

**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, August 23, 2021
Regular 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 6:01 PM.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Bettye Lou Wright, Barbara Montgomery; Lynette Jung Lee, Mark Tortorich, Janny Castillo were present. Anne Griffith joined at 6:10 PM

III. Approval of Minutes of the Regular Meeting of July 26, 2021

A motion was made by Bettye Lou-Wright, seconded by Mark Tortorich for the approval of the minutes of the July 26, 2021 Regular Meeting. The motion carried by the following vote:

Ayes: 6 – Hartwig, Castillo, Tortorich, Wright, Montgomery, Jung-Lee

Excused: 1 – Griffith

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

There was no old or unfinished business.

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. Acknowledgement of OHA Resident recipient of HAI Group Scholarship.

Interim Director of Family and Community Partnership, Nicole Thompson, acknowledged Omani Davis, a Housing Choice Voucher participant, who was awarded the 2021 Housing Authority Insurance Group scholarship in an amount of \$6,000. Ms. Davis plans to attend Chabot College to pursue her long-term goal of becoming a doctor. The Oakland Housing Authority would like to acknowledge Ms. Davis and congratulate her on her success.

B. Presentation of Year End Financial Status Report for the period July 1, 2020 through June 30, 2021.

Chief Officer of Program and Finance Administration, Duane Hopkins led the presentation on the year-end financial reports assisted by Director of Finance, Victor Madamba.

Mr. Hopkins noted for the Commissioners that the reports have been adjusted to mirror the formal financial statement structure they will see in the regular audit reports each year. The presentation covered each significant area of both revenue and income.

Specific discussions focused on housing choice voucher and public housing funding levels and mechanisms along with overall operating costs across the organization. Commissioners inquired about various items related to timing of funding from the Department of Housing and Urban Development (HUD), portability of housing choice vouchers and how that affects services to clients, spending patterns related to public housing capital funds, and variances to budget of items related to the overall operations.

The Commissioners stated that they appreciated the quality of the presentation. There were no further questions from the board.

C. Staff review of the Resident Retention Plan.

Mark Schiferl, Director of Property Management, Pedro Abril, Property Administrator, Michelle Hasan, Director of Leased Housing, Nicole Thompson, Interim Director of Family & Community Partnerships, and Carel Duplessis, Chief of Police joined to present the resident retention plan.

Mr. Schiferl and team provided detail on the internal partnerships, communication and engagement strategy, supportive services delivery models, and public safety approaches implemented by staff throughout the Authority departments to work with residents to remain housed. The team also highlighted how these resident retention strategies align with the Authority's strategic goals.

Commissioner Montgomery and Commissioner Griffith asked questions regarding the availability of financial training programs for residents and the ability of staff to identify best practices for resident retention using data analysis. Staff responded and committed to providing additional information as available.

There were no further questions from the board.

D. Authorization to execute a one-year contract with three one-year option terms with Belfor USA Group, Inc. for Disaster and Non-Disaster Restoration of Operations Services Contract in an amount not-to-exceed \$560,000.

Director of Property Management, Mark Schiferl detailed the contract with Belfor Group stating that the service will respond to fire damage, sewer damage and address emergencies and damage to units. There were no further questions from the board.

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

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

E. Authorization to execute a two-year contract with three one-year option terms with Herc Rentals, Inc. utilizing the OMNIA Partners cooperative agreement for equipment rental and related products and services in an amount not to exceed \$750,000.

Director of Property Management, Mark Schiferl introduced the item stating that Herc Rentals is a vendor that specializes in construction equipment and rental vehicles to help complete capital projects in a timely manner.

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

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

- F. Authorization to provide an Acquisition Bridge Loan to an affiliate of the East Bay Asian Local Development Corporation, in an amount not to exceed \$7,265,880 for 285 12th Street for an initial period of two-years with an option to extend for one additional year.

Chief Officer of Program and Finance Administration, Duane Hopkins detailed the item stating the request is for a Bridge Loan, which is a transaction for the use of funds originally approved by the Board to support EBALDC and the project in 2019. This loan will further assist EBALDC to refinance their debt incurred for acquisition of the site while maintaining ownership of the sites with EBALDC until the starting of construction on the project.

Andy Madera, CEO of EBALDC introduced himself and the partnership with OHA. Mr. Madera stated that through the EBALDC is excited to provide affordable housing at 285 12th street at below market rate.

Commissioner Tortorich asked for further details on the interest rate for the loan and how it was established, which was addressed by Mr. Hopkins.

A motion was made for approval of Item VII.F. 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

- G. Resolution authorizing the Executive Director to continue the Oakland Housing Authority participation in the Employment Risk Management Agency employment practices liability insurance pool and to issue payment for the annual premium.

Risk Manager, Artesia Dupree requested that the Board approve the annual liability coverage with ERMA (Employment Risk Management Agency). This liability coverage provides OHA with protection with any employment liability risk (employee harassment complaints) and provides training for all workers for State requirements for AB1825 and SB1343 for the prevention of sexual harassment and anti-bullying in the workplace.

There were no further questions from the board.

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

VIII. Written Communications.

Executive Director Wells provided a brief summary of the Departmental Monthly Report for the month of June 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:

- OHAPD National Night Out at 1621 Harrison
- Report on Public Comment – Congress Street
- Clarification Contract with Daikin Applied Americas
- Emergency Housing Voucher Status Report
- Landlord Magazine Advertisement
- Emergency Housing Voucher Overview
- Status Update OHA Leadership Strategic Planning
- Oak Grove Senior Housing Section 8 PBV Program 62+
- PHADA FY22 Appropriations
- Rep. Waters Statement on CDC Decision to Extend Eviction Moratorium
- 2021 August Advocacy Campaign
- NAHRO Advocacy Submission on Housing is Critical Infrastructure

X. Reports of Commission Committees

There were no reports from the Commissioner Committees

XI. Announcements by Commissioners

Commissioner Wright gave recognition and compliments to the OHA staff for their excellence to residents and others. Commissioner Wright further thanks the staff and Executives for maintaining during COVID.

XII. Adjournment to Closed Session

A motion was made by Bettye Lou-Wright and seconded by Barbara Montgomery for the meeting to adjourn to closed session. The motion carried by the following vote:

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

The meeting adjourned to closed session at 8:11 PM.

XIII. Adjournment of Public Session

The public session resumed at 9:35pm. Chair Hartwig stated that there were no items to report from closed session.

A motion was made by Janny Castillo and seconded by Anne Griffith for adjournment. The motion carried by the following vote:

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

Excused: 1 – Lou-Wright (left at 9:00 pm)

The meeting adjourned at 9:40 PM.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary/Executive Director