

**MINUTES OF THE REGULAR/ANNUAL 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 510-874-1512]

Monday, June 22, 2020

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 Special 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 June 22, 2020 meeting was conducted 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 p.m.

I. Pledge of Allegiance

II. Roll Call

- Chair Hartwig and Bettye Lou Wright attended in person.
- Vice-Chair Griffith, Mark Tortorich, Janny Castillo, and Lynette Jung-Lee attended via Zoom teleconference.
- Commissioner Montgomery was excused from the meeting.

Note: there was some audio and connection issues with remote users and Commissioner Montgomery was able to join the meeting at 6:25 p.m.

III. Approval of Minutes:

Approval of Minutes of the Special Meeting of June 9, 2020.

Commissioner Griffith moved to approve the minutes, Commissioner Wright seconded the motion. The vote carried unanimously.

IV. Old or Unfinished Business:

A. Consideration and Adoption of the Fiscal Year 2021 Oakland Housing Authority Operating Budget.

Executive Director Wells provided that the budget, as presented at the June 9 board meeting, had one change made to the "Comprehensive Consolidated Budget".

Regarding an additional funding to increase the line item, Page 7, "Excess operating revenue over operating expenses" (highlighted on the budget).

The expansion of local programs was increased from One-Million Dollars for FY 2021 to One-Million, Three-hundred Sixty-one Thousand, Dollars. This additional amount is a placeholder in the budget for another local program that the Agency is in discussion with a partner within the City of Oakland. If that program is something that proves able to be implemented, the Executive Director will bring it to the board at the next meeting for review and approval.

The remainder of the FY2021 Operating Budget remains, as presented, at the June 9 board meeting.

The Chair, having no questions from the Commission, called for the vote.

Commissioner Jung-Lee moved for approval.

Commissioner Tortorich seconded the motion.

The board voted unanimous approval to adopt the budget.

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.)

None.

VI. New Business:

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

Chair Hartwig introduced the two nominations and opened up the election for Commissioners who wanted to state their intention to fill the positions or to nomination forward for another Commissioner.

The Chair also offered that he would be happy to remain as Chair to the Commission.

Commissioner Wright nominated Chair Hartwig to continue as Chair.

Commissioner Tortorich seconded the motion.

The board voted unanimously to the nomination.

Commissioner Tortorich nominated Vice-Chair Anne Griffith to remain in her position to serve on the board. Commissioner Griffith accepted the nomination to serve.

Commissioner Castillo seconded the nomination.
The board voted unanimously to the nomination.

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

Chair Hartwig introduced the nominations for two directors to serve on the Tassafaronga Board. Executive Director Wells opened the floor for nominations.

Commissioner Castillo offered to stay on as a director on the board.

Commissioner Griffith nominated the Commissioner to continue to serve.
Commissioner Jung-Lee seconded the motion.
The board voted unanimously to the nomination.

Commissioner Griffith nominated that Commissioner Jung-Lee continue to serve on the board. The Commissioner accepted the nomination to serve.
Commissioner Wright seconded the nomination.
The board voted unanimously to the nomination.

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

Chair Hartwig introduced the nominations for two directors to serve on the OAHPI board and stated that Commissioners Tortorich and Griffith were currently serving as directors.

Commissioner Jung-Lee nominated that both Commissioners remain on the board. Commissioner Tortorich and Griffith both accepted their nominations.

Commissioner Wright seconded the motion for the Commissioners' nominations.

The board voted unanimously to the directors' nominations.

The Chair thanked the Commissioners for their support and willingness to serve on the boards, and expressed his gratitude to the Commissioners particularly in supporting him as Chair.

D. Consideration and Adoption of the Oakland Housing Authority E-Signature Policy.

Executive Director Wells introduced the item and Chief Operating Officer, Andres Manriquez, who provided a summary of the proposed e-Signature Policy. COO Manriquez provided the sixteen considerations within the

proposed policy.

Executive Director Wells added that confidential policies pertaining to the e-Signatures were reviewed with counsel and provided that Counsel Brown was able to provide further detail within those requirements to the Commission.

Commissioner Castillo asked if tenants were going to be able to apply the e-signature process to, for example, re-certification documents. COO Manriquez stated that yes, there are documents that residents would be able to use within the electronic signature process and that they would have a benefit within the ease of use.

Chair Hartwig inquired if the electronic signature process would be appropriate for real estate finance transactions. Counsel Brown provided that within the policy guidelines that if a notary is required wet signatures would be appropriate; however, if there is no notary required, electronic signatures could be obtained as long as they were agreeable to the signing parties and not prohibitive by law or by as required by HUD. Moreover, that the body can modify what is chooses to be e-signed and what it does not allow to be e-signed. Currently financial documents are printed in hard copy to be provided to the Executive Director for review and signature and therefore, they do not currently fall within the e-signature proposed policy.

Having no further questions from the Commission, the vote was taken on the resolution.

Commissioner Griffith moved for approval.

Commissioner Jung-Lee seconded the motion.

The board voted unanimously to pass the resolution.

- E. Authorizing the Executive Director to increase the contract with the City of Oakland for the Sponsor Based Housing Assistance Program (SBHAP) by \$1,061,093 per year to the not to exceed amount of \$3,081,093 per option term, for each of the remaining two one-year Option Terms, if exercised, for the SBHAP contract to pilot an expansion to assist up to 40 additional homeless families with children.

Executive Director Wells introduced the item and Leased Housing Director, Michelle Hasan, who provided the summary of the SBHAP program with the goals OHA was looking for in the expansion of the program. The (MTW) program intends to assist up to forty homeless families with children. The pilot services for families are going to be through Family Front Door (FFD) and Building Futures for Women and Children (BFWC).

