



Berkeley Housing Authority

# DRAFT MINUTES

## Regular Meeting

### BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, April 13, 2023  
5:31 pm

1. **Call to Order** *The meeting was called to order at 5:50 p.m.*
2. **Roll Call** *All present, except Comm. Moody who was absent with prior notice.*
3. **Comments from the Public** – *A member of the public was present at the meeting and requested for a recording of the meeting.*
4. **Consent Calendar** - *None*
5. **Approval of Minutes:** February 9, 2023 Regular Board Meeting. *Moved and seconded by Commissioners Kashani and Vice Chair Levine, the Minutes of the February 9, 2023 meeting was approved.*
6. **Report from the Executive Director.** *ED James Williams updated the Board about (1) FY2022 Fiscal Audit; (2) status of the MTW Supplemental Plan and presented the Timelines for the FY23 and FY24 submissions; (3) submission of the FSS Plans for both FY2022 and 2023; (4) MTW conference in Washington, DC he attended; (5) positive customer service feedback; (6) the new waitlist; (7) meeting with PBV partners and addressing all their issues and concerns including roll out of site based waitlist; (8) Admin Plan; (9) status of staffing and RFP for HR and Voucher Program consultants; and (10) RAB invitation, Newsletter, Board meeting venue and security.*
7. **New Business**
  - A. Acceptance of Independent Audit Report, Year Ending June 30, 2022 presented Novogradac and Company, LLP. *Moved and seconded by Commissioners Kashani and Rossi, the Independent Audit Report for the Fiscal Year ending June 30, 2022 was accepted.*
  - B. Finance Report, Actual vs Budget for Period Ending February 28, 2023. *Jesy reported that due to lower than budgeted utilization of vouchers, BHA anticipates a \$5.166 million excess HAP dollars on June 30, 2023, that may potentially grow to \$7.9 million by December 31, 2023. Comm. Kashani directed staff to coordinate with the City of Berkeley DHHCS Director for available BMR units in newly constructed developments available to Section 8 voucher holders, and to do as much as they can to prevent recapture. Ms. Jhaila Brown stated that these excess fund must be encumbered for use in eligible activity including building of affordable housing units to avoid recapture by HUD. BHA, however, cannot implement any of the MTW eligible activities until the MTW Supplemental Plan is approved.*

*Jesy also reported that BHA anticipates an annual operating deficit of \$334,537, that is \$76,320 below the originally projected deficit. She stated that the deficit may be covered by either the disposition proceeds (\$1.5 million still available from the \$2.7 M that was allowed by HUD to be used for operations); or HAP funding (fungibility allowed by HUD for MTW agencies).*

C. BHA Credit Card. *Moved and seconded by Vice Chair Levine and Comm. Kashani, the establishment of a BHA Credit Card, BHA Credit Card Policy and User Agreement for BHA-Ossued Credit Card were approved.*

D. PBV RFP/Allocation – *Ms. Jhaila Brown reported that a review panel made up of respectable people in the housing industry was put together. Reports from the panelists are due on 4/25/23. Ms. Brown will submit a report to the sub-committee comprising of Chair Schildt, Comm. Kashani and Comm Levine on 4/28/23. The sub-committee will convene on the first week of May to finalize recommendation for Board decision in June.*

E. Indigenous Land Acknowledgement. *In support of the Land Acknowledgement recognizing Berkeley as the ancestral, unceded home of the Ohlone people, Board Chair Schildt presented an informational history about the Chochenyo-speaking Ohlone people, the ancestors and descendants of the sovereign Verona Bank of Alameda County, and that the entire City of Berkeley rests upon their ancestral lands. A draft resolution was included for feedback and adoption at a future board meeting.*

F. Amendment of Legal Services Contract with Goldfarb and Lipman. *Moved and seconded by Commissioners Rossi and Kashani, the Board approved the amendment of the Legal Services Contract with Goldfarb and Lipman increasing the amount by \$43,000 for a not to exceed amount of \$189,000.*

8. Closed Session: Public Employee Performance Evaluation; Government Code section 54957 (b); Title: Executive Director. *The Board exited the closed session at 8:00 p.m. with nothing to report.*

9. Commissioners' Questions and Matters

- A. Form 700 Reminder
- B. Board Appointment

10. Communications

11. Adjournment *Moved and seconded by Comms. Rossi and Kashani the Board meeting adjourned at 8:15 p.m.*

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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 May 12, 2023, at 5:31 pm at the 1947 Center Street, Berkeley, CA 94704.

