



Berkeley Housing Authority

# DRAFT MINUTES

## Regular Meeting

### BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, February 9, 2023

5:31 pm

1. **Call to Order** *The meeting was called to order at 5:45 p.m.*
2. **Roll Call** *All present, except Comm. Thomas-Rodriguez, absent.*
3. **Comments from the Public** – *None*
4. **Consent Calendar**
  - A. Adoption of a Resolution of the Board of Commissioners of the Housing Authority of the City of Berkeley Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to the Ralph M. Brown Act, as Amended by Assembly Bill 361 - *Moved and seconded by Commissioner Rossi and Vice Chair Levine, the motion passed. All in favor, except Comm. Thomas-Rodriguez, absent.*
5. **Closed Session:** Public Employment (California Government Code § 54957 (b)) Title: BHA Executive Assistant, BHA Office Assistant I and BHA Office Assistant II - *The Board exited closed session at 6:02 pm with nothing to report.*
6. **Approval of Minutes:** January 12, 2022 Regular Board Meeting - *Moved and seconded by Commissioners Rossi and Kashani, the Minutes of the January 12, 2022 meeting was approved with correction to delete the last sentence on Item 9, Communication. All in favor, except Board Member. Thomas-Rodriguez, absent.*
7. Report from the Executive Director – *ED James Williams updated the Board on MTW. MTW RFP has been posted. Expects to receive applications soon and contract signed by 2/28/23. Constant communication regarding all MTW materials with HUD staff who are mostly new due to big turnover. Initially had 6 Audit Findings out of 28 samples selected, staff corrected most of them prior to completion of the report. James also reported that staff are back in the office on full schedule. BHA has resolved issues with availability and access to the 5<sup>th</sup> Floor with the building director/manager. He also informed the Board that a temp staff was hired to purge the waitlist. On staffing, James reported that job announcement for open positions and RFP for HR consultant have been posted. All open positions are currently filled by temp staff while hiring process is ongoing.*
8. **New Business**
  - A. Return to In-person Board Meetings in March 2023 – *Chair Schildt reminded everyone that the March Board Meeting will be held in person at the Multi-purpose room of the South Berkeley Senior Center. Notices shall be posted online and onsite. No member of the public is required to be present. The meeting shall still be available online.*
  - B. Update PBV RFP/Allocation – *Jhaila is putting together an evaluation committee. Most of those invited from other PHA's are busy. If no PHA staff is available, she will look for people from the industry with expertise on the subject.*

*She will accept recommendation. She hopes to have at least three members in the committee. She constantly communicates with the applicants why it is taking longer than usual. She will provide an update at the next Board meeting.*

C. Resident Advisory Board Selection – *No update.*

9. **Commissioners' Questions and Matters**

A. Form 700 Reminder *Chair Schildt informed the Board that the 2023 Form 700 is out and reminded those who have not submitted the 2022 Form to do so.*

B. Board Appointment – *Possible referral from Jhaila Brown.*

10. **Communications** - *None*

11. **Adjournment** - *Moved and seconded by Commissioners Moody and Kashani, the meeting adjourned at 6:43 pm. All in favor, except Comm. Thomas-Rodriguez, absent*