



Berkeley Housing Authority

## Regular Board Meeting **DRAFT Minutes**

### BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, January 11, 2024  
5:31 pm

1. Call to Order The meeting was called to order at 5:41 pm
2. Roll Call All present, except Commissioner Davis, absent. Introduction of new Tenant Commissioner, Tracy Matthews.
3. Comments from the Public – None
4. Approval of Minutes: November 9, 2023 Regular Board Meeting. Moved by Commissioners Rossi and seconded by Kashani, the Minutes of the November 9, 2023 Regular Board Meeting were approved to include correction on Item 2 Roll Call, “(Commissioner Davis joined remotely, AB 2499, Just Cause)” (All in favor, except Comm. Davis, absent)

Note: #10. under Communications was moved up to #2 Roll Call.

5. Report from the Executive Director – James Williams provided the Dashboard to the Board. He reported BHA is still waiting to hear back from HUD for approval of the MTW Supplement for FY2023 submitted in October 2023. HUD is slow in processing applications due to staff turn-over. He also reported that HUD could not find the Annual Plan for FY2024. BHA has developed a RAB which plans to engage participants annually for reviewing BHA’s Admin. Plan and MTW plan. BHA staff will continue to answer and respond to all calls within 24 hours, staff team building, and Customer Service Training will be ongoing in 2024.
6. Consent Calendar- None.
7. New Business
  - A. 2024 Board Meeting Dates and Times. Moved by Vice Chair Levine and seconded by Commissioner Thomas-Rodriguez (All in Favor, Comm. Davis, absent.)
  - B. Grant’s Consulting Firm Update. Grant Consulting will continue to aid in increasing voucher utilization. Applicants are currently being pulled from the 2010 waitlist. This will increase the utilization rate in the first Q1 of 2024. Landlord Outreach program is pending for February 2024, working with interns from Berkeley City College to assist BHA participants pulled from the waitlist in all lease- up activities.
  - C. Jesy Yturalde- Finance Report for the period ending November 30, 2023. Jesy reported that the finance report has to salient parts. First is the modification of the FY2024 Budget to reallocate budget expenses to accommodate the changing needs of the Authority. Although budget amounts moved around, the

overall deficit remained unchanged. The second part of the finance report is the operating results for the period ending November 30, 2023. The projected annual deficit & capital expenditure are approximately \$ 347,846. This is \$68,430 less than our originally projected deficit at the beginning for the fiscal year of \$416,276.

Jesy presented the most recent Two-Year-Tool from HUD that indicates a potential offset of \$1.4 million. The TYT numbers are still estimates as of reporting time since PHA's have until January 29, 2024 to make changes in the use of HAP funding reported in VMS (Voucher Management System).

8. Commissioner's Questions and Matters - None

9. Closed Session: *Public Employee Performance Evaluation: Government Code section 54957(b); Title: Executive Director. Formalizing the salary increase has been moved to the March 14, 2024 Board Meeting.*

10. Communications- *Introduction of New Tenant Commissioner- Tracy Matthews, moved up to #2 by Chair Schildt*

11. Adjournment *Moved by Commissioners Kashani and seconded by Com. Rossi, the January 11, 2024 Regular Board meeting was adjourned at 7:58 p.m. (All in favor, Com. Davis, absent).*