

**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](http://www.oakha.org)]**

**Monday, April 24, 2023**

**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.

Chair Griffith called the meeting to order at 6:03 P.M.

**1. Pledge of Allegiance**

**2. 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.

**3. Approval of Minutes**

3.1 2023-65 Approval of the Minutes of the Special Meeting on April 03, 2023.

**Attachment(s)**

[Draft Minutes April 03 2023 Special Meeting](#)

[Approved Minutes of the April 03, 2023 Special Meeting](#)

Commissioner Tortorich moved to approve the minutes of April 03, 2023, which was seconded by Commissioner Mayes. The motion passed by the following vote:

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

#### 4. Recognition of people wishing to address the Commission

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

#### 5. Old or Unfinished Business

There were no old or unfinished business items.

#### 6. 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.*

#### 7. New Business

- 7.1     2023-50   Adopt a resolution honoring the 85th Anniversary of the Housing Authority of the City of Oakland, CA on April 28, 2023.

**Attachment(s)**

[Resolution OHA 85th Anniversary](#)

[Reso 5159 Honoring the 85th Anniversary of OHA 04.24.23.pdf](#)

Secretary Wells introduced the item honoring the Oakland Housing Authority's (OHA's) 85<sup>th</sup> Anniversary. Ms. Wells provided a background on the OHA's journey since its establishment on April 28, 1938 and OHA's continuous success on fulfilling its mission to assure the availability of quality housing for low-income persons and to promote civic involvement and economic self-sufficiency of residents by furthering the expansion of affordable housing within Oakland. Ms. Wells honored the incredible work of the current and alumni OHA employees, Board of Commissioners, resident leaders, and community stakeholders in celebration of OHA's 85<sup>th</sup> year. Secretary Wells further read the Mayor's proclamation in recognition of the Oakland Housing Authority and proceeded to share a video on OHA's history and success from 1938 to current.

The Board of Commissioners each spoke and expressed their gratitude for the Oakland Housing Authority and honored this great milestone. Commissioner Montgomery motioned to approve item 7.1., which was seconded by Commissioner Hartwig. The item passed unanimously by the following vote:

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

- 7.2     2023-60   Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Procurement Policy.

**Attachment(s)**

[Overview of the Proposed OHA](#)

[Procurement Policy Amended OHA](#)  
[Procurement Policy - Redlined Resolution](#)  
[4344 Procurement Policy 02-28-11](#)  
[Attachment A - Amended OHA](#)  
[Procurement Policy](#)  
  
[Resolution Amended Procurement Policy](#)  
[Reso 5160 OHA Procurement Policy 04.24.23.pdf](#)

Chief Officer of Program and Finance Administration, Duane Hopkins along with the Contracts Compliance and Procurement consultant, Loretta Lovell introduced and provided detail on the proposed amendments to the Oakland Housing Authority procurement policy. The team noted the significant proposed changes that would ensure clarity between policy and procedures.

Chair Griffith asked what the timeline is for the procedures for the proposed policy. Mr. Hopkins noted that the procedures are drafted, and general counsel is currently reviewing prior to rolling out within the next 30 days and will include training in mid-May.

Having no questions from the Board, Commissioner Tortorich motioned to approve 7.2., 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

- 7.3 **2023-49** Adopt a resolution authorizing the Executive Director to execute a three-year contract with C4 Innovations Inc. for Trauma Informed Care services in an amount not to exceed \$355,000.

**Attachment(s)**

[CCGS Review Memo Packet - Trauma Informed Care](#)  
[Resolution C4 Innovations](#)  
[Reso 5161 C4 Innovations LLC 04.24.23.pdf](#)

Special Advisor to the Executive Director, Carel Duplessis introduced the item providing an overview of the request to execute a contract for professional Trauma Informed Care services with C4 Innovations Inc. Mr. Duplessis noted that the service would provide research, evaluation, technical assistance, and training for all Oakland Housing Authority staff on Trauma Informed Care. Additionally, it was discussed that the program would provide individuals and families with better outcomes who were/are impacted by trauma, increased customer and employee satisfaction, increased ability to deescalate crisis situations, and increased staff patience and consistency in the approach to their assignments.

Having no questions from the Board, Commissioner Hartwig motioned to approve item 7.3., which was seconded by Commissioner Mayes. The item passed unanimously by the following vote:

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

- 7.4 2023-54 Adopt a resolution authorizing the Executive Director to execute documents to acquire the Investor Limited Partners' interest in LCC Phase III and to execute a Continuing Property Operations and Exclusive Negotiation Rights Agreement with the Administrative and Managing General Partners of Creekside Housing Partners, L.P. to establish terms for the continued operation of LCC Phase III in an amount not-to-exceed \$5,000.

**Attachment(s)**

[Lion Creek Crossing Phase III Yr 15 Buyout](#)  
[Reso Lion Creek Crossing Phase III Buyout](#)  
[Reso 5162 LCC Phase III 04.24.23.pdf](#)

Chief Officer of Real Estate Development, Tom Deloye presented on the item detailing the request to execute documents to acquire the Limited Partner interest in Lion Creek Crossing Phase III and to execute a continuing project operations and exclusive negotiation rights agreement for the property. Mr. Deloye noted that LCC Phase III which is a 106 unit tax credit deal that was completed at the end of last year. The limited partner is Boston Financials and OHA has negotiated a purchase price of \$5,000 as they wish to exit and OHA can enter as the limited partner as done before for Lion Creek Crossing Phase I, II, and VI.

