

**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, April 25, 2022

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 6:01 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 5 – Anne Griffith, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, and Mark Tortorich.

Excused 1 – Gregory Hartwig

III. Approval of Minutes:

A. Approval of Minutes of the Special Meeting of March 21, 2022

On approval of the March 21, 2022 minutes moved by Commissioner Castillo, seconded by Commissioner Montgomery, the motion passed by the following vote:

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

Excused 1 – Hartwig

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

A. Provide updates and next steps for the review of the Janitorial solicitation and continue the item to the May 25, 2022, Board meeting.

Contracts Compliance and General Services (CCGS) Manager, Daniel

Mermelstein provided an update on janitorial services solicitation. Mr. Mermelstein stated that based on the Commissioners questions regarding solicitation at the March 21 board meeting, the CCGS team and Capital Improvements department are thoroughly analyzing the procurement by reviewing the scope of work, proposals submitted, and the evaluation processes. Mr. Mermelstein further noted that the CCGS team is analyzing market trends and historic cost increases with both current and previous janitorial services. A final recommendation will be provided to the Commission in May with clarity on cost breakdowns with a comparison to other Housing Authorities use of janitorial services.

There were no further questions from the board.

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.

Secretary Wells requested to pull item VII.F.4 from consent and add as New Business Item VII.H., as one Commissioner will need to recuse herself. Vice-Chair Griffith and the Commission noted the modification and proceeded to New Business.

VII. New Business:

A. Presentation and Discussion of the 2022 Oakland Housing Authority Police Department's Resident Opinion Survey.

Chief of Police, Carel Duplessis, and Deputy Chief, Alan Love presented the survey results to the Commission and the public. Chief Duplessis provided background on some of the basic topics addressed in the survey including community safety and staff responsiveness. Community responses were received from 1,596 residents representing 1,596 households/units. Chief Duplessis noted that based upon survey results, the most significant issues affecting the community pertain to trespassing/loitering and drug abuse. Additionally, the community residents expressed that property cameras and outside lighting among the units would enhance overall safety. Based on the survey question on the overall rate of competency and performance by OHAPD, the residents were "satisfied" to "very satisfied" with OHAPD's response and performance.

Secretary Wells thanked OHAPD, the Public Safety Committee, and the PD Communications team who lead the endeavor to execute the survey and collect responses.

Commissioner Jung-Lee asked if the staff who administered the survey translated the survey in other languages and were there differences in responses with Senior Housing versus Family Housing. Chief Duplessis responded stating that OHAPD administered the survey in-person and in Vietnamese, Cantonese, Mandarin, and Spanish and further detailed that

Senior Housing has different concerns versus those in Family Housing. There were no further questions from the Board.

- B. Presentation and briefing plan for the future adoption of a “Military Equipment Use Policy” resolution in accordance with the requirements of California Assembly Bill 481.

Chief of Police, Carel Duplessis and Deputy Chief, Alan Love presented the item. Chief Duplessis stated that the item is not an action item; however, on July 25, 2022, the item will be brought to the Board of Commissioners for approval as Assembly Bill No. 481 requires law enforcement agencies to obtain adoption of a policy of their explicable body via ordinance or resolution. On June 8th the policy will be posted on the Agency’s website and available to the public with instructions on the method for providing public input. At the Board meeting in July, a public hearing will be opened and if no comments are provided, the item will be brought before the Board of Commissioners for approval and authorization to implement the policy.

Deputy Chief (DC) Alan Love presented background on the legislation requiring adoption of the policy for military equipment use. Deputy Chief Love reviewed the list of equipment that OHAPD will seek approval for during the July 2022 board meeting. DC Love highlighted that the OHAPD recognizes and respects the value and dignity of all human life without prejudices to anyone. Additionally, DC Love stated that the draft policy provides guidelines for the approval, acquisition and reporting requirements, and describes the approval process. He further thanked the Commission and the Public Safety Ad Hoc Committee for their valuable input.

The Commission appreciated the transparency of the Executive and OHAPD and had no further questions from the board.

- C. Ratification authorizing the Executive Director to extend the terms of the current janitorial and as-needed day porter services contracts for two months with Nova Commercial, Inc. in a total amount not to exceed \$74,000.

Contracts Compliance and General Services Manager, Daniel Mermelstein presented the item stating that on March 21, 2022 staff presented the recommendation to approve Nova Commercial, Inc. as a vendor to provide janitorial and day porter services. Mr. Mermelstein stated that the contract with Nova Commercial, Inc. was set to expire on March 31, 2022, and this extension is proposed to provide for an additional two-month of service with a budgetary impact of \$44,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich, and seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich
Excused 1 – Hartwig

- D. Resolution authorizing the Executive Director to write off \$47,234.75 in Tenant Account Receivables for vacated tenants incurred by the OHA-managed public housing portfolio and deemed to be uncollectible for the period of January 1, 2021 – February 28, 2022.

Director of Property Operations, Mark Schiferl presented the item stating that the write-off amount of \$47,234.75 is for uncollectable tenant balances in the Public Housing properties in Lockwood Gardens and Peralta Village. The dollar amount includes 39 vacant tenants from January 1, 2021 – February 28, 2022.

Having no further questions from the Commission, a motion was made by Commissioner Castillo to approve the item, and seconded by Commissioner Tortorich. The motion passed by the following vote:

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

Excused 1 – Hartwig

- E. Authorization to acquire the Limited Partner Interest in Lion Creek Crossings Phase II for an amount not to exceed \$39,000, and authorization to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners.

Chief Officer of Real Estate Development, Thomas Deloye presented the item noting it is staff's recommendation that the Board of Commissioners give consideration and approval to enter into an agreement to effectuate the acquisition with the Limited Partner of Interest in Lion Creek Crossings Phase II, and to execute a Continuing Project Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners.

Commissioner Montgomery asked for clarity as to which Lion Creek Crossing Phase is being referred to in this action item. Director of Asset Management, Anna Kaydanovskaya stated that Lion Creek Crossing Phase II is the multifamily development, whereas Lion Creek V is for Senior Housing.

Having no further questions from the Commission, a motion was made by Commissioner Jung-Lee to approve the item, and seconded by Commissioner Tortorich. The motion passed by the following vote:

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

Excused 1 – Hartwig

- F. 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. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorization to execute a three-year contract with Automatic Data Processing, Inc. for Human Capital Management and Managed Business Solutions in an amount not-to-exceed \$1,003,431.
3. Resolution authorizing the Executive Director to amend the contract to purchase ten (10) electric golf cart vehicles from Turf & Industrial Equipment utilizing OMNIA Partners cooperative agreement with Club Car, LLC, to add \$1,830.01, increasing the total amount not-to-exceed amount to \$201,830.01.

Secretary Wells reiterated the approval to modify the agenda in order to remove item VII.F.4. to item VII.H. The vote will be as amended. Having no questions from the Commission, a motion was made by Commissioner Jung-Lee to approve the item, and seconded by Commissioner Tortorich. The motion passed by the following vote:

Ayes 5 – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich
Excused 1 – Hartwig

- G. Presentation and acceptance of the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority by the Government Finance Officers Association.

Secretary Wells introduced the item and noted that the Authority has achieved this certification for the eighth consecutive year. The award acknowledges the stellar work led by our Finance Department, which demonstrates the high standards of the OHA fiscal management program. Ms. Wells conveyed that this award is an honor to accept and receive and thanked the Finance Department.

This item was informational and there were no questions from the board.

- H. Authorization for the Executive Director to amend the property address of Coliseum Place, an affordable housing project, from 905 72nd Ave., Oakland, California, 94621 to 7120 Hawley Street, Oakland, California, 94621 for the agreement to enter into housing assistance payment contract and related documents.

Secretary Wells noted that Commissioner Castillo has recuse herself for the action item. Secretary Wells introduced the item to the Commission and Director of Leased Housing, Michelle Hasan reported on the item. Ms. Hasan briefed the board, noting that the project address in the original agreement was placed as 905 72nd Ave. On March 28, 2022, the City of Oakland

planning and building department issued a notification to the new project confirming the assignment of a new address for the parcel, which is 7120 Hawley Street, requiring the modification of the PBV project address to align with the new one assigned by the City.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve the item, and seconded by Commissioner Jung-Lee. The motion passed by the following vote:

Ayes 5 – Griffith, Jung-Lee, Montgomery, Tortorich

Excused 1 – Hartwig

Recused 1 – Castillo

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Report for the month of March 2022. Director of Family and Community Partnerships, Nicole Thompson reported that on March 31st, Steph & Ayesha Curry, basketball superstars and founders of the Eat Learn and Play foundation, donated to OHA with a little town library located at the Peralta Villa Community. Students from MLK Elementary school were invited to participate in the day. Ms. Ayesha Curry read books to the students and join the youth in play and healthy snack activities.

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

Secretary Wells provided summary information on the following:

- CLPHA Comparative Funding Chart for FY23
- FY23 Public Housing and Section 8 Program Funding Needs
- Recognition of the Authority observing its first Juneteenth National Holiday
- PHADA Rents Letter to Honorable Marcia L. Fudge

X. Reports of Commission Committees.

Commissioner Castillo reported on the Management Transition Ad Hoc that met, stating that it was an update on how things are going according to our goals.

XI. Announcements by Commissioners.

There were no announcements by the Commissioners.

XII. Adjournment of Public Session.

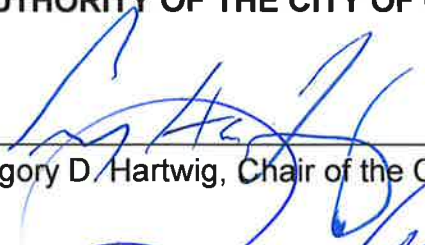
Having no further questions from the Commission, a motion was made by Commissioner Tortorich, and seconded by Commissioner Jung-Lee. The motion passed by the following vote:

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

Excused 1 – Hartwig

The meeting adjourned at 7:50 P.M.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary/Executive Director