributed, & sought after, an updated list it is posted on the BHA Website & lobby every Thursday on a weekly basis. Mr. Williams commends BHA Manager, Tracy Jackson for assuming the Section Eight Departments dynamics and staying ahead of the barriers that arise in the Section Eight community. Commissioner Kashani, Matthews & Board acknowledges BHA, Executive Assistant, Iliana Richards organizational skills with supporting the Board.

6. **New Business**

a.) Resolution authorizing the Executive Director to execute a contract for Legal Services with the Law Offices of Goldfarb & Lipman, LLP for an initial term of two years, with three one-year options: contract authority not to exceed \$46,000 in year one; \$46,000 in year two; and \$46,000 in each of the three (3) one-year renewal options. Commissioner Rossi compares contract totals from previous contract years & Vice Chair Levine inquires about the contract renewal payment schedule over the span of the initial two years & additional three-year renewal options, BHA Management Team explains proposed total price of services difference, terms, & payment schedule. Resolution # 24-05, Adoption Authorizing the E.D., to execute a contract for Legal Services by Goldfarb & Lipman, LLP for an initial 2 yr term w/ three consecutive, one-year renewal options at 46K/yr was approved. Moved by Commissioner Kashani & seconded by Commissioner Rossi, (All in favor except Commissioner Davis, absent & Commissioner Thomas-Rodriguez, absent).

8. **Commissioners' Questions and Matters- None**

9. **Communications- None**

10. **Adjournment**

Moved by Commissioner Kashani and seconded by Commissioner Matthews, the meeting was adjourned at 6:19 p.m. (All were present & in favor except Commissioner Thomas-Rodriguez, absent).