

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

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**Monday, June 27, 2016**

**REGULAR/ANNUAL MEETING**

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting in the Board of Commissioners Room, first floor, at 1619 Harrison Street, Oakland, California on the above date. Chair Gregory Hartwig presided and called the meeting to order at approximately 6:06 p.m.

I. Pledge of Allegiance

II. Roll Call

In attendance: Chair Hartwig, Vice-Chair Hurd, Janny Castillo, Donna Griggs-Murphy, Barbara Montgomery, Lynette Jung-Lee.

III. Approval of Minutes:

Approval of Minutes of the Regular Meeting of May 23, 2016.

Commissioner Hurd motioned to approve, Commissioner Montgomery seconded and the board voted unanimous approval.

IV. Old or Unfinished Business:

None.

V. 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.*

Chair Hartwig called for one person, who wished to address the Commission and requested that Item VI.F People Wishing to Address the Commission, be taken before VI. New Business items.

Regina Simmons Howard, resident of 361 49<sup>th</sup> Street, #3, Oakland, addressed her property concerns to the board members. Executive Director Johnson

provided referral to Michelle Hasan, Leased Housing Director to follow-up with Ms. Howard regarding her issues related to the unit and property.

VI. New Business:

- A. Nomination and Election of Chair and Vice Chair of the Housing Authority Board of Commissioners, for two-year terms.

Commissioner Montgomery nominated Gregory Hartwig to continue to serve as Chair of the Commission for another 2 year term. No other chair nominations were made. Commissioner Jung-Lee seconded the motion. The vote was taken from the Commission and the vote was unanimous for the current Chair to continue for another 2-year term.

Commissioner Jung-Lee nominated Marlene Hurd to continue to serve as Vice-Chair of the Commission for another 2-year term. No other vice-chair nominations were made. Commissioner Montgomery seconded the motion and the board voted unanimous approval.

- B. Nomination and Election of two Directors to the Tassafaronga Housing Corporation Board of Directors, for two-year terms.

Commissioner Jung-Lee recommended that the current Commissioners, Marlene Hurd and Barbara Montgomery continue to serve on the Board of Directors. Commissioner Castillo seconded the motion and the board voted unanimous approval.

- C. Nomination and Election of two Directors to the Oakland Affordable Housing Preservation Initiatives, Inc. Board of Directors, for two-year terms.

Commissioner Castillo stated that she would relinquish her position on the board if there was a nomination for another director to take the position. There were no other nominations made. Commissioner Castillo made a motion for the current Directors, Janny Castillo and Donna Griggs-Murphy to remain on the board. The motion was seconded by Commissioner Jung-Lee and the board voted unanimous approval.

- D. Consideration of a resolution authorizing the Executive Director to exercise the Authority's option and negotiate to purchase Foothill Family apartments, or the investor limited partner's interest in Foothill Family apartments.

Executive Director Johnson introduced the item and Phil Neville and Bridget Galka, Office of Real Estate Development, to present the PowerPoint presentation to the Commission. Bridget Galka, Assistant Director, has been working in partnership with CSG Advisors, attorneys of Goldfarb & Lipman LLP, and the OHA Asset Management team, Director, Anna Kaydanovskaya and Assistant Manager, Sasha Wisotsky, on the project.

Commissioner Castillo moved to approve the item, Commissioner Jung-Lee seconded the motion; and the board voted unanimous approval.

E. 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.*

Commissioner Castillo requested that Items E1 and E6 be pulled for further discussion.

Commissioner Montgomery motioned to approve Items E2 through E5 and Commissioner Jung Lee seconded the motion. The Board voted unanimous approval.

1. Consideration of a resolution authorizing the Executive Director to execute blanket purchase orders to multiple vendors and service providers in specified amount for routine, recurring, low-dollar amount purchases for Fiscal Year 2016-2017.

Commissioner Castillo inquired about how the budgeting process was done to determine the blanket amounts and she was provided the financial information.

Commissioner Castillo motioned to approve the item, Commissioner Hurd seconded the motion; and the board voted unanimous approval.

2. Consideration of a resolution authorizing the Executive Director to execute blanket purchase orders to multiple vendors for routine, recurring, low-dollar amount materials purchases for the Property Management and Capital Improvements Departments for Fiscal Year 2016-2017.
3. Consideration of a resolution authorizing the Executive Director to execute a one-year contract with three (3) additional one-year Option Terms with California Housing Partnership Corporation, for as needed real estate financial consulting services, in the amount not to exceed of \$165,000 for the four-year period.
4. Consideration of a resolution authorizing the Executive Director to execute a two-year contract with a one-year Option Term with CPS HR Consulting for staff training and development services in the amount not to exceed \$135,000 for the three-year period.

5. Consideration of a resolution authorizing the Executive Director to execute amendments to the agreements with Edrington, Schirmer and Murphy, LLP, and the Law Offices of Charles Tillman Ramsey, increasing the contracts by a combined amount not to exceed of \$90,000 for each of the remaining Option Terms.
6. Consideration of a Resolution Authorizing the Executive Director to execute a three-year contract, with two additional one-year Option Terms, with Bear Flag Process Services, Inc. in the amount not to exceed \$75,000 for the initial three-year term, and \$25,000 for each additional one-year Option Term, for process server services.

Commissioner Castillo asked about the Section 3 employment possibility of fulfilling the process servers\* opportunities. Executive Director Johnson provided that it would be looked into and definitely a good opportunity for those who may be qualified.

Commissioner Castillo moved to approve the item; Commissioner Jung Lee seconded the motion; and the board voted unanimous approval.

F. Recognition of people wishing to address the Commission.

See Item F above as noted prior to Item VI.A.

VII. Written Communications.

May monthly departmental reports were provided in the packet to the Commissioners.

Commissioner Castillo asked if OHA could do GOTV at the OHA Senior Site properties, (Get-Out-The-Vote) as it may be a useful tool for activities that are centered on voter registration and other tactics for increasing public participation in the electoral process.

Chair Hartwig inquired as to why there were so many vacancies at the Palo Vista property site. Executive Director Johnson stated that the waitlist was open and in the process of filling vacancies.

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

Executive Director Johnson announced that Commissioner Castillo was asked to join the HUD MTW Advisory Committee by Principal Deputy Assistant Secretary, Lourdes Castro Ramirez.

A Comcast Event was held last week offering internet essentials for families.

Family and Community Partnerships staff is currently enrolling people at Campbell Village to participate in the Jobs Plus grant program.

IX. Reports of Commission Committees.

None.

X. Announcements by Commissioners.

Commissioner Griggs-Murphy announced that there will be an upcoming vote at the Board of Supervisors' meeting to place an Alameda County Housing Bond on the November ballot.

Chair Hartwig thanked the Commissioners for voting him to Chair the Commission for another 2-year term.

XI. Adjournment

Chair Hartwig called for adjournment of the meeting, Commissioner Hurd made a motion and Commissioner Montgomery seconded the motion; the meeting adjourned at 7:21 p.m.

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Gregory D. Hartwig, Chair of the Commission



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Eric Johnson, Secretary