

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

[Meetings are recorded and are accessible through our website: www.oakha.org]

Monday, October 25, 2021

Regular Meeting

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Vice-Chair Anne Griffith presided and called the meeting to order at 6:02 PM.

I. Pledge of Allegiance

II. Roll Call

Present 5 – Anne Griffith, Bettye Lou Wright, Lynette Jung Lee, Mark Tortorich, Janny Castillo were present.

Excused 2 – Gregory Hartwig, Barbara Montgomery

III. Approval of Minutes:

A. Approval of the Minutes of the Regular Meeting of September 27, 2021.

A motion was made by Bettye Lou-Wright, seconded by Mark Tortorich for the approval of the minutes of the September 27, 2021 Regular Meeting. The motion carried by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

A. Staff Review of the Operations Department Milestones and Metrics

Director of Property Management, Mark Schiferl; Director of Family & Community Partnerships, Nicole Thompson; and Director of Leased Housing, Michelle Hasan, led the presentation. The team provided an update on ongoing metrics of the efforts provided by OHA for Emergency Rental Assistance, Resident Services, Work Order Completion, Unit Inspections, and a plan to reduce vacancies as well as house residents from the waitlist.

The Commissioners asked a few questions, which the team answered.

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. Discussion and Possible Adoption of Resolution of the Board of Commissioners of the Housing Authority of the City of Oakland Ratifying the Proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Legal Counsel, Jhaila Brown with Goldfarb & Lipman detailed the action item noting that Assembly Bill Number 361 (AB 361) will authorize continued remote teleconference meetings. Background information was provided, stating that Governor Newsom's Executive Order N-29-20 allowed relaxed provisions of the Ralph M. Brown Act, which expired on September 30, 2021.

AB 361 was signed into law by the Governor on September 16, 2021 and went into effect immediately and amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meetings after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. Ms. Brown detailed the requirements to continue to conduct teleconferenced meetings and advised the Commission that continued reliance will require the Board of Commissioners to adopt a new resolution making required findings every 30 days from the approved date.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

B. Presentation of the National Association of Housing & Redevelopment Officials Award of Merit.

Planning, Implementation and Compliance Director, Dominica Henderson, presented the item to the Commission recognizing the Oakland Housing Authority (OHA) as a winner of the NAHRO Award of Merit. Ms. Henderson detailed that in March 2020; OHA's leadership established a COVID-19 Incident Command Team (CICT) and commenced emergency preparedness in an efficient, effective manner. The CICT's purpose was to establish protocols and processes for organizational continuity and to ensure critical services to the community would not be negatively impacted.

NAHRO's Award of Merit was presented to OHA for the category of Administrative Innovation.

The Commission congratulated the team for their accomplishment.

C. Informational presentation on the FY 2021 Moving to Work Annual Report.

Planning, Implementation and Compliance Director, Dominica Henderson, provided a status report regarding the Oakland Housing Authority's Moving to Work (MTW) program performance, compliance with MTW statutory requirements, and an overview of the contents of the Authority's Fiscal Year 2021 MTW Annual report submission. Ms. Henderson reviewed the preliminary MTW baselines, the FY2021 goals, the MTW outcomes related to the goals, and COVID-19 response that MTW helped the Agency achieve.

There were no further questions from the Commission.

D. Presentation by OHA's Resource Conservation Team.

Director of Property Management, Mark Schiferl and Resource Conservation Manager, in the Office of Property Operations, Faustina Mututa provided an overview of the Oakland Housing Authority Recycling and Composting Initiative at property sites. The team detailed efforts to educate residents and staff on the importance of recycling in order to reduce waste and stay in compliance with local and state laws. Mr. Schiferl noted the partnership with several entities for solid waste disposal and implementation of diversion programs for mattress recycling or materials removed.

The Commission complimented the Resource Conservation Team for their efforts.

E. Staff Briefing on the Seminary Avenue Initiatives.

Director of Property Management, Mark Schiferl updated the Commission on ongoing plans to address site conditions at 1905/1911/1915 Seminary Ave. Mr. Schiferl noted the increase of staff presence at property sites, providing building and grounds services and excess trash removal on a daily basis. The Family &

Community Partnerships team have conducted resident outreach efforts to address mental health trends, provide rent and utility payment assistance, and provide giveaways at site meetings. It was further noted that OHAPD will continue to conduct physical periodic patrol checks and have dispatch monitor the site using the video cameras and placing information seen from cameras into the computer-aided dispatch log for future reference.

There were no further questions from the board.

