


Office of the Executive Officer

ACTION CALENDAR

May 22, 2007

To: Honorable Chairperson and  
Members of the Housing Authority

From:  Phil Kamlarz, Executive Officer

Subject: Contract: CGI, Inc. Senior Manager Services in June, 2007

RECOMMENDATION

Adopt a resolution authorizing the Executive Officer to enter into a contract with CGI, Inc. for up to \$20,000 for one full-time Senior Manager commencing on June 1, 2007 and terminating on July 1, 2007.

FISCAL IMPACTS OF RECOMMENDATION

The BHA will utilize up to \$20,000 of General Fund subsidy, which is budgeted in the FY 2007 BHA budget to enable the Executive Officer to contract with an outside consultant to help manage BHA operations for the month of June and facilitate the process of developing the interim and permanent staffing plan/organizational structure.

CURRENT SITUATION AND ITS EFFECTS

The United States Department of Housing and Urban Development (HUD) deemed BHA's Section 8 Program to be in "troubled" status in the fall 2002 based upon BHA's Section Eight Management Assessment Program (SEMAP) scores. HUD gave BHA until June 30, 2006 to achieve a passing score on a range of performance indicators. HUD advised the BHA in the fall of 2006 that it had not achieved a passing score. In addition, in April 2007, HUD notified BHA that its public housing program was also designated as "troubled" based upon its Public Housing Assessment System (PHAS) score for fiscal year end June 30, 2006.

As a result of BHA's failure to achieve a passing score, HUD has required that the BHA Board be reconstituted as a Board independent of the City Council, in order to allow such a board to focus exclusively on oversight of BHA's operations.

In order to transition from the current structure to the new one, the BHA requires some additional assistance during the month of June to manage BHA operations. The BHA Manager has identified CGI, Inc. as a firm that can provide such assistance. Specifically, the Government Services and Business Processes Division of CGI has been assisting public housing authorities and HUD for over 15 years. During this time, CGI has performed numerous contracts covering management and reengineering of troubled PHAs, program assessments, analysis agency plans, SEMAP audits, PIC reporting and corrections, development of ACOPs and administrative plans and various training programs. They have also been contacted by HUD to provide assessments

and corrective action plans throughout the country. CGI has expressed their willingness to provide one full-time Senior Manager for the month of June who will provide the BHA Manager with assistance in developing an interim and permanent staffing plan. Staff recommends that the Board adopt a resolution authorizing the Executive Director to enter into a contract with CGI for such services for \$20,000.

BACKGROUND

See companion City Council report.

RATIONALE FOR RECOMMENDATION

See companion City Council report.

ALTERNATIVE ACTIONS CONSIDERED

See companion City Council report.

CONTACT PERSONS

Phil Kamlarz, Executive Officer  
Tia Ingram, Housing Authority Manager

981-7000  
981-5471

Attachments:

1. Resolution Authorizing Contract with CGI

RESOLUTION NO. ##,###-N.S.

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT AND ANY AMENDMENTS WITH CGI, INC. FOR ONE FULL-TIME SENIOR MANAGER FOR JUNE 1, 2007 THROUGH JUNE 30, 2007 IN AN AMOUNT NOT TO EXCEED \$20,000

WHEREAS, the United States Department of Housing and Urban Development (HUD) has deemed the BHA's Section 8 Program to be in "troubled" status since 2002 based upon BHA's Section Eight Management Assessment Program (SEMAP) scores; and

WHEREAS, in October, 2005, HUD gave BHA until June 30, 2006 to achieve a passing score on a range of performance indicators; and

WHEREAS, HUD advised the BHA in the fall of 2006 that it had not achieved a passing score; and

WHEREAS, in April, 2007, HUD notified BHA that its public housing program was also designated as "troubled" based upon its Public Housing Assessment System (PHAS) score for fiscal year end June 30, 2006; and

WHEREAS, a complete restructuring of BHA's administrative structure is also necessary in order to bring the operations into conformance with federal standards; and

WHEREAS, HUD has made it clear that, if BHA cannot perform by a deadline which may be as soon as one year and no longer than two years from now, BHA will lose its federal subsidies to operate its housing programs in Berkeley; and

WHEREAS, based upon BHA's performance, HUD determined that the BHA governance required restructuring to adequately monitor the agency and provide the necessary oversight to ensure its programs were operated in accordance with HUD regulations and guidelines; and

WHEREAS, In order to transition from the current structure to the new one, the BHA requires some additional assistance during the month of June to manage BHA operations; and

WHEREAS, CGI, Inc. has been identified as a firm that can provide such assistance. Specifically, the Government Services and Business Processes Division of CGI has been assisting public housing authorities and HUD for over 15 years. During this time, CGI has performed numerous contracts covering management and reengineering of troubled PHAs, program assessments, analysis agency plans, SEMAP audits, PIC reporting and corrections, development of ACOPs and administrative plans and various training programs. They have also been contacted by HUD to provide assessments and corrective action plans throughout the country; and

WHEREAS, CGI has expressed their willingness to provide one full-time Senior Manager for the month of June who will provide the BHA Manager with assistance in developing an interim and permanent staffing plan; and

WHEREAS, funds are available in the City General Fund subsidy, which is budgeted in the FY 2007 BHA budget; and

NOW THEREFORE, BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners that the Executive Director is authorized to execute a contract and any amendments with CGI, Inc. to provide one full-time Senior Manager to assist the Housing Authority Manager in developing an interim and permanent staffing plan from June 1, 2007 through June 30, 2007 in the amount of \$20,000.