



Berkeley Housing Authority

DRAFT MINUTES
Regular Meeting

BOARD OF THE BERKELEY HOUSING AUTHORITY

Thursday, February 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 6:12 pm.*
2. **Roll Call** – *All members present. Commissioner Kashani arrived at 6:14 pm.*
3. **Comments from the Public** – *None.*
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 Thomas-Rodriguez, seconded by Vice Chair Levine, the resolution passed (all in favor).*
5. **Closed Session**
Public Employee Performance Evaluation; Government Code section 54957 (b); Title: Acting Executive Director – *the Board exited Closed Session at 6:57 pm with nothing to report out.*
6. **Approval of Minutes**
 - A. January 13, 2022 Regular Board Meeting - *Moved by Commissioner Kashani, seconded by Vice Chair Levine, the minutes of the January 13, 2022 Regular Board Meeting were approved with an addition to the minutes indicating that Commissioner Kashani had also informed the Board that he had a potential Board Member lead (all in favor).*
7. **New Business**
 - A. Finance Report – Period Ending December 31, 2021 – *Jesy reported that the projected deficit as of December 31, 2021 increased by approximately \$18,000 from what was reported at the last Board meeting, from \$332,984 to \$335,432, and \$2,400 more than our originally projected deficit of \$332,984. She reported that the increase this month resulted from the procurement of the web based waitlist application portal which exceeded budget by approximately \$19,000. She also reported that administrative fee revenue is projected to exceed original budget by \$42,695 primarily coming from fees associated with the new EHV vouchers and increase in proration from 81% to 84%. She also reported operating and capital expenses are projected to exceed budget by \$46,116, primarily from COLA increases effective 07/01/2021, increase in legal fees, and other general expense which includes cost of the web-based waitlist portal.*

- B. Executive Director's Monthly Report – Rachel reported: (a) Covid updates: no new interim reexaminations for Covid-related job loss/income decrease since Nov. 2021; Management has determined it will allow the continuation of any unused Covid sick leave through 6/30/22, in concert with the City of Berkeley; Continued Covid-related Waivers – staff has submitted and received "Expedited Waiver" approval from HUD (on 2/3/22) to continue covering the cost of any rent increase if the rent increase occurs prior to the annual reexam; forgoing SEMAP submission for fiscal year ending 6/30/22; and increasing the Payment Standard to 120% of the FMR. (b) Annual Plan/Admin Plan preparations are underway including solicitation for RAB members. (c) EHV's – update to the number of lease ups of EHV's (4 as of Feb. Board meeting date). The Board requested information on the outreach efforts of the housing advocates who assist EH Voucher holders to identify suitable units/landlords and the number of affordable units in Berkeley. (d) the City of Berkeley is updating the Housing Element and BHA has been approached to provide input.
- C. Move to Work Update – Rachel reported on the next steps in order to be able to implement the MTW flexibilities now that BHA has been selected to be an MTW agency. The process will take between 1 year to 1 1/2 years to implement, according to HUD. The steps include executing the MTW ACC Amendment; preparing finances as they relate to MTW fiscal flexibilities; develop the MTW supplement to the Annual Plan, including public processes; submitting the MTW supplement; migrate data to HUD's data system ("PIC"); coordinate with the Research Evaluation Team. HUD has set up webinars relating to the process to become a full-fledged MTW agency; appropriate staff are attending each session with Rachel participating in each of them. Board suggested making MTW Update a standing item in future Board agenda. At the March Board meeting the Board will approve step 1: a Resolution confirming MTW ACC Amendment submission to HUD.
- D. Resolution for Procurement of BHA Audit Services – Item was tabled for the March Board meeting with the Board requesting more information on RFP review process.

8. **Commissioners' Questions and Matters**

- A. 3 x 3 Meeting – no date identified by City contacts as of the date of the Feb. Board meeting
- B. Board Appointment – Ali invited a potential Board member to the Feb. Board meeting; he will follow up regarding interest in serving on the Board

9. **Communications**

- A. Sacramento Senior Homes – the Board indicated it would consider an additional 7 PBV's so long as the operating expenses were acceptable and suggested Rachel should bring the item to the March meeting.

10. **Adjournment** – moved by Commissioner Moody, seconded by Commissioner Rossi, the meeting adjourned at 8:22 pm (all in favor).