

**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 03, 2023

Special Meeting

The Oakland Housing Authority Board of Commissioners convened a Special 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.

Chair Griffith called the meeting to order at 6:05 P.M.

I. Pledge of Allegiance

II. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

Present 7 – Anne Griffith, Gregory Hartwig, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of February 27, 2023

Commissioner Tortorich moved to approve the minutes of February 27, 2023, which was seconded by Commissioner Hartwig. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

IV. Recognition of people wishing to address the Board of Commissioners

There were no persons wishing to address the Board of Commissioners.

V. Old or Unfinished Business

There were no old or unfinished business items to address.

- 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.

There were no modifications to the agenda.

VII. New Business:

- A. Adopt a resolution authorizing the Executive Director to approve and implement the new Oakland Housing Authority Conflict of Interest Policy.

Legal Counsel, Jhaila Brown with Goldfarb & Lipman presented the item on the request to implement the new Oakland Housing Authority conflict-of-interest policy. Ms. Brown noted that the policy provides clear standards for members who govern, manage, are employed by, or receive income from the Oakland Housing Authority, to avoid engaging in conduct that may pose either an actual conflict of interest or the appearance of a conflict of interest to the Agency.

Having no questions from the Board, Commissioner Tortorich motioned to approve item VII.A., which was seconded by Commissioner Jung-Lee. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- B. Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Travel Policy.

Legal Counsel, Jhaila Brown with Goldfarb & Lipman presented the item on the amendments to the Oakland Housing Authority (OHA) Travel Policy. Ms. Brown provided a background on the initially adopted travel policy from January 21, 2002 along with revisions made in 2008 and in 2015. Ms. Brown further detailed the more significant proposed changes to the OHA Travel Policy that included 1) Section II – Travel by Commissioners to be approved by the Chair of the Board in the event of an emergency, 2) Section II Travel by Commissioners, which requires the Executive Director to obtain the Chairpersons approval for travels, 3) Napa County and Solano County were added to the definition of the “Oakland Area”, 4) Section VII – Non-reimbursable expenses, 5) Section VIII – Language regarding travel reconciliation, 6) XI – language related to “Non-Employee Vendor Travel”, 7) Section X – Procedural responsibilities vests the Executive Director delegated authority to implement and administer the travel policy.

Having no questions from the Board, Commissioner Hartwig motioned to approve item VII.B., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- C. Adopt a resolution authorizing the Executive Director to submit the Fiscal Year 2024 Making Transitions Work Annual Plan and Certifications of Compliance to the United States Department of Housing and Urban Development.

Chief of Social Impact, Dominica Henderson, introduced the item which requests for the Boards approval to submit the Fiscal Year 2023 Moving to Work/Making Transitions Work (MTW) Annual Plan and to submit the Certifications of Compliance with the MTW demonstration. Ms. Henderson provided a background on the activities discussed in the Annual Plan used to address citywide challenges and respond to local needs. Additionally, Ms. Henderson detailed on the Authority's public outreach process and the public comment period, which no public comments were received or submitted.

Having no questions from the Board, Commissioner Tortorich motioned to approve item VII.C., which was seconded by Commissioner Mayes. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- D. Adopt a resolution authorizing the Executive Director to submit proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

Chief of Social Impact, Dominica Henderson, presented the item on proposed changes to the Administrative Plan (Admin Plan) for the Housing Choice Voucher Program. A background was provided on how the Admin Plan provides policy and procedural guidance for the administration of the Housing Choice Voucher (HCV) program and how proposed changes incorporate approved local Moving to Work (MTW) policies. Ms. Henderson elaborated on the substantive changes that were made to the areas of Chapter 17, Project-Based Vouchers. Additionally, it was noted that public outreach was solicited for feedback.

Having no questions from the Board, Commissioner Hartwig motioned to approve item VII.D., which was seconded by Commissioner Montgomery. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- E. Adopt a resolution authorizing the Executive Director to purchase from East Bay Regional Communications System Authority radios and radio accessories for the Oakland Housing Authority Police Department Radio Fleet replacement in the amount not to exceed \$475,000.

Chief of Police, Alan Love, presented the item on the request to purchase East Bay Regional Communications System Authority radios and radio accessories for the Oakland Housing Authority Police Department radio fleet replacement. Chief Love noted that the California Department of Justice

Information (CA DOJ) released a Bulletin 20-09-CJIS regarding confidentiality of information that is obtained from the California Law Enforcement Telecommunications System (CLETS) which reference policy, practices and procedures that require law enforcement agencies to ensure that personally identifiable information is protected and not broadcasted and requires frequencies to be encrypted. Currently the OHAPD's radio fleet does not support this feature and it is recommended that the OHAPD's radio fleet be replaced.

Having no questions from the Board, Commissioner Castillo motioned to approve item VII.E., which was seconded by Commissioner Mayes. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- F. Adopt a resolution (i) authorizing the Executive Director to execute an amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.

Director of Property Operations, Mark Schiferl presented the item on the request to amend the services contract between the Oakland Housing Authority and West Coast Arborists, Inc. (WCA) to increase the contract amount. Mr. Schiferl provided a background on the initial contract terms approved by the Board on February 22, 2021 and the tree trimming services that WCA provided for Authority owned and managed properties. Additionally, with recent storms, reports indicated hazardous trees at the properties, which require additional funding for emergency tree trimming services.

