

**MINUTES OF THE SPECIAL MEETING
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA**

**[Most meetings are recorded.
A copy of the recorded meetings can be made available
by contacting the Executive Office at 510-874-1517]**

**Monday, June 28, 2021
Annual Meeting**

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting at 1619 Harrison Street, Oakland, California in accordance with the March 17, 2020 Alameda County Shelter in Place Order which limited public gatherings and required social distancing. Attendees in the meeting room were limited to seven (7) persons. The meeting was held through the Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by phone and/or by email.

Chair Gregory Hartwig presided and called the meeting to order at 6:02 PM.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Bettye Lou Wright
Barbara Montgomery and Mark Tortorich. Lynette Jung Lee joined
at 6:08 PM

III. Approval of Minutes of the Regular Meeting of May 24, 2021

A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of the minutes of the May 24, 2021 Regular Meeting. The motion carried by the following vote:

Ayes: 6 – Hartwig, Griffith, Castillo, Wright, Montgomery, Tortorich

Excused: 1 – Jung-Lee

Approval of Minutes of the Special Meeting of June 07, 2021

A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of the minutes of the June 07, 2021 Regular Meeting. The motion carried by the following vote:

Ayes: 5 – Hartwig, Griffith, Wright, Montgomery, Tortorich

Excused: 1 – Jung-Lee

Abstain: 1 - Castillo

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

A. Consideration and Adoption of the Fiscal Year 2022 Oakland Housing Authority Operating Budget.

A motion was made by Anne Griffith, seconded by Mark Tortorich for the approval and adoption of the FY2022 Operating Budget. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VI. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.)

There were no modifications to the agenda.

VII. New Business

A. Authorization to execute a Memorandum of Understanding with three local Housing Authorities and with the Alameda County Continuum of Care to administer the American Rescue Plan Emergency Housing Vouchers.

Special Assistant to the Executive Director, Dominica Henderson; Director of Leased Housing, Michelle Hasan; and Sr. Policy Analyst, Julie Christiansen provided a detailed overview of the MOU with the three local Housing Authorities and with the Alameda County Continuum of Care. Ms. Henderson

introduced President Biden's American Rescue Plan stating that \$5 Billion will be allocated to Emergency Housing Vouchers (EHV). The EHV come with an additional allocation of \$3,500 per voucher for eligible services.

Ms. Hasan gave an overview of the timeline of the EHV award process and distribution. The vouchers are limited to families who are homeless, at risk of homelessness, attempting to flee domestic violence, dating violence, stalking, or high risk of housing instability. To proceed with leasing the vouchers, HUD requires a partnership through a MOU with Alameda County and the three Housing Authorities with a deadline of July 23, 2021. The goal for the Agency is to lease the vouchers in a timely manner.

Ms. Christiansen briefed the Commission on the timeline, future activities regarding community outreach and support to lease all 515 vouchers by November 1st. The Agency is expecting Alameda County to give the Agency the bulk of the vouchers within a few weeks of executing the MOU. Ms. Hasan stated that an outreach campaign with a clear approach to assist applicants, participants, and owners.

Commissioner Lee asked how someone who is housed can be qualified as being homeless. Ms. Hasan stated that in the coordinated entry home stretch program with the County, the individuals have grant services funding which ends. The individuals then qualify for emergency housing funding.

Commissioner Castillo inquired what will happen to families after two years when the vouchers shut down. Ms. Henderson stated that after September 2023 if the voucher becomes vacant it cannot be leased again to another eligible family within the housing authority. Families that receive a voucher prior to that date, they will continue to receive housing assistance while the EHV program is funded by HUD. The EHV program will be funded for ten years, after which Congress must appropriate new funds for the EHV program to continue. Additionally, Commissioner Castillo asked if families can step into the program with a waiver of previous debt. Ms. Henderson stated that debt forgiveness would need to be approved by HUD.

Chair Hartwig asked if there would be incremental financial impacts for the Housing Authority taking on this project. Secretary Wells stated that, at this moment it is unclear what additional costs there may be, but like all other voucher programs, the Authority may offer assistance through Moving to Work single fund flexibility. However the Authority will exhaust all EHV funding first before using the annual operating budget to supplement any EHV funded activities. Recurring or on-going funds for support services are not included in the allocation from HUD. When families lease up, they will have access to the same supportive programs that all voucher households access that are provided by our Leased Housing and Family & Community Partnerships Departments. The Authority will not pay for any services already supported by the County.

There were no further questions from the board.

A motion was made for approval of item VII.A. moved by Bettye Lou-Wright, seconded by Lynette Jung-Lee. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- B. Authorization to execute a one-year contract with four one-year option terms with DynaTouch Corporation, to purchase five self-service kiosks and related services in an amount not to exceed \$232,629.

