

**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, June 27, 2022

Annual Meeting

The Oakland Housing Authority Board of Commissioners convened an Annual 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 Gregory Hartwig presided and called the meeting to order at 6:02 p.m.

I. Pledge of Allegiance

II. Roll Call

Present 6 – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung-Lee, Mark Tortorich. Barbara Montgomery joined at 6:36 p.m.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of May 23, 2022

On approval of the minutes moved by Commissioner Griffith, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

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

Excused 1 – Montgomery

IV. Recognition of people wishing to address the Commission

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

V. Old or Unfinished Business

A. Consideration and Adoption of the Fiscal Year 2023 Oakland Housing Authority Operating Budget.

Chief Officer of Program and Finance Administration (COPFA), Duane Hopkins, and Director of Finance, Victor Madamba provided a review of changes made to the Fiscal Year 2023 budget. Mr. Hopkins noted the three changes made: 1.) the final Federal Budget Allocation from HUD was

received with an increase in funding. 2.) The Finance team worked closely with Leased Housing to make solid projections and changes in housing assistance payments and rental assistance to reflect the potential increase up to 120% of the fair market rate. 3.) The net surplus deficit of the budget summary shows a negative surplus; however, although there is a loss, there is significant HUD held reserves that are available to cover for the loss.

Mr. Madamba proceeded to discuss excess subsidy over HAP expenses surplus and deficit. Chair Hartwig asked for further clarification on capital outlay and Mr. Madamba noted that capital outlay includes the funds obligated for the development projects. Mr. Hartwig queried why capital outlay would be classified as an expense. Mr. Hopkins addressed Chair Hartwig's question stating that the Agency is providing full disclosure on the funding expected to be spent this year. Additionally, the operating budget shows a profit of \$2.5 million; however, to place the capital outlay in the manner that it is on the summary, it is to demonstrate the cash flow for the Agency's position for the Fiscal Year 2023.

Commissioner Tortorich inquired on the Gross Margin surplus/deficit line item of the budget summary stating that the net change noted as \$4,372,738 does not connect to the math and should be a \$12,159,998 net change. Chair Hartwig requested that the FY23 budget summary be revised to reflect the correct net changes.

Secretary Wells proposed to table the item for the next hour to allow staff to make the necessary corrections so that Board can vote on the corrected and amended item.

The item was brought back before the board at 7:08 p.m. Chief Officer of Program and Finance Administration, Duane Hopkins, presented on the corrected and amended FY23 budget summary and noted the correction of the gross margin surplus/deficit line item. Secretary Wells directed staff to create a new methodology to present the budget summary so that it is easier to understand for future budget presentations.

Having no further questions from the board, Commissioner Jung-Lee moved to approve and adopt the Amended FY23 Operating Budget for the Authority, which was seconded by Commissioner Castillo.

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

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 noted for the record that Item V.A. be tabled and voted on further down in the agenda to allow staff time to make corrections to the FY23 budget summary gross margin surplus/deficit line item.

VII. New Business:

A. Police Department Promotional Swearing-in Ceremony

Secretary Wells introduced the item and Chief Carel Duplessis provided the presentation to the Commission. Chief Duplessis introduced Deputy Chief Alan Love, and proceeded with the ceremony. Chief Duplessis facilitated the swearing in of Chief Love. Chief Love expressed his appreciation on the promotion. Commissioners provided Chief Love with their comments of congratulations and welcome.

B. Nomination and Election of Chair and Vice-Chair for the Oakland Housing Authority for a Two-Year Term.

Secretary Wells introduced the item to the Commission. Chair Hartwig commented by thanking everyone on the Commission for trusting him to be Chair. Chair Hartwig further expressed that if anyone wanted to be Chair, he is ready to assist in any way to ensure the next person is successful as Chair of the Board of Commissioners. Nominations were opened for Chair and Vice-Chair.

Commissioner Jung-Lee nominated Greg Hartwig as Chair and Anne Griffith as Vice-Chair for the next two-years. Commissioner Tortorich seconded the motion. Commissioner Castillo asked for a friendly amendment to the motion to instead nominate Vice-Chair Anne Griffith to step up to the position of Chair and that Chair Hartwig, who “has been an incredible Chair for so many years”, take on the role of Vice Chair to support Anne Griffith as Chair of the Board of Commissions should she be willing. Anne Griffith commented that she would be willing. Commissioner Castillo asked for a second on the motion and Commissioner Jung-Lee seconded the motion amending the original nomination.

