

**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 510-874-1512]**

**Monday, June 9, 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 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 9, 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 6:02 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.

III. Approval of Minutes:

Approval of Minutes of the Regular Meeting of May 11, 2020.

Commissioner Wright moved to approve, Commissioner Tortorich seconded the motion; 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. Budget Workshop: A presentation and review of the Oakland Housing Authority Comprehensive Budget for the Fiscal Year Ending June 30, 2021.

Executive Director Wells introduced the item and provided a brief overview of the proposed agency budget and staffing plan for FY2021 (fiscal year beginning July 1, 2020 and ending June 30, 2021).

Executive Director Wells introduced Planning, Implementation and Compliance Director, Dominica Henderson, who began the PowerPoint presentation to the Commission by reviewing the strategic goals, HUD program requirements and detail on the MTW statutory requirements.

Commissioner Castillo inquired if in the future quarterly reports to the Commission, the new dashboard will include family size, age, gender, and race information in aggregate for all of the families that OHA serves. Director Henderson stated that a demographic of the families that we serve would be provided as well as some of the other metrics used to track families.

Chair Hartwig asked what does “maintain a comparable mix of families under MTW,” mean (Slide 16, #3). Director Henderson stated that it is a median for tracking and explaining variances related to family size compared with unit size (one bedroom, two bedrooms, etc.)

Director Henderson concluded her presentation.

Executive Director Wells introduced Finance Director, Victor Madamba, who provided the FY2021 total revenue by program information and walked through the FY2021 budget snapshot.

Director Madamba concluded his presentation.

Executive Director Wells introduced Leased Housing Director, Michelle Hasan, who provided information on Voucher allocation and utilization (VASH, Homeownership Family Unification Award (FUP) and mainstream vouchers). Director also reviewed bulleted points on the department’s FY2021 Goals.

Several questions were raised regarding this topic. Chair Hartwig inquired on how will the utilization of vouchers be deployed if the voucher is reserved for a development project but not yet used? The Chair further inquired if the voucher has been allocated for a particular project (committed and reserved for ) does

that mean it would have to be pulled back from the market or is OHA able to give it out to a participant off the current waitlist and then later re-allocate the voucher for the project based voucher project? Director Wells responded to the question by describing the various categories for voucher allocation, and that in general OHA would not issue a housing choice voucher to a family off of its wait list that has been committed to a project based voucher project. Thus, that voucher remains “reserved” for the future commitment, and thus is not able to be utilized for a HCV family waiting for housing on the current waiting list.

Commissioner Jung-Lee asked if the vouchers have a term of years placed on them for utilization and how does that relate to the construction and completed timeline to the project?

Director Hasan provided that typically, awards for development projects can remain in pending status for for three to five years. Executive Director Wells added that staff is creating a more thorough voucher allocation model and management process that will more strategically provide metrics to determine future resource allocation for commitments to development projects as well as support for tenant based housing mobility and housing choice to better manage OHA’s precious resource of vouchers. /The Board’s Ad Hoc Development Committee and Special Housing Needs Committees will be significantly involved in those discussions.

Director Hasan concluded her presentation.

Executive Director Wells introduced Property Management Director, Mark Schiferl, who provided information on the department’s FY2020 accomplishments, FY2021 Goals and Budget.

Director Schiferl concluded his presentation.

Executive Director Wells introduced Asset Management Director, Anna Kaydanovskaya, who provided the department’s FY2020 accomplishments and FY2021 goals and budget.

Executive Director Kaydanovskaya concluded her presentation.

Executive Director Wells introduced Family and Community Partnerships Director, Lenita Wheeler, who provided the department’s FY2020 accomplishments inclusive of - Jobs Plus, ROSS, FSS, California Advanced Services Fund (CASF), Education Initiative, Employment Development, and Site Intervention. Director Wheeler reviewed the department’s FY2021 Goals and Budget.

Director Wheeler concluded her presentation.

Executive Director Wells introduced OHAPD Chief, Carel Duplessis, who provided the summary of the department’s FY2020 accomplishments. Chief Duplessis reviewed FY2021 department Goals and Budget – to include staff training, security materials, tenant services, and targeted capital expenditures related to video storage, an innovative camera video wall, vehicle replacement and equipment, and upgraded police systems – including newly implemented

text and email alert systems.  
Chief Duplessis concluded his presentation.

Executive Director Wells introduced Capital Improvements Director, Bruce Brackett, who provided the department's FY2020 accomplishments inclusive of improved performance on full unit turns, identified health and safety issues, completed repairs, and improved efficiency with force account projects. The Director also reviewed FY2021 Goals and Budget.