Secretary Wells addressed the Board, noting that an amendment to the verbiage on the resolution that reads as follows, and should be amended to the language noted in red below:

Original Language: *Adopt a resolution (i) authorizing the Executive Director to execute an amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 to \$274,755, and increasing the maximum contract amount for each option term from \$28,000 to \$100,000, increasing the maximum total Contract amount from \$280,000 to \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.*

Amended Language: Adopt a resolution (i) authorizing the Executive Director to execute an amendment to the Services Contract between the Housing Authority of the City of Oakland and West Coast Arborists, Inc. increasing the maximum contract amount for the initial term from \$196,000 **up to and not to exceed** ~~to~~ \$274,755, and increasing the maximum contract amount for each option term from \$28,000 **up to and not to exceed** ~~to~~ \$100,000, increasing the maximum total Contract amount from \$280,000 **up to and not to exceed** ~~to~~ \$574,755, and (ii) ratifying and approving a payment in the amount of \$78,755 during the initial term for emergency tree trimming services stemming from recent storms.

Having no questions from the Board, Commissioner Castillo motioned to approve item VII.F. as amended, which was seconded by Commissioner Jung-Lee. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- G. Adopt a resolution authorizing the Executive Director to approve a conditional commitment for a development loan in an amount not to exceed \$2,100,000, subject to clearance under the National Environmental Policy Act (NEPA), and authorizing the negotiation and execution of documents related to the provision of the loan for the development of Friendship Senior Housing (1904 Adeline Street, Oakland, CA 94607) by Friendship Senior Housing, L.P., an affiliate of Community Housing Development Corporation of North Richmond.

Chief Officer of Real Estate Development, Thomas Deloye, provided a power point presentation on the item requesting the Boards approval for a conditional commitment for a development loan to facilitate the development and construction of Friendship Senior Housing located at 1842, 1846, and 1904 Adeline Street in Oakland. Mr. Deloye noted that the development would provide a total of 50 units of affordable apartments to seniors 62 years and older whose income is below 40% of the area median income. Mr. Deloye further provided project information detail that the property is located in West Oakland and that the neighborhood is comprised of single-family homes and multi-family housing.

Having no questions from the Board, Commissioner Jung-Lee motioned to approve item VII.G., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

- H. Informational presentation on Potential Wi-Fi Project for Oakland Housing Authority residents.

Secretary Wells introduced the item and kick started the presentation with the Oakland Housing Authority's partnership with #OaklandUndivided to

provide free Wi-Fi to the Agency's residents. Secretary Wells noted the organizations of the City of Oakland that are founding partners and leadership partners that are participating in the mission to provide internet access to Oakland Households who earn \$40,000 or less annually. Additionally, the goal is to achieve digital equity to equip residents with internet usage to be able to apply for jobs, work from home, access healthcare or financial services and for general communication.

Chief of Social Impact, Dominica Henderson, joined in the presentation and provided the Board with statistics from the City of Oakland assessment, detailing that 94,000 Oakland residents do not have internet services and that the Family and Community Partnerships program learned during the COVID-19 pandemic that many OHA families do not have high-speed wireless internet. Ms. Henderson noted that to achieve the goal of providing residents with high-speed internet, OHA has issued an RFP to obtain an ISP provider who will build, maintain, service, support, and provide high-speed internet at eight OHA property sites.

The Commissioners thanked the OHA team for their efforts and continuous support to our Oakland residents and look forward to seeing the Wi-Fi project evolve. There were no further questions from the Board.

I. 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. Adopt a resolution authorizing the Executive Director to purchase commercial automobile and excess liability insurances from the HAI Group for the period of May 1, 2023, to May 1, 2024 and to make payment of the annual premiums in the amount not to exceed \$600,000.

Having no questions from the Board, Commissioner Tortorich motioned to approve item VII.I.1., which was seconded by Commissioner Jung-Lee. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commissioners on the Departmental Monthly Report for the month of February 2023.

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

Secretary Wells briefed the Commission on the following topics:

- NAHRO Award – PPE Distribution Project
- NAHRO Award – Seniors Connect Art Kit Program
- Photograph of the Oakland Housing Authority staff receiving the NAHRO Awards at the NAHRO Legislative Conference in Washington, DC.
- Oak Groves Senior Housing LP conversion from construction to permanent Freddie Mac loan financing.
- Brooklyn Basins Project III, Foon Lok West progress to convert the construction and financing to a permanent loan and final project completion by 2024.
- 2023 BOC Calendar Updated

X. Reports of Commission Committees.

Chair Griffith reported that the Development Ad Hoc Committee that met on March 30, 2023 and the meeting discussion included Friendship Senior Housing, 3050 International, Foothill Family Apartments, OAHPI Scattered Sites Master Planning Update & Next Steps and that the Development Ad Hoc Committee will re-convene for a Part II discussion on April 10, 2023.

XI. Announcements by Commissioners.

There were no announcements by the Commissioners.

XII. Adjournment.

Having no further business to discuss, Vice-Chair Hartwig motioned to adjourn, which was seconded by Commissioner Tortorich. The vote passed unanimously as follows and the meeting adjourned at 8:08 P.M.

Ayes 7 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes



Anne Griffith, Chair of the Commission



Patricia Wells, Secretary/Executive Director