

**MINUTES OF THE REGULAR 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]**

**Tuesday, April 14, 2020**

**Special 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 1540 Webster Street, Room 210, 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 six (6) persons. The April 14, 2020 meeting was conducted through the WebEx 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 6:31 p.m.

I. Pledge of Allegiance

II. Roll Call

- Chair Hartwig and Bettye Lou Wright attended in person.
- Vice-Chair Griffith, Janny Castillo, Mark Tortorich, Barbara Montgomery, and Lynette Jung-Lee attended via WebEx teleconference.

III. Approval of Minutes:

Approval of Minutes of the Regular Meeting of March 23, 2020.

Secretary Wells requested the minutes be amended as the public comments e-mail was written as publiccomments@gmail.com and should be modified to publiccomments@oakha.org. Commissioner Wright moved for approval as amended, Commissioner Montgomery seconded; the approval passed by majority vote.

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.*

None.

VI. New Business:

- A. Consideration and Approval to Authorize the Executive Director or her designee to make critical, emergency decisions regarding operations, resident and employee safety, and regulatory compliance issues in a timely manner during the COVID-19 public health crisis.

Executive Director Wells introduced the item providing detail updates that the Authority has taken since the March 17 Shelter-In-Place order to support residents and staff with the necessary PPE equipment and modify the way the Authority does business. As there are costs that may exceed the \$50,000 Executive Director limit, board support is requested to exceed this limit for emergency purchases related to COVID-19.

Chair Hartwig asked for clarification, as there was not a request to elevate the amount of money the Executive Director will have discretion over. Secretary Wells stated that they are currently assessing an increase to the Executive Director authority for purchasing and will provide a recommendation at the next board meeting.

Commissioner Tortorich asked for further clarification as he was unclear on what is being asked of the board, as the resolution does not state a dollar limit for Executive Director purchasing. Vice-Chair Griffith requested that the resolution be amended to state the authority limit cap request as well as the process to come back to the board for ratification at the next scheduled meeting.

Secretary Wells stated that the resolution will be amended to include a cap of \$100,000 for emergency purchases related to COVID-19 and that the Executive Director will communicate with the board regarding any action taken within 24 hours and will further discuss pending decisions with the Board Chair, Vice-Chair, and General Council prior to taking action. In addition, any actions taken using this authority will be presented at the next board meeting for ratification.

There were no further questions from the Commissioners, and the vote to

approve the resolution as amended was taken. Commissioner Jung-Lee moved for approval, Commissioner Montgomery seconded; and the board voted unanimous approval.

- B. Consideration and Ratification of a technical amendment to the Fiscal Year 2020 Making Transitions Work Annual Plan to the US Department of Housing and Urban Development; authorizing the Executive Director to submit the amendment as ratified.

Executive Director Wells introduced the item and Director Henderson provided an overview regarding the request to ratify the FY20 MTW annual plan, which asked for four (4) distinct amendments and waivers.

Vice-Chair Griffith requested that the resolution be amended to provide the date the waiver was submitted to HUD. After there were no further questions from the Commissioners, the vote to approve the resolution as amended was taken. Commissioner Griffith moved for approval, Commissioner Tortorich seconded; and the board voted unanimous approval.

VII. Written Communications.

None.

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

Executive Director Wells provided an update on Oak Groves stating there is currently a suspension of activities and are currently working with contractors to regain activities. Furthermore, an update was provided that there are currently 25% of staff working remotely and as Executive Director it was made mandatory to wear face coverings when working in the office.

IX. Reports of Commission Committees.

Chair Hartwig suggested deferring the Reports of Commission Committees to the next Board Meeting. There were no objections.

X. Announcements by Commissioners.

None.

XI. Adjournment to Closed Session.

Chair Hartwig requested a motion to move to Closed Session, Commissioner Montgomery so moved, and the meeting adjourned at 7:25 pm.

**Closed Session**  
**Tuesday, April 14, 2020 following the Meeting**

**Via Teleconference**


**Purpose: Pursuant to Government Code Section 54957:  
Teleconference regarding public security, facilities, employees, examination of  
witness.**

Authority Designated Representative: Drew Felder, Director of Human  
Resources, Andres Manriquez, Chief Operating Officer, Carel Duplessis,  
Oakland Housing Authority, Chief of Police.

Closed Session commenced at 7:30 p.m.

Closed Session concluded at 8:54 p.m.

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



---

Gregory D. Hartwig, Chair of the Commission



---

Patricia Wells, Secretary