



Berkeley Housing Authority

Special Board Meeting

Minutes

Thursday, January 09, 2025

4:01 pm

1. **Call to Order** The meeting was called to order at 4:09 p.m.
2. **Roll Call** All present except (Commissioner Davis, absent & arrived at 4:30 p.m., Commissioner Matthews, absent & arrived at 4:19 p.m.).
3. **Agenda Adjustments** *BHA was addressed before AHB.*

**Re-Ordered as follows:

Item# 1;	Call to Order
Item# 2;	Roll Call
Item# 3;	Agenda Adjustments
*Item# 7C;	*New Business; HCV/PBV Service Contract, *moved up.
*Item# 8;(a)(b)(c);	*Closed Session; *moved up.
Item# 4;	Comments from the Public
Item # 5;	Approval of Minutes, (November '24).
Item# 6;	Report from the Executive Director.
Item# 7A;	RFP Update
Item# 7B;	Schedule; BOC Meetings & BHA Calendar Year (CY) FY2025
*Item# 7C;	*New Business; HCV/PBV Service Contract. *moved up.
Item# 7D;	New Business; ED evaluation scheduled
Item# 7E;	New Business; Monthly
*Item# 8 (a)(b)(c);	*Closed Session; *moved up.
Item# 9;	Commissioners' Questions & Matters
Item# 10;	Communications
Item# 11;	Adjournment

(Motioned by Vice Chair Kashani, seconded by Commissioner Thomas-Rodriguez, all in favor, 2 absent Commissioner Davis; arrived at 4:30p.m. and Commissioner Matthews arrived; 4:19p.m.).

4. **Comments from the Public:** None.
5. **Approval of Minutes**
Special Board Meeting minutes for November 21st, 2024 were approved; with changing verbiage; Item 6 from dwelling space to office space. (motioned by Commissioner Levine, seconded by Commissioner Rossi, all in favor).
6. **Report from the Executive Director**
BHA, Executive Director, James Williams, (ED) covered MTW Supplement FY26 public comment timeline progress. The Waitlist 2022 progress was reported. James Williams went over the identification of Small Area Fair Market Rates (SAFMR) in relation to the City of Berkeley zip codes and the applicable BHA footprint within these areas and its relativity & impact to leasing up units.

The online BHA Participant forms project was updated to include Staff training as well as partnering with Community Partners with the Berkeley Public Library Social Services Team. They will receive training & support BHA Participants at the Public Library. In addition, Phase 2 of this project; where the full BHA Website is planned to be re-vamped and be ADA compliant. It was pointed out that the availability of the digital forms would not cause any restrictions for BHA's community to have public access to the BHA office. Also shared was the answering service project; providing a 24/7 or regular business hours plus emergency call; live representative will be coming soon; Tilda Barnes, BHA Management Analyst will lead each project after hand off. Pros & Cons of the Agency's public functionality within its space was discussed. Landlord outreach was re-visited. The RFP for HCV/PBV S8 is being collaborated on with Tracy Jackson, BHA, Housing Occupancy Manager and BHA Housing Specialist's to gain economies of scale; two potential positions are under review for fulfillment. The SWOT analysis practices were discussed. Hiring and onboarding requirements such as City of Berkeley's involvement and insurances were discussed.

7. **New Business:**

- a) RFP update – oral report; was covered via the Executive Director Report.
- b) Approve a resolution adopting the Board Meeting schedule calendar year (CY) 2025, to include a regular meeting each month, on the third Thursday with a start time at 4:30 p.m., PST and recess periods in August and December;
This item was approved; motioned by Commissioner Thomas-Rodriguez and seconded by Commissioner Matthews, all in favor, all present).
- c) Review the approval of the resolution authorizing the Executive Director to amend & to ratify payments made in excess of the contract amount & extend the terms of the Housing Choice Voucher Project Based (HCV)/(PBV) Services Contract;
It was agreed that Grants Consulting will continue to work on the Waitlist applications that are in mid-process allowing an opportunity to return the required documentation in order to begin a lease with a Landlord. Item 7C was tabled to the next Board meeting; motioned by Commissioner Rossi, seconded by Commissioner Levine, all in favor, except Commissioner Davis, arrived at 4:30 p.m.).
- d) Monthly Finance Report for the period ending November 30, 2024;
Presented by Jesy Yturralde, BHA Finance Manager; review of 97.5 proration & fiscal years being comprised of two separate calendar years. Walked through of the Two-Year-Tool data.
- e) Executive Director Evaluation Committee – oral report; of the Executive Directors performance evaluation;
This item was rescheduled, Committee set to include, Chair Schildt, Commissioner's Thomas-Rodriguez, and Matthews. Instructions from Jhaila Brown to be distributed and tentative schedule was provided.

8. **Closed Session:**

Closed session adjourned with nothing to report.

9. **Commissioners' Questions and Matters:** *None*

10. **Communications:** *None*

11. **Adjournment:**

Moved by Vice Chair Kashani and seconded by Commissioner Levine, the meeting was adjourned at 6:46 p.m. (All were present and all in favor).