Leased Housing Director, Michelle Hasan stated that in preparation of the re-opening of the Agency, there is a need for self-service kiosks for PHA use to provide safety for clients. The kiosks will be for appointment registration prompts which allow clients to wait outside the building until staff are ready to assist them. The one-stop kiosk will provide services such as submitting requests, log on to the OHA portal and receive a receipt of what was submitted. Additionally, the kiosks are ADA compliant and come in several languages.

Commissioner Tortorich asked for a comparison on the price and if there is an interface between the kiosk and mobile phones. Ms. Hasan stated that the cost difference includes additional maintenance.

Jim Morris with DynaTouch stated that there are two kiosks with a mobile component for customers to enter their cell number. Additionally, there is a QR code that can be utilized for customers to check-in. The kiosk will be the bridge for customers to upload documentation for their workers.

Ms. Hasan further stated that there will be flyers to notify residents of the new kiosks. Additionally there will be ambassadors who will support residents with the new technology.

There were no further questions from the board.

A motion was made for approval of Item VII.B. moved by Lynette Jung-Lee, seconded by Anne Griffith. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- C. Authorization to execute four (4) separate contracts with the John Stewart Company (JSCO) for property management services, each with a term of three (3) years, with two (2) one year options to extend, for the following public housing sites, Harrison Tower, Adel Court, Palo Vista Gardens, and Campbell Village, with a collective not to exceed amount of \$1,776,390.

Director of Asset Management, Anna Kaydanovskaya presented an item for approval of property management services with the John Stewart Company (JSCO). A request for proposal was issue in March 2021 for qualified

vendors, which two vendors responded to the proposal. JSCO was provided to be the most professional services provided.

A motion was made for approval of Item VII.C. moved by Bettye Lou-Wright, seconded by Barbara Montgomery. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- D. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CVR Associates, Inc. for Multiple Specialty Areas.

Special Assistant to the Executive Director, Dominica Henderson detailed that the action will require approval for Items D-G to execute a contract with CVR Associates, CGI, Bronner Group, Inc., and Resource Development Associates for four specialty areas. The Authority issued RFP 21-002 which was posted on the Authority website as well as other procurement websites. After all evaluations were complete, various consultants would be issued a contract depending on the specialty area.

A motion was made for approval of Item VII.D. moved by Anne Griffith, seconded by Barbara Montgomery. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- E. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with CGI for Specialty Area Two – Administration and Operating Services

A motion was made for approval of Item VII.E. moved by Anne Griffith, seconded by Janny Castillo. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- F. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Bronner Group, Inc. for Specialty Area Three – Management Advisory & Consulting Services.

A motion was made for approval of Item VII.F. moved by Janny Castillo, seconded by Anne Griffith. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- G. Authorization to execute a three-year Professional Consulting and Advisory Services Contract, with two one-year option terms with Resource Development Associates for Specialty Area Four – Grant Writing

A motion was made for approval of Item VII.G. moved by Bettye Lou-Wright, seconded by Lynette Jung-Lee. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

H. **Consent Agenda:**

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Authorization for the Executive Director to issue Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2021-2022
2. Authorization for the Executive Director to issue Blanket Purchase Orders to various vendors with intergovernmental agreements or routine, recurring, low-dollar amount purchases for Fiscal Year 2021-2022

A motion was made for approval of Item VII.H. moved by Mark Tortorich, seconded by Lynette Jung-Lee. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VIII. Written Communications.

Executive Director Wells provided a brief summary of the Departmental Monthly Report for the month of May 2021.

IX. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission

Executive Director noted the following:

- COVID Tracking Dashboard
- Public Meeting Alert
- MTW Collaborative
- Assemblymembers Letter – Teacher Housing Budget Request
- Universal Housing Vouchers Joint Industry Statement
- Direct to You – Juneteenth Federal Holiday Acknowledgement

In follow-up to the June 7th Special Meeting, Vice Chair Griffith alerted staff of inaccuracies on the OHA website. Our Assistant Director of Communications made modifications and updated the website. Additionally, the Leadership team is in 60%

stage of strategic planning and there will soon be milestones to report to the board in upcoming meetings.

X. Reports of Commission Committees

Commissioner Castillo updated the board on the Transition Management committee meeting met and constructed a template concerning an evaluation which will be share with all Commissioners during the closed session.

XI. Announcements by Commissioners

Chair Hartwig notified that beginning September, all Commissioners may be required to attend in person to the board meetings. Secretary Wells confirmed that the Brown Act Moratorium expires.

XII. Adjournment to Closed Session

A motion was made by Lynette Jung-Lee and seconded by Bettye Lou-Wright for the meeting to adjourn to closed session. The meeting adjourned at 7:40 PM.

XIII. Adjournment of Public Session

The public session resumed and Chair Hartwig stated that there were no items to report from closed session.

A motion was made by Bettye Lou-Wright, seconded by Lynette Jung-Lee for adjournment. The motion carried by the following vote:

Aye: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

The meeting adjourned at 8:15pm

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary/Executive Director