Having no questions from the Board, Commissioner Hartwig motioned to approve item 7.4., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

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

- 7.5 2023-57 Adopt a resolution authorizing the Executive Director, subject to National Environmental Policy Act approval, to execute agreements to provide a loan to Foothill Family Apartments, LP, to finance the rehabilitation of Foothill Family Apartments and to repay the Hanmi Bank mortgage on the property in an amount not to exceed \$15,000,000.

**Attachment(s)**

[Foothill Family Apartments Rehab and Refi Loan 4-12-23](#)  
[Foothill Family Apartments - Site Map](#)  
[Resolution Foothill Family Apartments Loan](#)  
[Reso 5163 Foothill Family Apartments Rehab 04.24.23.pdf](#)

Chief Officer of Real Estate Development, Tom Deloye presented on the item providing a brief overview noting that Foothill Family Apartments is 65 units in total and OHA is the land owner, limited partner, and OHI is the general partner. Mr. Deloye noted that in 2022 the property assessment noted rehab needs with a cost of \$12.3 million for immediate repairs.

Additionally, Mr. Deloye elaborated on the total projected budget and proposed financing of \$13 million - \$15 million additional soft loan of OHA MTW Funds for unforeseen surprises appear during the process.

Commissioner Castillo asked for clarity if the funds will be distributed to OHI or to Foothill Family Apartments. Senior Development Program Manager, Jonathan Young clarified that the ownership structure notes OHI as the general partner of Foothill Family Apartments and Foothill Family Apartments LP owns the project and owes the money back to Hanmi Bank. Foothill Family Apartments LP would be directed to pay off the loan. Legal Counsel, Jhaila Brown confirmed that the subject line and the resolution are correct and ready for approval.

Having no questions from the Board, Commissioner Castillo motioned to approve item 7.5., 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

## 8. 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.*

- 8.1 2023-52 Adopt a resolution authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all OPEIU Local 29 positions effective July 1, 2022, to issue cost of living increases effective July 1, 2023, and July 1 2024.

**Attachment(s)**

[Resolution COLA OPEIU Local 29](#)  
[Reso 5164 COLA OPEIU Local 29 04.24.23.pdf](#)

Having no questions from the Board, Commissioner Hartwig motioned to approve item 8.1., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

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

## 9. Written Communications Departments' Monthly Report

- 9.1 2023-63 Operational Departments March 2023 Monthly Reports.

**Attachment(s)**

[01 - Family and Community Partnerships](#)

- [02 - Leased Housing](#)
- [03 - Office of Property Operations](#)
- [04 - Capital Improvements](#)
- [05 - Office of Real Estate and Development](#)
- [06 - Asset Management](#)

Secretary Wells noted that the monthly reports are now easily accessible using our new software, Granicus, which makes it easier for the Commission to review specific department content. Commissioner Jung-Lee appreciated the new format of the reports and asked for discussion on the PACT Program and how referrals could be improved. Chief Love provided details on the OHA team who has continued to move this project forward and work with Sheriff Sanchez on further improvements.

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

- 10.1 2023-66 Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.

##### **Attachment(s)**

- [OHAPD Easter Holiday Event](#)
- [National Public Safety Telecommunicators Week.](#)

Secretary Wells provided an overview on OHAPD's Easter Holiday Event with the children and community in Oakland. She further honored the National Public Safety Telecommunicators week and their dedication to serving the public. Lastly, Secretary Wells pointed out a national shout out from the Housing and Development Law Institute, Lisa Walker, who congratulated OHA on our 85<sup>th</sup> anniversary.

#### **11. Reports of Commission Committees**

- 11.1 2023-61 Harrison Towers Ad Hoc Committee Meeting convened on April 05, 2023.

Chair of the Board, Anne Griffith, reported that the meeting was an opportunity to discuss options between whether the project would continue as a rehab or new construction. The discussion included estimated project delivery in 2026 for a substantial rehab of the property. Chair Griffith reported that the Harrison Ad Hoc Committee has run its course and any additional discussion would be folded into the Development Ad Hoc Committee.

- 11.2 2023-62 Development Ad Hoc Committee Meeting Part II convened on April 10, 2023.

Chair of the Board, Anne Griffith, reported that there was discussion on the strategic development framework of the organization and

coordination with OHA and all the affiliates and the strategic development framework. Further discussion pertained to the Lion Creek Crossing buyout and capital operating subsidy as well as HomeKey. Chair Griffith noted that as there are many items that were discussed, an additional meeting is needed.

**12. Announcements by Commissioners**

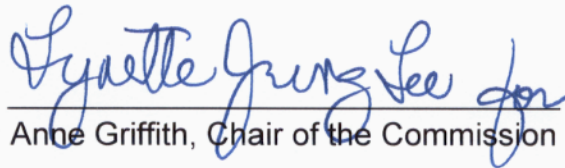
There were no announcements by the Commissioners.

**13. Adjournment of Public Session**

Having no further business to discuss, Commissioner Tortorich motioned to adjourn, which was seconded by Commissioner Hartwig. Adjournment passed unanimously by the following vote:

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

The meeting adjourned at 7:44 P.M.

  
Anne Griffith, Chair of the Commission

DocuSigned by:



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Patricia Wells, Secretary/Executive Director