Chair Hartwig noted that two people were nominated for Chair and he stated he would be happy to step aside for Anne Griffith. Legal Counsel, Jhaila Brown assisted to clarify the process by establishing that a motion is needed to amend the nomination for Commissioner Griffith to be Chair and Commissioner Hartwig to be Vice-Chair. Commissioner Castillo made the amended motion to nominate Commissioner Griffith as Chair and Commissioner Hartwig as Vice-Chair.

For further clarification, a discussion was initiated among the Commissioners as two nominations were made. Commissioner Jung-Lee expressed that she would like to hear from Greg Hartwig and Anne Griffith as to what they look forward to for the next two-years and to hear from other Commissioners.

Chair Hartwig expressed that he looks forward to doing his best to lead the Housing Authority to higher levels of excellence and greater success and reiterated that he would be happy to step aside. Vice-Chair Griffith noted that she aspires to a similar goal and as first-term Chair; she would seek guidance on the understanding of the position in its fullness and would enjoy

the opportunity to work with the team more closely.

Legal Counsel, Jhaila Brown, guided the Commission on the nomination and voting process, establishing a process to include a first and second motion to approve the final nominees for chair and vice-chair, and a separate first and second motion for the action of electing the Chair and Vice-Chair. Commissioner Castillo stated she is happy to nominate Anne Griffith as Chair. Secretary Wells mentioned that the appointed Chair will have an additional duty to be a member of the Oakland Housing Initiatives and Keller Housing Initiatives board. Commissioner Jung-Lee seconded the motion to nominate Anne Griffith as Chair and expressed her gratitude for Chair Hartwig's service over the years.

A roll call was conducted to approve the nomination of Anne Griffith as Chair. The vote passed unanimously by the following vote:

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

Ms. Brown led the Commission to make a motion and a second to elect Anne Griffith as the new Chair of the Board. Commissioner Castillo made the motion and it was seconded by Commissioner Jung-Lee. The vote passed unanimously by the following vote:

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

Commissioner Castillo made a motion to nominate Greg Hartwig as Vice-Chair and it was seconded by Commissioner Montgomery. A roll call was conducted to approve the nomination of Greg Hartwig as Vice-Chair. The vote passed unanimously by the following vote:

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

Ms. Brown led the Commission to make a motion and a second to elect Greg Hartwig as the Vice-Chair of the Board. Commissioner Castillo made the motion and it was seconded by Commissioner Tortorich. The vote passed unanimously by the following vote:

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

Secretary Wells expressed gratitude to newly elected Vice-Chair Hartwig for his support over the years and looked forward to working with newly elected Chair Griffith. There were no further comments from the Board of Commissioners.

C. Nomination and Election of Directors for Oakland Affordable Housing Preservation Initiatives Board for a Two-Year Term.

Secretary Wells introduced the item noting the current Directors of OAHPI are Anne Griffith and Mark Tortorich. Commissioner Montgomery made a motion to have Anne Griffith and Mark Tortorich continue as Directors for the

OAHPI Board. Commissioner Jung-Lee seconded the motion. Both Anne Griffith and Mark Tortorich accepted the nomination and expressed they are interested to continue as Directors of the OAHPI Board.

Ayes 6 – Griffith, Hartwig, Castillo, Jung-Lee, Montgomery, Tortorich

Note-Prior to proceeding to item VII.D., Secretary Wells recommended to return to item V.A. Adoption of the FY23 Operating Budget that was tabled at the beginning of the meeting. Upon approval of the FY23 Operating Budget, the Commission proceeded to Item VII.D.

- D. Resolution authorizing the Executive Director to enter into a three-year contract with OpenGov, Inc. for the purchase and installation of budget and performance software in an amount not to exceed \$453,675.06.

Director of Finance, Victor Madamba presented on the item noting that OpenGov, Inc. is a cloud based business system that will allow the agency to combine financial and non-financial data, which will assist in long-term financial planning. Mr. Madamba introduced Regional Manager, Greg Balter from OpenGov, Inc. who provided the Commission with a brief presentation on the software's components.

Having no further questions from the board, a motion was made by Commissioner Jung-Lee, seconded by Commissioner Montgomery, the motion passed by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- E. Resolution authorizing the Executive Director to amend the contract with Protiviti Government for Temporary Employment by \$100,000 for an amount not to exceed \$245,000.