Commissioner Griffith moved to approve the resolution and Commissioner Jung-Lee moved to second the motion.

The Commission voted to approve the resolution with the exception of Commissioner Castillo who recused herself from the vote in that she has

affiliation with one of the organizations involved in the collaboration of the program.

(Note: Barbara Montgomery joined the meeting during this item at 6:25 pm)

- F. Consideration and Approval of a Resolution Authorizing the Executive Director to execute a Cost of Living Adjustment for unrepresented employees, retroactively effective July 1, 2019.

Executive Director Wells introduced the item and Human Resource Director, Drew Felder, who provided the summary of the proposed adjustment for unrepresented employees and reviewed the data that was used in the determination of the adjustment amount. Director Felder also provided information of ongoing negotiations with the Agency's four bargaining unions, for the represented staff's adjustment; working toward an agreement with all parties.

Commissioner Wright moved for approval on the resolution, Commissioner Griffith seconded the motion. The board voted unanimous approval.

G. 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.

The following items were taken in one vote, moved for approval by Commissioner Tortorich and seconded by Vice-Chair Griffith. The board voted unanimously to approve the resolutions of items VI.G.1 through G.3.

1. Consideration of a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors for routine, recurring, low-dollar amount purchases of materials and services for Fiscal Year 2020-2021.
2. Consideration of a resolution authorizing the Executive Director to issue blanket purchase orders to various vendors with ongoing contracts, intergovernmental agreements and routine, recurring low-dollar amount purchases for Fiscal Year 2020-2021.
3. Consideration and Approval to enter into contracts with Development Group, Inc. (DGI) and Amazon Web Service (AWS) to purchase equipment and services needed to update the Authority's network infrastructure.

H. Recognition of people wishing to address the Commission.

There were no comments from people wishing to address the Commission.

VII. Written Communications.

Departments' Monthly Report was included in the board packet.

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

- There were no public comments received on the June 9 Board meeting.
- A Staff Memorandum was included on the Master Leases of the Authority's properties, which was in response to Commissioner Castillo's question at the last board meeting during the budget discussions.
- A letter was received by a constituent commending two of the Authority's police officers in their response to a call for assistance.
- A letter was provided through the National Association of Housing Development Agencies advocating for additional funding under the CARES Act and additional waivers support to housing authorities responding to the Covid-19 crisis.
- The OHAPD department held a dialogue with the 20 cadets and youth within the Explorer Program about the recent and ongoing community actions involving the public's concerns about racism and policing. In that the discussion was well received, it has been suggested to provide similar opportunities of discussion to other youth of outside communities to be able to meet with representatives of the OHA police department to get an understanding of the problems and to move toward resolutions.
- A dialogue with OHAPD took place with street artists of murals that were being drawn on several of the protection boards put on outside walls of the Authority's buildings. A partnership resulted that the Authority hopes will continue to work together with the Oakland artist community.

IX. Reports of Commission Committees.

There were no reports from Commissioners' Committees.

X. Announcements by Commissioners.

Chair Hartwig expressed his appreciation to the Commission for their ongoing support to he and Vice-Chair, Anne Griffith.

XI. Adjournment to Closed Session.

Chair Hartwig call for a motion to adjourn the public meeting.
Commissioner Wright so moved and Commissioner Tortorich seconded the motion.
The meeting adjourned at 6:58 p.m.

Closed Session
Monday, June 22, 2020 following the Meeting
In the Board of Commissioners Room, First Floor,
1619 Harrison Street, Oakland, California and was conducted
through the Zoom software platform online and via teleconference

Purpose: Pursuant to Government Code § 54956.8 a conference with real property negotiators in regard to price and terms of payment:

Property: Lion Creek Housing Phase 1 (Hawley Street and 69th Avenue)
Address: 6888 Lion Way, Oakland CA 94621

Owner/General Partner Negotiating Parties:

Managing General Partner:

East Bay Asian Local Development Corporation, a California nonprofit corporation,
Joshua Simon, Chief Executive Officer

Administrative General Partner:

Related/Oakland Coliseum Development Co., LLC
William A. Witte, Chairman & CEO, Related California

Investor Limited Partner Negotiating Parties:

Boston Financial Investment Management, LP, formerly MMA financial, Edward Ronan,
First Vice President

Oakland Housing Authority Negotiating Parties:

Bridget Galka, Joyce O'Shea, Michelle Brewer, Attorney

Purpose: Pursuant to Paragraph 2 of the Governor's Executive Order 3.21.20 EO-N-35-20 Updates Relevant to the Declared Emergency (Including, but not limited to, updates concerning the impacts of COVID-19, OHA's response to COVID-19, and other aspects relevant to the declared emergency.)

Authority Designated Representative: Drew Felder, Director of Human Resources, Andres Manriquez, Chief Operating Officer, Carel Duplessis, Chief of Police, Dominica Henderson, Director of Planning Implementation, and Compliance, Victor Madamba, Director of Finance, James Shinagawa, Director of Information Technology.

Purpose: Pursuant to Government Code Section 54957.6 - Conference with Labor Negotiators.

Authority Designated Representative: Drew Felder, Director of Human Resources
Employee Organizations: Building and Construction Trades Council of Alameda County, AFL-CIO, SEIU Local 1021 (formerly 1877 and 790), and OPEIU Local 29.

Executive Director Wells recorded Closed Session adjourned at 8:21 p.m.

**THE HOUSING AUTHORITY OF THE CITY OF
OAKLAND, CALIFORNIA**



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary