



Berkeley Housing Authority

## DRAFT MINUTES

### Regular Meeting

#### BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, June 9, 2022

5:01 pm

CHRIS SCHILDT, Chair

Max Levine, Vice Chair

Adolph Moody

Ali Kashani

Dan Rossi

Alexandria Thomas-Rodriguez

1. **Call to Order** – *the meeting was called to order at 5:19 pm.*
2. **Roll Call** – *all Commissioners present except Vice Chair Levine and Commissioner Kashani 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 by Commissioner Thomas-Rodriguez, seconded by Commissioner Rossi, the Resolution passed (all in favor except Vice Chair Levine and Commissioner Kashani absent).*
5. **Closed Session:** Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9: One potential case. *Closed session ended at 5:45 pm with nothing to report out.*
6. **Approval of Minutes:** May 12, 2022 Board Meeting – *item moved to July 7 Board meeting.*
7. **New Business**
  - A. Finance Report – Period Ending April 30, 2022 – *Jesy reported an April 30 projected deficit of \$4,565, reduced by over \$61,000 due to an increase in HUD admin. fee proration, resulting in over \$53K more in admin. fee earnings. Jesy cautioned however, that the forthcoming GASB costs for pension and post-employment benefits will again increase the deficit from what is reported. We expect to have an excess of HAP revenue of \$3.7million, due to port absorptions and being under leased. Salary and benefits savings are over \$29K than originally budgeted, due to temp. staff, and savings in other positions and benefits. Other budget savings were incurred in the following categories: Training and Travel (-\$9,550), postage (-\$5,884); and exceeded in Office Supplies (\$6,000, due to ergonomic assessments); and General Expenses (\$21,000, due to the costs associated with opening the HCV waitlist.*

- B. Approve Contract with The Organizational Leadership Edge in the amount of \$17,850 for Executive Director Search Firm Services- *Moved by Commissioner Rossi, seconded by Chair Schildt, the Resolution to enter into contract was approved (all in favor except Vice Chair Levine and Commissioner Kashani absent).*
- C. Second renewal option for Inspector: iSterling Inspections Co – *moved by Commissioner Rossi, seconded by Commissioner Moody, the Resolution to enter into second renewal option passed (all in favor except Vice Chair Levine and Commissioner Kashani absent).*
- D. Second renewal option for Legal Services: Goldfarb & Lipman, LLP - *moved by Commissioner Rossi, seconded by Commissioner Moody, the Resolution to enter into second renewal option passed (all in favor except Vice Chair Levine and Commissioner Kashani absent).*
- B. Executive Director’s Monthly Report – *Rachel reported: (a) no changes from the last month’s Covid related data. (b) EHV’s: 40 applications processed for intake/ briefings; 7 applicants removed for various reasons. 16 EH Voucher holders leased up in Berkeley; 4 applications being reviewed by staff; awaiting 9 more referrals. (c) EHV Technical Assistance: meeting with HUD Portland Field Office in charge of offering technical assistance, and Region IX Division Director to discuss tech. assistance offer. One area tech. assistance could be useful is producing marketing materials. Will take a month or so to receive contact from the tech. assistance contractor hired by HUD. (d) Mainstream Program: 72 of the 91 are leased up; 16 currently searching; processing 2 referrals. Have not yet heard from HUD about our application for extraordinary funding. (e ) Staff has had several trainings: Fair Housing (EBCLC), City IT Data Safety Program rollout; HUD Remote Operations best practices. (f) Waitlist update: due to technical glitches with software, and further testing, the Housing Choice Voucher waitlist opening will be delayed several weeks to July 19. (g) Dashboard: the Board asked staff to track specifics on both number of new landlords and number of new units.*
- C. Move to Work Update – *Rachel reported on HUD’s recent MTW webinar about the HUD Form 50058 and the changes implemented specifically for MTW agencies. Per HUD’s sample timeline, November is the target to begin developing the PHA Plan and MTW Supplement. Staff continues to analyze and discuss proper staffing levels to ensure the new body of work is properly managed in a thoughtful and thorough way.*

8. **Commissioners’ Questions and Matters**

- A. Form 700 Reminder - *Vice Chair Levine and Commissioner Kashani have not submitted their Form 700 for 2022.*
- B. Board Appointment - *a suggestion was made to check the City of Berkeley’s Commission website to see if the BHA vacancy is listed.*

9. **Communications** – *None.*

- 10. **Adjournment** – *Moved by Commissioner Moody, seconded by Commissioner Thomas-Rodriguez, the meeting was adjourned at 6:37 pm (all in favor except Vice Chair Levine and Commissioner Kashani absent).*