

**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, August 22, 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.

Chair Anne Griffith presided and called the meeting to order at 6:01 p.m.

I. Pledge of Allegiance

II. Roll Call

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

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of July 25, 2022

Vice-Chair Hartwig moved to approve the minutes, which was seconded by Commissioner Jung-Lee. 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 Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

A. Operations Departmental Updates

Secretary Wells introduced the item and the Department Directors presented additional details. Director of Property Operations (OPO), Mark Schiferl, Director of Capital Improvements (CID), Bruce Brackett, and Michelle Hasan, Director of Leased Housing (LH), reported on the occupancy trends, property rehab work completed, and waitlist and eligibility statistics respectively for the OHA-managed portfolio.

Vice-Chair Hartwig asked if the newer waitlist drove more people to apply. Ms. Hasan stated that with the list in 2021, every family was contacted and the families either were housed or withdrawn. Data is collected prior to opening a waitlist to understand how many units will be available for families to lease.

Vice-Chair Hartwig recalled that the completion rate for turnover of vacant units from CID to OPO increased significantly from several years ago, which is important to note as it is a key performance indicator. This provides a better understanding of trends and performance.

The Directors updated the Commissioners on the tenant account receivables (TARs), owner outreach efforts, Owner Appreciation Day, and the newly leased Emergency Housing Vouchers (EHVs) as well as forthcoming voucher opportunities. Ms. Hasan noted that EHVs are a critical resource to address homelessness and noted the statistics and outreach activities of the EHV initiative.

Nicole Thompson, Director of Family & Community Partnerships (FCP), followed by providing an overview of summer programs and staff recruitments for the Department.

Mr. Brackett concluded the presentation with details related to capital improvement projects that the team completed within the last quarter pertaining. Mr. Brackett highlighted, with images, the scope of work for the properties which included seismic retrofitting, re-roofing, and replacement of dry rot, gable ends, new siding and paint for sites.

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. Presentation of the unaudited Financial Status report for the twelve-month period ending June 30, 2022.

Chief Officer of Program and Finance Administration, Duane Hopkins, and Director of Finance, Victor Madamba, led the presentation on the annual operating results for the fiscal year ended June 30, 2022.

Director of OPO, Mark Schiferl, and Director of Asset Management, Anna Kaydanovskaya, reported on the financial performance of the OHA-managed and the third-party managed public housing properties.

Director of Leased Housing, Michelle Hasan, briefed the Commissioners on the voucher program's Housing Assistance Payments (HAP) revenue and payments for the fiscal year.

Director of Human Resources, Drew Felder, reported on staffing levels and costs, noting that the Agency conducted forty-seven recruitments during the fiscal year.

Mr. Madamba and Mr. Hopkins concluded the presentation by discussing non-operating expenses for the fiscal year.

Commissioner Jung-Lee asked for clarification on investment income. Mr. Hopkins noted that the majority of the income shown for the fiscal year is a result of accrued interest on loans to various Low Income Housing Tax Credit (LIHTC) funded affordable housing developments.

There were no further questions from the Commission.

- B. Authorizing the Executive Director to exercise the First Option Term and amend the contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to add \$75,000 in hourly consulting services, which will increase the total authorized contract amount from \$480,000 to \$555,000.

Secretary Wells introduced the agenda item. Mr. Hopkins provided information, which included an overview of the outcomes achieved by Helen Dunlap Consulting. Mr. Hopkins also noted that this contract is expected to come to a close after this final contract amendment to increase services in an amount of \$75,000.

Vice-Chair Hartwig moved the item and commented that he has seen the impact and progress made by utilizing Helen Dunlap Consulting services. The item was seconded by Commissioner Jung-Lee. The item passed by the following vote.

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

- C. 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.

Having no questions from the Commission, Commissioner Tortorich moved to approve the Consent Agenda. Commissioner Castillo seconded the motion. The item passed by the following vote.

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

VIII. Written Communications Departments' Monthly Report.

Secretary Wells noted that the monthly report for July 2022 updates were mentioned during the operations presentation at the beginning of the meeting. There were no further questions from the Commission.

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:

- OHAPD -- awards and recognition ceremony
- Oakland Promise -- equity & inclusion on access to internet
- Oakland Generation Fund Event – Chaired by Mayor Libby Schaaf with remarks from Vice-President Kamala Harris
- NAHRO Advocacy Agenda

X. Reports of Commission Committees.

There were no reports for Commission Committees.

XI. Announcements by Commissioners.


There were no announcements from the Commissioners.

XII. Adjournment

Vice-Chair Hartwig moved to adjourn the meeting, which was seconded by Commissioner Mayes. The motion passed by the following vote.

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

The meeting adjourned at 8:29 P.M.



Anne Griffith, Chair of the Commission



Patricia Wells, Secretary/Executive Director