



Berkeley Housing Authority

DRAFT Minutes
Regular Board Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, October 26, 2023
5:31 pm

1. **Call to Order** *The meeting was called to order at 6:11 pm*
2. **Roll Call** *All present, expect Commissioner Thomas- Rodriguez*
3. **Comments from the Public** – *None*
4. **Ceremonial Matters:**
 - a. *Introduction of new BHA, HR Contractor Rhonda Willis. Ms. Willis introduced herself and qualification to the Board. She explained what her role as HR consultant is to BHA's day-to-day operations.*
5. **Approval of Minutes:** *September 21, 2023 Special Board Meeting. Moved and seconded by Commissioner Kashani and Vice Chair Levine, the Minutes of the October 26, 2023 meeting were approved. (All in Favor, Thomas-Rodriguez, absent)*

Note: Items 8.B and 8.C under New Business were moved up before Item 6.

6. **Report from the Executive Director** – *BHA, Executive Director, James Williams reported the MTW FY2024 was submitted October 27th and BHA will meet the deadline of April 2024 for FY2025 submission. BHA is currently working with Grant's Consulting Firm with the voucher contract, which will aid in increasing the voucher utilization rate. BHA will start pulling names from the waitlist within the next two months. James also reported new hire, Veronica Jefferson, Housing Specialist. BHA plans to open to the public Monday through Thursday from 8:30 am – 2:00 pm starting December 4th 2023. James reported that staff is responding to all emails and calls within 24 hours. All BHA forms are available online and at the front entry of the building. James added staff attended the opioid training recommended by Comm. Thomas Rodriguez.*
7. **New Business**
 - A. *BHA Finance Report, August 31, 2023- Finance Manager, Jesy Yturalde reported that the FY2024 financial statements projects an operating deficit of \$355,740, \$29,848 below than the originally projected deficit in the approved budget. This is primarily coming from savings in salary and benefits due to vacancies during the first two months of the fiscal year. Jesy, however, indicated that the budgeted would need to be amended due to some expenses not included in the original budget.*
 - B. *Adoption of the FY23-FY24 MTW Supplemental Plan (oral report)*

C. Resolution to the Adoption of FY23-FY24 MTW Supplemental Plan. Moved by Commissioner Rossi and seconded by Commissioner Kashani the FY23-FY24 MTW Supplemental Plan was adopted (All in Favor, Thomas-Rodriguez, absent)

8. **Commissioners' Questions and Matters**

Board recruitment. Names were submitted to the Mayor's office for recommendation and appointment.

9. **Commissioners' Questions and Matters**

10. **Communications**

a. Resident Board Representative – Client Concern -None

11. **Adjournment** *Moved and seconded by Vice Chair Levine and Commissioner Rossi the meeting was adjourned at 7:21p.m. (All in favor, 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 November 9, 2023, at 5:31 pm at the 1947 Center Street, Berkeley, CA 94704.

