



Berkeley Housing Authority

Regular Board Meeting

Minutes

Thursday, April 17, 2025

4:31 pm

1. **Call to Order** The meeting was called to order at 5:11 p.m.
2. **Roll Call** All present, except Vice Chair Ali Kashani & Commissioner Max Levine, both joined via teleconference with “just cause” per AB 2449. Commissioner Alexandria Thomas-Rodriguez, absent.
3. **Agenda Adjustments** none
4. **Comments from the Public** none
5. **Approval of Minutes**

January, 01/09/25 Minutes;

Approved, motioned by Commissioner Matthews & seconded by Commissioner Levine, all present, all in favor, except Commissioner Thomas- Rodriguez, absent; with the following edits;

1. Item 2) Roll Call; remove the word absent in relation to Commissioners Davis’s arrival time;

February, 02/20/25 Minutes;

Approved, motioned by Commissioner Matthews & seconded by Commissioner Levine, all present, all in favor, except Commissioner Thomas- Rodriguez, absent.

March, 03/20/25 Minutes

Approved, motioned by Commissioner Rossi & seconded by Commissioner Matthews, all present, all in favor, except Commissioner Thomas- Rodriguez, absent; with the following edits;

1. Items (2, 3, 7B, 7C, 7D, 7E & 11); where minutes should state;  
  
Commissioner Davis; in attendance via teleconference; all in favor.  
  
**\*CHANGE TO:**  
  
Commissioner Davis; in teleconference with “just cause” per AB 2449; all in favor.
2. Item 7E; Board Appointment for 3x3 meeting; correct appointees to Chair Schildt, Vice Chair Kashani, & Commissioner Matthews.
3. Item 8 Closed Session; change to: Began at 7:16 p.m. and ended at 7:50 p.m. with nothing to report out.

6. **Report from the Executive Director**

BHA, Executive Director, James Williams, provided the update of the general administration of the Agency to include current events about HUD and possible impacts on PHAS; BHA has fully transitioned to MTW while exercising fungibility; PBV RFP to be issued next week; Analysis of voucher types & distribution i.e., utilization rates, instant portability at issuance; Waitlist vouchers pending (37 count) scheduled to be completed by Grants

Consulting; Customer Service; Digital Forms by Planeteria, Telephone Answering Service by Gilson interrupted by City of Berkeley IT requirements; Internal needs; BHA in need of an Operations Representative; interest in Shara Jones; Consideration for Flex Time; SWOT, Chair Chris Schildt taking lead on SWOT Surveys & schedule. Board training segment for SWOT; interest in Consultant Lisa Walker; needed 100 % participation from full Board Members; Move to reorganization of the Agency upon SWOT completion.

7. **New Business:**

- a) Update for a Request for Proposal (RFP); the Berkeley Housing Authority will provide up to 75 Project-Based Vouchers overall and some or all of this number of PBVs to an individual development. The BHA reserves the right to issue multiple awards, partial awards or no awards. BHA is particularly interested in awarding only the minimum number of PBVs needed to make a project feasible; developers are strongly encouraged to carefully consider the number of PBVs requested.
- b) Adopting a Resolution revising and amending the Berkeley Housing Authority's annual operating budget for fiscal year July 1, 2024 – June 30, 2025, adopted by the Board of Commissioners on June 13, 2024 by Resolution No. 24-04 ("FY 24-25 BHA Budget"); Approved; motioned by Commissioner Rossi, seconded by Commissioner Matthews; all in favor, except Commissioner Thomas- Rodriguez, absent, all in favor.

8. **Closed Session:**

Public Employee Performance Evaluation: Government Code sections 54957(b); Title Executive Director; ended at 7:30 p.m. and ended with no action.

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

10. **Communications:** none

11. **Adjournment:** Meeting ended at 7:36 p.m., motioned to adjourn by Chair Schildt, seconded by Commissioner Matthews, all present, all in favor except Commissioner Thomas-Rodriguez, absent.