



Berkeley Housing Authority

DRAFT Minutes
Regular Board Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, June 13, 2024
5:31 pm

1. **Call to Order** *The meeting was called to order at 5:37 p.m.*
2. **Roll Call** *All present, except (Commissioner Davis, & Commissioner Thomas-Rodriguez, absent).*
3. **Comments from the Public** *None*

** ***Note-Item Re-Ordered:**

Item 6A, Adoption of the Fiscal Year 2024-2025 Budget of the Berkeley Housing Authority was moved ahead of Item 4, Approval of Minutes.

4. **Approval of Minutes**

May 9, 2024 - Regular Board Meeting minutes were approved. Moved by Vice Chair, Levine & seconded by Commissioner Rossi (All in favor except Commissioner Davis, absent & Commissioner Thomas-Rodriguez, absent).

5. **Report from the Executive Director**

BHA, Executive Director, James Williams introduced Jonathan Zimmerman, Technical Assistant, BHA Consultant & Veronica Jefferson, BHA Housing Specialist. Mr. Williams reported BHA Consultant Shara Jones is working directly with HUD to track & ensure the approval of the MTW supplements. There will be two contracts closing yielding 150k. Closed session Items for Union Negotiation & Business Development were confirmed to be scheduled at the next BOC meeting. BHA & Union to reactivate the BHA Inspector position was announced, & recruitment for the Inspector & Office Assistant II positions was discussed. A reserved position for the Section Eight Department which is under review was also reported. Mr. Williams explained the Two-Year-Tool (TYT) uses historical data & forecasts the total vouchers required to be issued/utilized to prevent a shortfall. Mr. Williams accounted for the value of a voucher & the significant importance of a voucher only being exchanged for a fair trade & that a fixed rate should not be negotiated. Commissioner Rossi advised that the sale of units between BHA/AHB needs recognition & reviewing AHB's budget could be considered, pointing out that the adoption of the budget for FY2025 has positioned AHB to be utilized for its intended purpose; development, Commissioner Kashani added, & producing housing & revenues, Mr. Williams related fulfilling HUD's requirements to satisfy these. Customer Service was addressed with a report from Chair Schildt of negative feedback that is received in the community, & said to be attributed to staff attendance & the workload backing up causing complaints, solutions for workload coverage for staff during their time off were discussed.

Increased Voucher Utilization Rates were reported based on Grant's Consulting Services. The 2010 Waitlist is fully completed both physically & electronically. The 2022 Waitlist is activated & in progress, briefings are scheduled to begin at the end of June '24. 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 8 Landlords, yielding the potential of 32 units. An official Landlord list was provided by the City of Berkeley, Rent Boards Department. Veronica Jefferson inquired about a realistic plan for sustaining BHA Staffs' workload with the upcoming increased workload due to the issuance of the 2022 Waitlist vouchers. The BHA Website implementation update was provided & is scheduled to go live this year.

6. New Business

A.) Adoption of the Proposed Budget for FY2025 was presented by Mrs. Jesy Yturralde, Finance Manager, each line item in the Proposed Budget for FY2025 was presented via a PowerPoint presentation to include identification of BHA operations, departments, programs, & assets. Coverage of each line item's accounting functionality, cross-functionality, plus revenues & expenses, & reserves to balance & cover deficits for the FY2025 budget were presented to include the review of a 10-year revenue & expense projection. The Two-Year-Tool (TYT) was introduced with Jonathan Zimmerman, Section Eight & Associates. Mrs. Yturralde explained the difference between the previously proposed budget for FY2025 at a Total Net Income (Deficit), of <\$621,956> & the current version of the Proposed Budget for FY2025 at a positive Total Net Income of \$22,272, highlighting the MTW & Fungibility practices. Commissioner Rossi looked into the pro-ration factor, made a recommendation of disposition proceeds, & considered the affiliate AHB. Mr. Williams advised of proper accounting between BHA & its affiliate AHB. The budget for FY2025 is said to be an aggressive budget based on an estimated issuance of 40 vouchers every month. The Board reminds all that the budget is aggressive & realistic based on the TYT & an Agency-wide activity, & points out that all Agency positions must apply their skills in their roles for the budget to be executed. Vice Chair Levine reviewed & compared several month-to-month & year-to-year dashboard reports with inquiries into terminations & utilization declining. The process to maintain the utilization rate was explained & said to be driven by the population served & internal processes such as timing requirements to lease up, factors such as portability between Authorities, & a high population of voucher holders who are elderly citizens with a limited life expectancy, & homeless people who have a high death rate or abandon their vouchers. Chair Schildt advised All to submit material that will be reviewed during the BOC meeting for it to be added to the Agenda & distributed in the Board packets. Resolution # 24-04, Adoption of the Proposed Budget for FY2025 was approved. Moved by Commissioner Kashani & seconded by Commissioner Rossi, (All in favor except Commissioner Davis, absent & Commissioner Thomas-Rodriguez, absent).

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 7:33 p.m. (All were present & in favor except Commissioner Davis & Commissioner Thomas-Rodriguez, absent).