



Berkeley Housing Authority

## DRAFT MINUTES

### Regular Board Meeting

#### BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, January 12, 2023  
5:31 pm

1. **Call to Order** – *The meeting was called to order at 5:51 p.m.*
2. **Roll Call** *All present. Comm. Kashani left at 7:06 pm*
3. **Comments from the Public** – Limited to 3 minutes per speaker -*Ayanna Davis, Deputy Executive Director of Healthy Black Family spoke to advocate for a member.*
4. **Consent Calendar** - *None*
5. **Approval of Minutes:**
  - A. December 8, 2022 Regular Board Meeting. *Moved and seconded by Commissioners Kashani and Rossi, the Minutes of the December 8, 2022 meeting was approved with corrections on Item 7 (Tool) and Item 8.B (additional information on whether the units being replaced by Strawberry Creek Lodge are occupied or not). All in favor.*
  - B. January 05, 2022 Special Board Meeting *Moved and seconded by Commissioners Rossi and Kashani, the Minutes of the January 5, 2022 meeting was approved with correction on Item 10, time of adjournment, 5:45 pm. All in favor.*
6. Report from the Executive Director – *James reported that he is in communication with HUD regarding MTW process. BHA needs to finalize and submit FSS Plan and correct the 17 corrections. He is not sure if BHA will be penalized for being late. He also reported about opening the 5<sup>th</sup> floor to participants. The space needs improvements and will obtain estimates for leasehold improvements. The Mayor agreed into making the conference room into a meeting room for BHA. He reported that there are 5 positions vacant, thus a slower response time. He will consult with an HR specialist to ensure we are properly staffed. Comm. Thomas Rodriguez reminded the Board that a Landlord Liaison would really benefit the agency.*
7. **New Business**
  - A. Finance Report – Actual vs Budget for Period Ending November 30, 2022 – *Jesy reported that HAP expenditure is projected to be \$786,226 less than budget, resulting in a higher HAP reserve of \$4,010,130 at the end of the fiscal year. She also reported that the agency projects an annual operating deficit of \$346,455, \$64,402 less than our originally projected deficit of \$410,857. The discrepancy in operating revenue forecast is attributable to (1) lower administrative fee revenue resulting from lower utilization of vouchers; (2) less administrative fee paid for portable vouchers; and (3) service fee revenue recognized to cover specific landlord incentives. Operating expenses, on the other hand, are expected to exceed budget by \$33,810 primarily due to (1) savings in salary and benefits. – Report accepted.*

- B. Vacation Hours Pay out in excess of 320 hours – *Moved and seconded by Commissioner Moody and Chair Schildt, vacation pay out in excess of 320 hours to Rachel Gonzales-Levine and Celinda Aguilar-Vasquez is approved. All in favor, except Comm. Kashani, absent.*
  - C. 2023 BHA Board Meeting Dates and Times -*Moved and seconded by Commissioner Thomas-Rodriguez and Vice Chair Levine the 2023 BHA Board Meeting Schedule is approved. All in favor, except Comm. Kashani, absent.*
  - D. PBV RFP Update – *Our legal counsel, Jhaila Brown reported that BHA received 5 proposals from developers. Staff administering this project left resultin in delay in the selection process. Jhaila is creating a panel to review the applications and will report back to the Board in the next meeting.*
8. **Commissioners’ Questions and Matters**
- A. Form 700 Reminder – *Chair Schildt reminded Board Commissioners who have not submitted their 2022 Form 700 to do so as soon as possible since the 2023 will be out soon.*
  - B. Board Appointment
9. **Communications**
- Golden Bear Hotel on San Pablo invited Comm. Thomas-Rodriguez to show her how thy converted the hotel into an apartment. This was made possible through the Home Key Project. Comm. Kashani was also invited by BACS ED.*
10. **Adjournment** – *Moved and seconded by Commissioners Moody and Rossi, the meeting adjourned at 7:39 pm. All in favor, except Comm. Kashani, absent.*