



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 7I  
NEW BUSINESS  
March 10, 2022

To: Honorable Chairperson and  
Members of the Berkeley Housing Authority

From: Rachel Gonzales-Levine, Acting Executive Director

Subject: Resident Advisory Board – 2022 Annual Plan Process

**RECOMMENDATION**

Approve a resolution appointing Section 8 program participants Carole Krezman, Daia Michaels, Mandisa Leachman, Coleen Dempster, Oddrease Richardson, Bridget Chavis, Carlene Sweatt, and Mari Mendonca to the 2022 Resident Advisory Board (RAB), and providing a one-time stipend of \$50 for attendance at the RAB meeting.

**BACKGROUND**

Each year, housing authorities are required to develop and submit an Annual Plan, or 5-Year Plan, to the U.S. Department of Housing and Urban Development (HUD). For housing authorities with a fiscal year ending June 30<sup>th</sup>, submission deadline is by April 16<sup>th</sup>, 75 days before the commencement of the next Fiscal Year.

In the Annual Plan process the housing authority reviews, and as appropriate, revises its discretionary policies contained within the Administrative Plan, the programmatic guiding document for operating Section 8 Voucher Programs.

There are four major steps in the process:

1. Drafting revised policies
2. Appointing a Resident Advisory Board
3. Soliciting and responding to input from stake holders (45-day public review period, RAB, and public hearing)
4. Adopting revised policies (after public hearing during a Board meeting).

This report addresses the Resident Advisory Board.

I. Appointment of a Resident Advisory Board

The regulation guiding appointment of the Resident Advisory Board is found in Title 24 Housing and Urban Development Code of Federal Regulations, Section 903.13. In brief:

A Resident Advisory Board is required to provide input and comment on elements of the Plan. If the PHA has a tenant-based assistance (Section 8 Voucher) program, they shall have representation on the Resident Advisory Board.

### Status

We noticed the opportunity to participate on the RAB via our January 2022 tenant newsletter and received 8 responses from Housing Choice Voucher program participants expressing interest. All those responding were selected to participate on the RAB for 2022.

Given BHA's work ahead to ensure the MTW plan—in future months—has public input, staff will also be inviting the RAB members (as well as notifying all of our program participants), to those forthcoming MTW public meetings.

### II. Meeting Stipend

Federal regulations governing the Annual/5-Year Plan process and the Resident Advisory Board in particular, do not require that a stipend be provided to participants for their service. However, BHA provides RAB members a one-time \$50 stipend as a means of encouraging participation and as a token of appreciation for their time and effort. The financial impact is insignificant, and we recommend continuing the practice.

### **FISCAL IMPACT**

\$400 one-time stipend for 8 Resident Advisory Board member at \$50 each.

Attachment:

1. Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 22-\_\_\_\_\_

APPOINTING CAROLE KREZMAN, DAIA MICHAELS, MANDISA LEACHMAN, COLEEN DEMPSTER, ODDREASE RICHARDSON, BRIDGET CHAVIS, CARLENE SWEATT, AND MARI MENDONCA TO THE 2022 RESIDENT ADVISORY BOARD (RAB), AND PROVIDING A ONE-TIME \$50 STIPEND FOR MEETING ATTENDANCE FOR THE REVIEW OF ADMINISTRATIVE PLAN PROPOSED CHANGES IN MARCH 2022

WHEREAS housing authorities that operate the Section 8 program are required to submit an Annual and 5-Year Plan to the U.S. Department of Housing and Urban Development; and

WHEREAS, the Plan process requires appointment of a Resident Advisory Board; and

WHEREAS, the Resident Advisory Board must be appointed by the Housing Authority Board of Commissioners; and

WHEREAS, the Housing Authority followed a reasonable and fair process to identify recipients of a Section 8 rental subsidy to serve on the Resident Advisory Board; and

WHEREAS, BHA received notification from 8 Section 8 participants interested in serving on the 2022 Resident Advisory Board.

NOW THEREFORE BE IT RESOLVED THAT Carole Krezman, Daia Michaels, Mandisa Leachman, Coleen Dempster, Oddrease Richardson, Bridget Chavis, Carlene Sweatt, and Mari Mendonca are appointed to the 2022 Resident Advisory Board.

FURTHER RESOLVED THAT a one-time stipend of \$50 is authorized for attendance at the Resident Advisory Board meeting.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on March 10, 2022 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Rachel Gonzales-Levine, Secretary