



Berkeley Housing Authority

Minutes
Regular Board Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, September 12, 2024
5:31 pm

1. **Call to Order** *The meeting was called to order at 5:36 p.m.*
2. **Roll Call** *All present except (Vice Chair Levine, absent & Commissioner Davis, absent & arrived at 6:13 p.m., Commissioner Rossi, absent & arrived at 5:39 p.m.).*
3. **Comments from the Public** *None*
4. **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.)

** ***Note-Item Re-Ordered:**

(Item # 5, Report from the Executive Director) was moved ahead of (Item# 7, Closed Session).

5. **Report from the Executive Director**

BHA, Executive Director, James Williams, (ED) introduced BHA neighbor Mr. Brown, Diversity Officer, COB. ED reported, the previously signed Resolution# 23-18; (Moving to Work (MTW) Housing Choice Voucher (HCV) Funds) proved to have eliminated an offset risk & or recapture based on (3.3 MIL). HUD has contacted BHA with approval confirmation that fund accounting is open for re-allocation between the agencies fund accounts at the agency's discretion. The Finance Department will target allocations & will report the decided allocations to HUD. HUD was apologetic for not providing BHA with a Technical Assistant & asked for an invitation to visit BHA scheduled for early October.

Ms. Barnes participated in leading an initiative to receive 25 Foster Youth Independent Vouchers (FYI) with an estimated potential proceed of \$900k/20yr span. Work on this project is scheduled to begin upon completion of Union negotiations. There were updates on Union negotiation schedules & for the Memorandum of Understanding (MOU) between COB & BHA, Mr. Brown was recognized for his support with this matter. BHA Website implementation update was provided & is scheduled to launch pending Information Technology requirements. A Staff suggestion Drop Box is available for open & anonymous suggestions & comments which will be addressed at monthly Staff meetings. Mr. Williams reported BHA Consultant Shara Jones is working directly with HUD to track MTW supplements. Mr. Williams explained the Two-Year-Tool (TYT) uses historical data & forecasts total vouchers required to be issued/utilized to prevent a shortfall. The 2022 Waitlist Program is active & weekly briefings continue to be a success. Metrics of voucher utilization increases were shared from the Waitlist Programs processes based on Grant's Consulting Services.

** *Note-Item 6 New Business - Re-Ordered as follows:

Item # 6A., 6E., 6F., 6G., 6B., 6C., 6D.

6. New Business

Item 6A; (Public Hearing regarding Berkeley Housing Authority Fiscal Year 2025 Moving to Work Supplement Amendment to the Annual Plan); the public hearing was based on updating this item to the current Family Self Sufficiency Programs' (FSS) inactive state. The timeline of the course of implementation & deactivation of the FSS program was explained. The potential & need of the program were highly regarded as to where strategies on a plan to reinstate the program will be worked on based on revenue & hopes of qualifying for grants such as the Ross Grant. In the meantime, alternatives to assist participants in other ways are worked through & are welcomed. Dialogue & agreements to add detail to future public hearing matters were made. There was clarification that there was a period for the original Public Hearing of the deactivation of the FSS program when BHA performed Public Waivers. At that time there were interested constituents from the public who responded to the Public Hearing Notice & comments were received. Also, it was per instruction from HUD to take this additional administrative step and conduct a follow up public comment period to properly complete & record the closure of the FSS Program. After research of how the program closed, it was found that some years ago the staff at that time made errors in following the process to close the program, it had not been closed properly and it needed to be cleaned up. There was confirmation that publication of the current Public Hearings were properly publicized each time. Chair stated the public comment period was opened with no public comments received. The public comment period was motioned to close at 5:56 p.m. & scheduled to be amended at the next BOC meeting, (motioned by Commissioner Kashani & seconded by Commissioner Matthews, all in favor, 2 absent).

Item 6B, (Nomination and Election of Officers: 2024-2025, Chair and Vice Chair); Every September BHA (and AHB) elects the Chair & Vice Chair; the floor was opened for nominations. Commissioner Rossi nominated Chair Schildt to continue to be the Chair. Commissioner Kashani seconded the nomination of Chris Schildt who accepted the nomination as Chair. All Commissioners unanimously voted Aye. Commissioner Matthews nominated Commissioner Kashani as Vice Chair. Commissioner Thomas-Rodriguez seconded the nomination of Ali Kashani who accepted the nomination as Vice Chair. All Commissioners present unanimously voted Aye, (all in favor, 2 absent). Vice Chair Kashani is scheduled to lead the next BOC meeting during Chair Schildts' scheduled absence & Chair advised of looking at timing for the monthly BOC meeting.