Chair Hartwig added that relative to the Director's presentation of the segment of OAHPI, that when he previously served on that board there had been an "envelope program" which was completed on all the OAHPI sites, in the early 2000's that was for significant work done on the exterior and interior of units. The Chair asked if that program added to the life expectancy of those units and what are we looking forward to in order to preserve these structures?

Executive Director Wells acknowledged the program and the work that was completed at that time. She added that while that the building envelope program provided improvements that added to the life expectancy of the units, it was discontinued as a program over eight (8) years ago. Today, the agency is building upon that work to create a preventative maintenance and replacement strategy that is part of the Proposed OAHPI Redevelopment strategy in coordination with the OHA Office of Real Estate Development. Director Brackett is looking at a physical needs assessment that will provide the data to start development of the strategy to utilize those properties and sustain their preservation for years to come.  
Director Brackett concluded his presentation.

Executive Director Wells introduced Office of Real Estate Development Director, Bridget Galka, who provided information on the department's FY2020 accomplishments and FY 2021 plan. The Director reviewed current and future construction projects. FY2021 Goals include the creation of partnerships with developers to activate vacant and underutilized properties in Oakland, acquire new sites and/or buildings and contribute to voucher allocation strategies and goals.  
Director Galka concluded her presentation.

Finance Director, Victor Madamba, provided information on the FY2021 Capital Outlay and Comparison to FY 2020.

Commissioner Castillo stated that she appreciated when the budget presentation materials include the previous year's actuals with the current proposed budget numbers as a comparison, as it helped the board to track and understand financial data.

Director Madamba also provided a summary of the Finance Department's FY2020 accomplishments and FY2021 goals, including improved budgeting processes of the Agency, implementation of an EFT process to pay vendors and electronic invoice submissions, exploration of investment options to

maximize returns for OHA and its affiliates, and improvement and creation of reports for the Commission on a quarterly basis.  
Director Madamba concluded his presentation.

Executive Director Wells introduced IT Director, James Shinagawa, who provided the department's FY2020 accomplishments, which included strengthening cyber-security protection, remote security monitoring, improved customer (staff) service and reducing technical support tickets by 69%. Director Shinagawa described the deep dive assessment of the IT departmental systems, services, and operations, which resulted in recommendations to the OHA Leadership Team.

FY 2021 Goals are to include – improving reliability of network infrastructure, cyber-security systems, and the complete setup of a remote security monitoring and mitigation service - Security Operations Center as a service (SOCaaS). The Director also provided information for the FY2021 Budget.  
Director Shinagawa concluded his presentation.

Executive Director Wells introduced Human Resources Director, Drew Felder, who provided the department's FY2020 accomplishments. FY2021 Goals are to include – full revision of all personnel policies, creation of an improved version of the OHA University Program, provision of supervisory skills training to directors, assistant directors, and lead staff, and implementation of an agency-wide emergency notification system across multiple platforms of communication.  
Director Felder concluded his presentation.

Executive Director Wells reviewed proposed agency staffing levels and the proposed Employee Benefits chart.  
The Executive Director concluded her presentation and opened the floor for the Commission's questions.

The Commissioners expressed their gratitude to the staff for the work provided in their presentations. The Commissioners also expressed their appreciation for the efficiency and clarity with which the agency's financial information was put forth.

B. Recognition of people wishing to address the Commission.

None.

VII. Written Communications.

None at this time and will be provided for at the Regular/Annual upcoming Board meeting on June 22.

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

Commission occurring since the last meeting of the Commission.

Executive Director Wells briefly expressed comments related to challenges with the current state of the country's public and political environment. She acknowledged the loss of George Floyd, resident of Minneapolis, MN and the impact his death is having on the Country.

IX. Reports of Commission Committees.

Commissioner Castillo stated the postponed Ad Hoc Special Housing Needs Committee is in process of being rescheduled.

X. Announcements by Commissioners.

None.

XI. Adjournment to Closed Session.

Chair Hartwig requested a motion to move to Closed Session, Commissioner Wright so moved, and the meeting adjourned at 8:31 pm.

**Closed Session**  
**Tuesday, June 9, 2020 following the Meeting**  
**In the Board of Commissioners Room, First Floor,**  
**1619 Harrison Street, Oakland, California.**  
**And Via Teleconference**

**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.

**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.

The closed session was informational only and the Board took no actions.

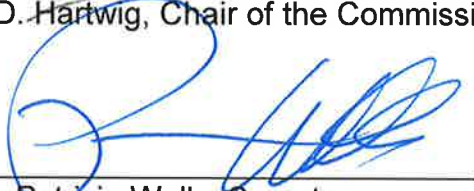
Closed Session ended at 8:54 pm.

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



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Gregory D. Hartwig, Chair of the Commission



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Patricia Wells, Secretary