



Berkeley Housing Authority

Draft Minutes Regular Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, March 10, 2022

5:01 pm

CHRIS SCHILDT, Chair

Max Levine, Vice Chair

Adolph Moody

Ali Kashani

Dan Rossi

Alexandria Thomas-Rodriguez

1. **Call to Order** – *The meeting was called to order at 5:18 pm.*
2. **Roll Call** – *All members present; Vice Chair Levine arrived at 5:33 pm.*
3. **Comments from the Public** – *(a) Mari Mendonca thanked the Board for their support of the voucher program and overhoused participants. As a member of the HAC, Friends of Adeline, and Rent Board Commissioner, she wants to advocate for overhoused households, and believes three people in a 2 Bedroom unit should not be considered overhoused. Staff was asked to agendaize the Overhoused issue for the April 14 Board meeting; (b) Sara Abramowitz-Hill, VP of SAHA Asset Management and Compliance, shared she would like to speak during the Sacramento Senior Homes agenda item, but requested that the Ashby Lofts item be pulled from the agenda. The Board agreed.*
4. **Consent Calendar**
 - A. Adoption of a Resolution of the Board of Commissioners of the Housing Authority of the City of Berkeley Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to the Ralph M. Brown Act, as Amended by Assembly Bill 361 – *moved by Commissioner Rossi, seconded by Commissioner Kashani, the Resolution passed (all in favor).*
5. **Closed Session:** Public Employee Performance Evaluation; Government Code section 54957 (b); Title: Acting Executive Director – *The Board entered into closed session at 5:37 pm and exited closed session at 6:43 pm, with nothing to report out.*
6. **Approval of Minutes:** - *Moved by Vice Chair Levine, seconded by Commissioner Kashani, the minutes of the February 10, 2022 Regular Board Meeting were approved (all in favor).*
7. **New Business**
 - A. Finance Report – Period Ending January 31, 2022 – *Jesy reported that the projected deficit on January 31st is \$287,769, \$48,000 less than last month's projection, and \$45,000 below than the deficit of \$332,984 projected at the beginning of the fiscal year. She reported the change in the January projection was due to the availability of the \$20,400 preliminary fees for EHV program for staff cost spent in planning, coordinating and meetings with the COC*

and other partner agencies during the development of the MOU rather than solely for tenant services. Jesy also reported that Administrative Fee revenue was understated in the previous month's report due to an incorrect pro-ration rate used in the calculation of revenue. BHA anticipates underutilization of HAP funding by approximately \$4.1 million in the Section 8, Mainstream and EHV programs by June 30, 2022 primarily due to a drop in our lease up rate from 79% to 75%. Operating revenue is expected to exceed budget by \$58,000 primarily due to additional fees received for the EHV vouchers and increase in pro-ration from 81% to 84%. The operating expenses appear to exceed budget by \$13,880. The increase could have been higher because of expenses not included in the original budget like the 4% COLA adjustments given to employees retroactive to July 1 and higher than budgeted cost of the web-based Waitlist Application portal, however due to savings from vacant positions, the increase in operating expenses is only in the amount reported.

- B. Resolution for Procurement of BHA Financial Audit and Tax Services – Jesy shared a correction to the RFP scoring matrix which places Novogradic in top scoring position. Moved by Commissioner Kashani, seconded by Vice Chair Levine, Novogradic was selected as the Financial Auditor for Fiscal Years ending June 30, 2022 through June 30, 2024, and two one year extension options for Fiscal Year End 6/30/25 and 6/30/26.
- C. Executive Director's Monthly Report – Rachel reported (a) no additional pandemic related income adjustments since Nov. of 2021; staff is asked to provide a copy of their vaccine card to HR unit; (b) HUD approved BHA's expedited waiver for 120% Payment Standard increase through December 2022. The new Payment Standard will be applied to new contracts effective March 1 and existing contracts effective July 1. Landlords have been notified; (c) BHA has received 37 of the 51 EHV referrals from the COC; 29 EH Voucher holders have been provided a voucher and briefed; 8 lease ups have occurred. The Board requested information on the lag in securing housing with an EHV—Rachel provided information that the housing advocates shared about the challenges with leasing up formerly homeless individuals.(d) The Board had requested information on why our clients ask to port out of the jurisdiction, and where they are porting to— Rachel provided that information to the Board.
- D. Move to Work Update – Rachel reported on the HUD Evaluation webinar that occurred for the Landlord incentive cohort, as well a reminder on the steps needed to become a full-fledged MTW agency and all of the programmatic and fiscal flexibilities allowed.
- E. Approval of MTW Annual Contributions Contract Amendment – Moved by Commissioner Kashani, seconded by Commissioner Thomas-Rodriguez, the Amendment was approved (all in favor).
- F. Sacramento Senior Homes: Approval of an additional 7 PBV units (for a total of 20) for 5 Year Extension of Project-based Master HAP contract – the item did not pass; the Board indicated it will consider the item again in a future Board meeting, and requested that SAHA consider ways to accept Housing Choice (Tenant-based) vouchers. Commissioner Thomas-Rodriguez motioned to bring the item back to the next board meeting, seconded by Commissioner Rossi.
- G. Ashby Lofts: Approval of 5 Year Extension of Project-based Master HAP Contract – This Item removed from the agenda, at the request of SAHA.
- H. Approval of 2022 Utility Allowance Schedules – Moved by Commissioner Thomas-Rodriguez, seconded by Commissioner Rossi, the Utility Allowance Schedules for 2022 passed (all in favor).
- I. Appointment of 2022 Resident Advisory Board - Moved by Chair Schildt, seconded by Commissioner Rossi, the self-nominated RAB members were appointed (all in favor).

8. Commissioners' Questions and Matters

- A. Meeting with Mayor Arreguín: Feb. 17, 2022 - Rachel and Chris updated the Board on a meeting with the Mayor including items discussed: thanking the Mayor for support of the Unit Turnover Program funds (\$150,000); the MTW designation; union negotiations; AHB update; encouraging the upcoming Bond Measure to support affordable housing; and scheduling the 3 x 3 meeting.

- B. 3 x 3 Meeting: March 14, 2022 – *Rachel invited the Board to the 3 x 3 on 3/14/22, but noted discussion could not occur among the Commissioners due to Brown Act concerns.*
- C. Board Appointment – *Commissioner Kashani’s contact has declined.*

9. **Communications**

A. Email from Miranda Strominger dated March 3, 2022 – *received; the Board requested that this item be heard during the Special Board meeting on April 7 2022.*

10. **Adjournment** – *moved by Commissioner Kashani, seconded by Commissioner Thomas-Rodriguez, the meeting was adjourned at 8:59 pm.*