Item 6C; (Approve a resolution adopting a revised Utility Allowance schedule for the Section 8 Housing Choice Voucher (HCV), Mainstream, Emergency Housing Voucher (EHV), Veterans Affairs Supportive Housing (VASH) Voucher, and Moderate Rehabilitation Programs effective October 1, 2024 for new and existing contracts); The Board looked at this annual exercise & reviewed studies & calculations that were used to determine the 3% annual increase, MTWs guidelines were taken into consideration and All were appreciative that this resolution will be a helpful resource for the BHA tenants, this item was approved (motioned by Commissioner Thomas-Rodriguez, seconded by Commissioner Matthews, all in favor, 2 absent).

Item 6D; (Authorize Payment Standard schedule for all Section 8 programs Housing Choice Voucher Program-Tenant Based and Veterans Affairs Supportive Housing (VASH) vouchers equal to 120% of the 2025 Housing & Urban Development (HUD) Fair Market Rents (FMR); and 110% of the 2025 HUD Fair Market Rents for Emergency Housing Voucher (EHV), Mainstream Programs and Project-based Section 8 Program, effective January 1, 2025). This item was explained to be an annual exercise, the payment schedule is pre-approved & voted on every year by the Board for acknowledgement and to allow the Board room for input before it's effective date. The rates are based on studies conducted in relation to geographical metropolitan areas. It proves that the agency & its' participants are impacted by the particular zip code areas it serves & shows there are potential benefits of resource allocation. BHA is working at improvements of the identified skewed areas where BHA participant populations are found & strategizing on support for participants with attaining a fair footprint through the area served, this item is approved with correction to dates on the table in the document (motioned by Commissioner Kashani, seconded by Commissioner Thomas-Rodriguez, all in favor, 2 absent).

Item 6E; (Approve a resolution authorizing the Executive Director to extend the term of the Human Resource Services Contract with Rhonda Willis dba Willconsult); this item was presented to approve the amendment & to ratify & approve all payments made in excess of the contract amount. It was approved, then withdrawn, & tabled to consider & approve at the next BOC meeting, (motioned by Commissioner Rossi, seconded by Commissioner Kashani, all in favor, 2 absent). There was a second motion to authorize the Executive Director to continue spending under the three contracts pertaining to Items: 6E, 6F, & 6G listed in the September 12, 2024 minutes, (motioned by Commissioner Rossi, seconded by Commissioner Matthews, all in favor, 2 absent).

Item 6F; (Approve a resolution authorizing the Executive Director to extend the terms of the Administrative Components of Inspection Services Contract with OutsourceIT, Inc.;;) this item was presented to approve the amendment & to ratify & approve all payments made in excess of the contract amount. It was tabled to be considered & approve at the next BOC meeting, (motioned by Commissioner Rossi, seconded by Commissioner Kashani, all in favor, 2 absent). There was a second motion to authorize the Executive Director to continue spending under the three contracts pertaining to Items: 6E, 6F, & 6G listed in the September 12, 2024 minutes, (motioned by Commissioner Rossi, seconded by Commissioner Matthews, all in favor, 2 absent).

Item 6G; (Approve a resolution authorizing the Executive Director to increase the Housing Choice Voucher Project Based Voucher (HCV)/(PBV) Services Contract with Grants Consulting Services); this item was presented to approve the amendment & to ratify & approve all payments made in excess of the contract amount. It was tabled to be considered & approve at the next BOC meeting, (motioned by Commissioner Rossi, seconded by Commissioner Kashani, all in favor, 2 absent). There was a second motion to authorize the Executive Director to continue spending under the three contracts pertaining to Items: 6E, 6F, & 6G listed in the September 12, 2024 minutes, (motioned by Commissioner Rossi, seconded Commissioner Matthews, all in favor, 2 absent).

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

9. **Communications:** None

10. **Adjournment**

Moved by Commissioner Thomas-Rodriguez and seconded by Commissioner Kashani, the meeting was adjourned at 6:52 p.m. (All were present & in favor except Vice Chair Levine, absent).