



## Berkeley Housing Authority

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Telephone: (510) 981 5470 Fax: (510) 981 5480

Item 8C  
NEW BUSINESS  
December 8, 2022

*Office of the Executive Director*

To: Honorable Chair and Members of the Berkeley Housing Authority Board

From: James Williams, Executive Director

Subject: Amendment to the Executive Director Employment Agreement between the Berkeley Housing Authority and James Williams to the relocation allowance from a one time relocation fee of \$15,000 to net of \$15,000

### RECOMMENDATION

Amend the Executive Director Employment Agreement between the Berkeley Housing Authority and James Williams to the relocation allowance from a one time relocation fee of \$15,000 to net of \$15,000.

### BACKGROUND

On November 10, 2022 a Resolution was adopted Appointing James Williams as the Berkeley Housing Authority Executive Director/Board Secretary; and authorizing and approving that certain Executive Director Employment Agreement was entered into between the Berkeley Housing Authority and James Williams with an Annual Salary of \$176,300, plus benefits, for a renewable 3 year term; and Authorizing James Williams as Executive Director to Enter Into Service Agreements on Behalf of the Berkeley Housing Authority Up to a Maximum Amount of \$50,000. A one time relocation allowance of \$15,000 was authorized.

### DISCUSSION

BHA's Executive Director position was filled by Interim Executive Directors since August, 2019. An active recruitment was first commenced in January 2020 and then paused due to the COVID-19 Pandemic. A new recruitment for the Executive Director position commenced again in August of 2022. After the completion of an intense search of candidates and multiple interviews, the Hiring Committee and staff recommend the Board of Commissioners appoint James Williams as the successful candidate based on his overall scores.

With over 15 years of experience, Mr. Williams has worked in nearly every facet of public housing, from property administration to chief executive officer, and has gained experience working with seven (7) housing authorities across the country. He has overhauled operations and analyzed the finances of troubled housing authorities under receivership, to spearheading their strategic revitalization. He has also led numerous initiatives to increase occupancy rates, drive redevelopment, and improve affordable housing programs during that time.

It is recommended that the Executive Director Agreement between the Berkeley Housing Authority

and James Williams be amended to reflect the relocation allowance from a one time relocation fee of \$15,000 to net of \$15,000.

FINANCIAL IMPLICATIONS

\$15,000 relocation fees plus \$7,000 for taxes

CONTACT PERSON

Jesy Yturralde, Finance Manager, 981-5488

Attachments:

1. Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION 22-\_\_\_\_\_

AMENDMENT TO THE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT  
BETWEEN THE BERKELEY HOUSING AUTHORITY AND JAMES WILLIAMS TO THE  
RELOCATION ALLOWANCE FROM A ONE TIME RELOCATION FEE OF \$15,000 TO NET  
OF \$15,000

WHEREAS, on November 10, 2022 a Resolution was adopted Appointing James Williams as the Berkeley Housing Authority Executive Director/Board Secretary; and authorizing and approving that certain Executive Director Employment Agreement was entered into between the Berkeley Housing Authority and James Williams with an Annual Salary of \$176,300, plus benefits, for a renewable 3 year term; and Authorizing James Williams as Executive Director to Enter Into Service Agreements on Behalf of the Berkeley Housing Authority Up to a Maximum Amount of \$50,000; and

WHEREAS, A one time relocation allowance of \$15,000 was authorized; and

WHEREAS, BHA's Executive Director position was filled by Interim Executive Directors since August, 2019. An active recruitment was first commenced in January 2020 and then paused due to the COVID-19 Pandemic. A new recruitment for the Executive Director position commenced again in August of 2022. After the completion of an intense search of candidates and multiple interviews, the Hiring Committee and staff recommend the Board of Commissioners appoint James Williams as the successful candidate based on his overall scores; and

WHEREAS, With over 15 years of experience, Mr. Williams has worked in nearly every facet of public housing, from property administration to chief executive officer, and has gained experience working with seven (7) housing authorities across the country. He has overhauled operations and analyzed the finances of troubled housing authorities under receivership, to spearheading their strategic revitalization. He has also led numerous initiatives to increase occupancy rates, drive redevelopment, and improve affordable housing programs during that time; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby approves that certain ecommended that the Executive Director Agreement between the Berkeley Housing Authority and James Williams be amended to reflect the relocation allowance from a one time relocation fee of \$15,000 to net of \$15,000;

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

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
James Brown, Secretary