- F. Resolution authorizing the Executive Director to execute a three-year contract with two option terms with Cobblestone Software for contract management software in an amount not-to-exceed \$466,784.95.

Chief Officer of Program and Finance Administration, Duane Hopkins, presented the item to the Commission, stating that Cobblestone Software will provide the Oakland Housing Authority with a contract management software. Mr. Hopkins stated that the software would allow the Authority to manage all contracts within the organization and the procurement process.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

- G. Authorization for the Executive Director to execute a two-year contract with three one-year option terms with Orkin, LLC for Pest Management with Related Products in an amount not-to-exceed \$460,000.

Director of Property Management, Mark Schiferl, addressed the Commission, requesting approval to execute a contract with Orkin, LLC for routine pest management services at OHA managed public housing properties and seven administrative properties throughout the City of Oakland.

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

- 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. Approval of Public Employees System (CalPERS) Resolution for the 001 Unrepresented Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
2. Approval of Public Employees System (CalPERS) Resolution for the 002 Alameda Co Bldg Construct Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
3. Approval of Public Employees System (CalPERS) Resolution for the 004 Loc 1021 SEIU MAINT Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
4. Approval of Public Employees System (CalPERS) Resolution for the 005 Loc 1021 SEIU APA/HAR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
5. Approval of Public Employees System (CalPERS) Resolution for the 006 Loc 29 OPEIU Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
6. Approval of Public Employees System (CalPERS) Resolution for the 701 Unrepresented ICMA RETR Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
7. Approval of Public Employees System (CalPERS) Resolution for the 702 Alameda Co Bldg ICM RETR, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
8. Approval of Public Employees System (CalPERS) Resolution for the 704 Loc 1021 SEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
9. Approval of Public Employees System (CalPERS) Resolution for the 706 Loc 29 OPEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

VIII. Written Communications.

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

IX. Executive Director's report regarding matters of special interest to the

Commission occurring since the last meeting of the Commission

Executive Director provided summary information on the following:

- Foster Youth to Independence HUD Award Letter
- Executive Summary on the Emergency Housing Vouchers
- EHV Award Certificates for Residents to Sign a Lease, Pay Rent on Time, and Lease Anniversary.
- Keep Oakland Housed Flyer
- Housing Choice Voucher Owner Incentives Program
- PHADA 2022 Commissioners' Conference
- NAHRO Letter to Elected Officials to Support Housing Investments in Budget Reconciliation Package.
- 2021 Board of Commissioners Calendar

X. Reports of Commission Committees:

Commissioner Castillo noted attending the Moving to Work (MTW) Research Advisory Committee at the Federal Level and advised the Commissioners that they are working to expand the MTW. Ms. Castillo stated that the Committee will research policies that will be focused on for the next cohort for MTW expansion.

XI. Announcements by Commissioners:

There were no announcements by the Commissioners.

XII. Adjournment to Closed Session

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

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

Excused 2 – Hartwig, Montgomery

The meeting adjourned to closed session at 7:42 PM.

XIII. Adjournment of Public Session

Vice-Chair Griffith stated there were not items to report out from closed session.

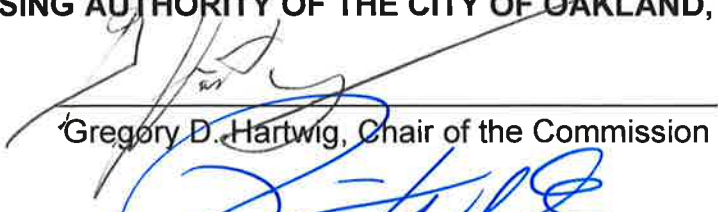
A motion was made by Bettye Lou-Wright and seconded by Janny Castillo for the meeting to adjourn. The motion carried by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Wright, Tortorich

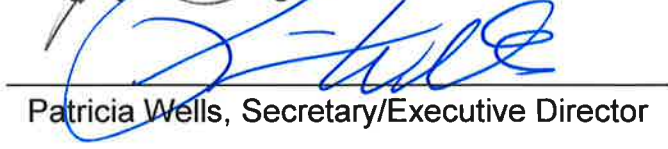
Excused 2 – Hartwig, Montgomery

The meeting adjourned at 8:29 PM.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA

A handwritten signature in black ink, appearing to read "G. Hartwig", is written over a horizontal line.

Gregory D. Hartwig, Chair of the Commission

A handwritten signature in blue ink, appearing to read "Patricia Wells", is written over a horizontal line.

Patricia Wells, Secretary/Executive Director