



Berkeley Housing Authority

**DRAFT MINUTES**  
**Special Board Meeting**

**BOARD OF THE BERKELEY HOUSING AUTHORITY**

**Thursday, September 21, 2023**  
**5:31 pm**

1. **Call to Order** *The meeting was called to order at 5:54pm*
2. **Roll Call** *All present.*
3. **Comments from the Public** –
4. **Consent Calendar** - *None*
5. **Approval of Minutes:** August 17, 2023 Special Board Meeting *Moved and seconded by Vice Chair Levine and Commissioner Kashani, the Minutes of the August 17, 2023 meeting were approved. (All in Favor)*

**6. Report from the Executive Director** – *The BHA Executive Director reported that Grant Consulting Firm continue to review the HCV program. The engagement aims to increase voucher utilization rate and ensure compliance. He is also continuing to work with the Berkeley City Colleges on the BHA Landlord Engagement Specialist Program; the goal is to bring new landlords into the programs and retain existing landlords. An HR consultant will join the BHA staff beginning September 25, 2023 and will assist in the onboarding steps for the Berkeley City College student interns that are selected for the upcoming program. All BHA staff have completed Customer Service Training; staff will remain replying to all emails and calls within 24 hours. James Williams is also working with HUD for free technical assistance including operational training for Finance staff, the Board and MTW related work. The BHA office will be closed on October 19<sup>th</sup>, 2023 for a staff team building exercise. HUD is working with the BHA Director towards operational training along with big picture MTW work merging with BHA. Chair Schildt suggested having the dashboard included in the next Executive Director's report.*

**7. New Business**

*A. Public Hearing – FY24 MTW Supplement. Item 7.A was moved after Item 5, before the Report from the Executive Director (Item 6). The FY24 MTW supplement public hearing was opened at 6:22 p.m. There were no comments from the public. Moved and seconded by Commissioners Kashani and Rossi, the public hearing was closed at 6:25 p.m. (All in favor).*

*B. Chair and Vice Chair Election- Moved and seconded by Comm. Kashani and Rossi, the current Chair and Vice-Chair were re-elected a one-year term. Both Chair Schildt and Vice-Chair Levine accepted the nomination. (All in Favor)*

*C. BHA Finance Report, June 30, 2023- Jesy reported the unaudited financial statements for FY ending June 30, 2023 that reflects a net operating income of \$314,398. This is a significant change from the \$410,857 deficit projected at the beginning of the year. Jesy reported that this net income is tentative because there are still year-end entries that have not been posted yet; like the GASB adjustments for OPEB and Pension. The change primarily came from improved administrative fees due to increased administrative fee rates and pro-ration, as well as savings in employee benefits due to turn-over and vacancies. Jesy reported that the Two-Year-Tool anticipates excess HAP of \$3.6 million on December 31, 2023. She also reported that BHA received the \$433,688 share residual income from Berkeley 75 applied towards the Note and Accrued Interest.*

8. **Closed Session:** Public Employee Performance Evaluation; Government Code section 54957 (b); Title: Executive Director – *No closed session*

9. **Commissioners’ Questions and Matters**

A. Board Appointment. *The City of Berkeley Mayor has appointed a new Board Member, Ayanna Davis, to take the Oath or Affirmation during next regular board meeting October 12, 2023. Soon to fill the 7<sup>th</sup> Board member to replace retired Commissioner Moody.*

B. *Chair Schildt suggested including a standing item under “Communication” for resident representative board members to bring concerns of clients/participants.*

9. **Communications** -None

10. **Adjournment** *Moved and seconded Comm. Kashini and Thomas- Rodriguez the meeting was adjourned at 7:58 p.m. (All in favor).*

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This agenda was posted on the doors of the Berkeley Housing Authority at 1947 Center Street, Berkeley, CA 94704; as well as the Berkeley Housing Authority website [www.cityofberkeley.info/bha](http://www.cityofberkeley.info/bha). The next Regular Board meeting is scheduled for October 12, 2023, at 5:31 pm at the 1947 Center Street, Berkeley, CA 94704.

