



Berkeley Housing Authority

Minutes
Regular Board Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, May 9, 2024
5:31 pm

1. **Call to Order:** *The meeting was called to order at 5:34 p.m.*
2. **Roll Call:**
All present, except (Commissioner Thomas-Rodriguez, absent, Commissioner Davis, arrived at 5:54 p.m., & Commissioner Rossi, arrived at 5:36 p.m.).
3. **Comments from the Public:** – None
4. **Approval of Minutes:**
A.) April 30, 2024 - Regular Board Meeting minutes were approved. Moved by Vice Chair, Levine & seconded by Commissioner Rossi (All in favor except Commissioner Thomas-Rodriguez, absent, Commissioner Davis, absent & arrived at 5:54 p.m.).

***Note-Item Re-Order:**

Items (6A, Audit Report) & (6B, Adoption of Proposed Budget for FY2025) were moved ahead of (Item 5, Report from The Executive Director).

5. **Report from the Executive Director**

BHA, Executive Director, James Williams reported the MTW contract was signed on 3/30/23 w/Shara Jones, Principal, PHA Strategies. There were 10 waivers selected for FY2023 Supplement Activities, Cohort #4 Strategic Plan. BHA Consultant Shara Jones worked directly with HUD to track & ensure the approval of the MTW supplements. The MTW FY2024 was held for submission & delayed from 4/18/24 to 04/30/24 based on rescheduling the Special Board Meeting from 4/18/24 to 4/30/24 due to not meeting Quorum. The Technical Assistants' start date was announced to begin 5/13/24. This role's specialized skill sets & goals were outlined. Increase Voucher Utilization Rates were discussed based on Grant's Consulting Services. The 2010 Waitlist is scheduled for completion during the work week beginning Monday, 5/13/24, & the 2022 Waitlist is also set to be activated to begin working on for this year. The Board was advised that Union negotiations will be taking place soon & that the Union has reached out & made contact. Plans to schedule a closed session at a BOC meeting regarding Union negotiations will be considered & determined when more information is presented by the Union Reps & BHA's Legal & HR Consultants. Tilda Barnes, BHA, Management Analyst manages the internship program that BHA & the local City Colleges have in partnership. The program supports all "Landlord Activities", Intern Emilia Menjivar began Landlord outreach on 4/29/24. The turnout of the intern's completion of 20 hours engaged 3 Landlords which yielded 5 units meanwhile the request for an official Landlord list from various City of Berkeley Departments is in motion. Vice Chair, Levine will share a few websites where such a list can be

purchased & inquired about the sustainability of newly signed-up Landlord occupancies to voucher holder availability. BHA Website & Customer Service updates were reported.

6. New Business

A.) Acceptance of Independent Audit Report for FY2023. This report was performed & presented by Rich Larsen, Novogradac & Co. LLP, Certified Public Accountants. The report is Pursuant to the Uniform Guidance as codified within 2 CFR 200 (Code of Federal Regulations, Part 200), an audit of the general-purpose financial statements for the Berkeley Housing Authority (“BHA”) has been performed for the fiscal year ended June 30, 2023. The Basic Financial Statements are prepared in accordance with General Accepted Accounting Principles (GAAP) & conducted in accordance with generally accepted auditing standards (GAAS); the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit report stated that Novogradac & Company, LLP issued an “Unmodified Opinion” that the financial statements are fairly presented, in all material respects, the net position of the BHA, as of June 30, 2023. An “unmodified opinion” is the highest opinion an auditor can issue on the financial statements. It is issued when the auditor has not encountered any weaknesses, as to the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management. As required in the Uniform Guidance of 2 CFR 200, the financial statements also included the auditor’s report on the Agency’s compliance with relevant laws and regulations and its internal controls. Findings in the process of the Manager & E.D. signatures can be seen in the audit report on page 47. Per Rich Larsen, the results are incredibly positive & Jesy Yturalde, BHA Finance Manager was highly honored & commended for all of her efforts by All attendees. The Independent Audit Report for FY2023 was accepted. Moved by Commissioner Rossi and seconded by Vice Chair Levine, (All were present and in favor except Commissioner Thomas-Rodriguez, absent).

B.) Adoption of Proposed Budget for FY2025 was presented by Jesy Yturalde, Finance Manager, each line item in the Proposed Budget for FY2025 was presented with an explanation of each line item's functionality & identification of the programs. BHA Representatives and the Board of Commissioners collaborated, used historical data, & reviewed forecasting. After analyzation, & strategizing, on individual line itemized accounts, programs, & departments listed in the report, all opted for more time to review the Adoption of the Proposed Budget for FY2025, & postponed the approval of the Adoption of Proposed Budget for FY2025, for approval at the 6/13/24 BOC meeting. Item 6B was tabled for the June 13, 2024 BOC meeting. Moved by Commissioner Matthews and seconded by Commissioner Kashani, (All were present & in favor except Commissioner Thomas-Rodriguez, absent & Commissioner Rossi, abstained).

8. **Commissioners’ Questions and Matters:** *None*

9. **Communications:** *None*

10. **Adjournment:** *Moved by Commissioner Kashani and seconded by Vice Chair Levine, the meeting was adjourned at 7:27 p.m. (All were present & in favor except Commissioner Thomas-Rodriguez, absent).*

This agenda was posted on the doors of the Berkeley Housing Authority at 1947 Center Street, Berkeley, CA 94704; as well as the Berkeley Housing Authority website www.cityofberkeley.info/bha. The next Regular Board meeting is scheduled for June 13, 2024, at 5:31 pm and is cancelled and rescheduled to June 9, 2024, at 5:31 p.m. at the 1947 Center Street, Berkeley, CA 94704 & via video conference.