Director of Human Resources, Drew Felder, presented the item noting that the amendment with Protiviti Government, previously known as Robert Half, is to supplement the HR department staff's efforts to meet the increase need for temporary services due to COVID illnesses, the Great Resignation, and other staff leave occurrences.

Having no further questions from the board, the item was moved by Commissioner Hartwig, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- F. Resolution authorizing the Executive Director to execute a commitment letter and conditional award of up to four (4) additional project-based VASH vouchers to 500 Lake Park.

Chief Officer of Real Estate Development, Tom Deloye, presented the item noting that the Board took action on this item in February 2020; however, the

project is not keeping pace on pre-development milestones as initially projected. The developer is preparing to submit an application for additional funding through the State Super NOFA on July 12. This request to OHA is for an additional four VASH vouchers, which will provide additional operating revenue. The additional VASH vouchers will provide subsidy for formerly homeless veterans.

Having no further questions from the board, a motion was made by Commissioner Castillo, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- G. Resolution authorizing the Executive Director to execute a commitment letter and conditional award of up to eight (8) project-based VASH vouchers to 285 12th Street.

Chief Officer of Real Estate Development, Tom Deloye, presented the item noting that this item is similar to item F; however, it is a different address and different developer. Mr. Deloye stated that the Authority does not own the land and the developer who owns the land is establishing their capital line up to meet the Super NOFA requirements. The Authority has provided the developer sixteen Non-VASH vouchers and the request is to add eight VASH vouchers to bring the total OHA investment to twenty-four vouchers.

Having no further questions from the board, a motion was moved by Commissioner Hartwig, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- H. 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. Authorizing the Executive Director to issue Blanket Purchase Orders to various vendors with intergovernmental agreements for routine, recurring, low-dollar amount purchases for Fiscal Year 2022-2023 in a total not to exceed amount of \$6,128,935.
3. Authorizing the Executive Director to issue, Blanket Purchase Orders to the listed vendors for routine, recurring, low-dollar amount materials and services for Fiscal Year 2022-2023.

A motion was made by Commissioner Tortorich to approve the consent agenda, seconded by Commissioner Hartwig, the motion passed by the following vote:

Ayes 6 – Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Report for the month of May 2022.

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:

- Emergency Housing Vouchers
- Final Message from Chief Carel Duplessis
- Letter from Senator Alex Padilla supporting affordable housing

Commissioner Montgomery asked staff to explain the process to provide residents rent payment assistance. Directors of Leased Housing, Asset Management, and Property Operations provided a brief overview of the resources provided to residents for the different housing programs.

X. Reports of Commission Committees.

There were no reports by Commission Committees

XI. Announcements by Commissioners.

There were no announcements by Commissioners

XII. Adjournment to Closed Session

A. Threat to Public Services or Facilities pursuant to Government Code Section 54957 (a)

Consultation with: Oakland Housing Authority (OHA) Police Department and Chief of Police, Alan Love and OHA Annuitant Assistant to the Executive Director, Carel Duplessis

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

Property Location: 7007 MacArthur Blvd. Oakland, CA 94605
Assessor's Parcel No.: 39-3291-4
Agency Negotiation: Tom Deloye, Chief Officer of Real Estate Development, Jonathan Young, Development Program Manager, and Isabel Brown, Legal Counsel

Negotiating Parties: Wings of Love Maranatha Ministries
Under Negotiation: Price and Terms of Payment

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS pursuant to Government Code Section 54956.8

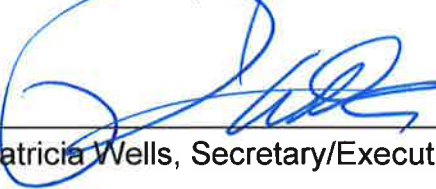
Property Location: 6948 Foothill Blvd. Oakland, CA 94605
Assessor's Parcel No.: 39-3291-18

Agency Negotiation: Tom Deloye, Chief Officer of Real Estate Development, Jonathan Young, Development Program Manager, and Isabel Brown, Legal Counsel
Negotiating Parties: Wings of Love Maranatha Ministries

A motion was made by Vice-Chair Hartwig to adjourn to closed session and seconded by Commissioner Jung-Lee. The meeting adjourned at 7:18 p.m.



Anne Griffith, Chair of the Commission



Patricia Wells, Secretary/Executive Director