

# Oak Leaflet

The section 8 Landlord Newsletter



Oakland Housing  
Authority

ISSUE 10  
Winter 2011

## Letter from the Director



Good news! Following a nationwide executive search, the Oakland Housing Authority Board of Commissioners has announced the appointment of Eric Johnson, former OHA Deputy Executive Director for Property Operations, as the new Executive Director. Johnson succeeds Jon Gresley who retired.

We will always cherish our time with Mr. Gresley and value his visionary leadership. He has earned his retirement many times over. We wish him the best as he moves on with the next phase of his life with family, friends, and civic involvement. We know he will stay busy but we hope he will remember to relax every now and then.

Eric Johnson will work to take OHA to the "next level" of performance, commitment and service to the Oakland community. Mr. Johnson says, "I look forward to leading a strong OHA team as we continue to move OHA forward in a progressive, responsible and sustainable direction that preserves and enhances our current properties and programs, in addition to moving forward with innovative development opportunities."

In other big news, Oakland Housing Authority has begun its Document Imaging Project by hiring a contractor to scan roughly 20,000 files over the next couple of months. In early 2011 our staff will start scanning all documents that come into the office whether delivered by hand, mail, fax, or email. Scanning will be a highly-automated process that makes sure everything gets where it needs to go. This project is a major step for the Leased Housing Department and the Oakland Housing Authority. Document imaging also lays the groundwork for many more web-based initiatives that will be tested next year.

In an effort to broaden our owner outreach and input, we will be forming new Landlord Advisory Councils beginning in January. More on that in our next newsletter.

In the meantime, this is your last owner newsletter for 2010. Next year, we will begin using email to deliver the newsletter to those owners who provide us with an email address. So if you haven't done so already, please help our continuing efforts to go "green." Please email [ownerservices@oakha.org](mailto:ownerservices@oakha.org) to provide your e-mail address.

My best wishes to you for a healthy and happy holiday season.

*Mark Stephenson*

Mark Stephenson  
Director of Leased Housing  
Oakland Housing Authority



*With nearly 20 years of experience in affordable housing, Eric Johnson (above) joined the OHA management team in 2008. He will direct a staff of 358 and an annual budget of \$260 million.*

*Former OHA Executive Director Jon Gresley (below) led the agency for over eleven years and served the authority in top administrative roles for a total of 32 years. He is nationally regarded as a talented administrator, skilled advocate, and compassionate innovator in public housing.*



## small but mighty: The special Programs Team

Oakland Housing Authority's Special Programs team is a talented, innovative, responsive group dedicated to providing the highest standard of customer service.

Among the Special Programs Team's responsibilities is HUD Veterans Affairs Supportive Housing (VASH), a new federal voucher program dedicated to providing assistance to US veterans. We also oversee the Moderate Rehabilitation Program for private owners of rental properties. This program provides much needed housing to those who are transitioning from homelessness. Shelter+Care offers assistance to participants with highly-specialized needs who work closely with a case manager who acts as a liaison between OHA and the tenant. This national program is part of Alameda County's effort to assist those in need of housing. OHA administers the program for Alameda County. One of our largest endeavors involves converting many families currently in public housing to a "project-based" voucher, which will promote more independence by providing them opportunities to seek housing in the open market using their Section 8 voucher.

With our coveted status as a "Moving to Work" agency, OHA is able to implement creative solutions to the particular needs of our residents. Because many participants are on a fixed income, qualifying participants can mail their signed renewal documents directly to OHA and will meet with a housing representative only once every three years instead of annually. The new schedule provides convenience for elderly and disabled participants who may have mobility or transportation challenges. By streamlining this procedure, the Special Programs can better provide for the needs of all our participants.

Dedicated to upholding the mission of the Oakland Housing Authority, our "small but mighty" team looks forward to fostering positive and rewarding relationships with you and your tenants.

## Meet the The special Programs Team

Introducing the talented Special Programs Team in the Leased Housing Department. Feel free to contact them with any questions or concerns. (510) 587-2100



The team is managed by Rose Marie Griffin. They perform the following services for you:

- Process referrals, initial screening, initial inspections, interim and annual recertification for Shelter Plus Care, Moderate Rehabilitation, Mainstream and Family Unification programs
- Manage the caseloads in the 1554 scattered sites which were formerly Public Housing units
- Perform triennial recertification for qualified elderly and disabled households

### *The Special Programs Team*

*Back row, left to right: Albert Soohoo, Rose Marie Griffin. Front row, left to right: Koy Saeyang, Tashoni Cooper, Kimberly Horstman, Pacquin Dwyer-Green*

*Not pictured: Lucinda Ben-David, Rik Lopes*

# OHA Owner Briefings

Free

For property owners & managers  
Section 8 Housing Choice Voucher Program.

Please note location change for Jan. & Feb. briefings.

**Wednesday, January 12, 2011, 11:30 a.m. – 1 p.m.**

**Contract Termination in the City of Oakland:**

**Just Cause, Measure EE**

Alana Grice Conner, Attorney at Law

**Wednesday, January 26, 2011, 6 – 8 p.m.**

**How to Request a Rent Increase**

Owner Services Team

**Wednesday, February 9, 2011, 11:30 a.m. – 1 p.m.**

**Domestic Violence in Rental Housing**

Meliah Schultz, National Housing Law Project

Naomi Young, Bay Area Legal Aid

**Wednesday, February 23, 2011, 6 – 8 p.m.**

**Section 8 Open Forum**

Teela Carpenter, Owner Services Manager

**Wednesday, March 9, 2011, 11:30 a.m. – 1 p.m.**

**Tenant Screening: Essentials Every Landlord Must Know**

Jonathan Moy, Rental Housing Association of Northern

Alameda County

Emily Cabral, United Policy Holders

**Wednesday, March 23, 2011, 6 – 8 p.m.**

**Landlord/Tenant Law**

Attorney, TBA, Alameda County Bar Association

**PLEASE NOTE: The location for the January and February workshops will be The Jack London Aquatic Center, 115 Embarcadero, Oakland, CA (510) 208-6060**

Admission is free. RSVP Today! 510-874-1560 or s8rentalowner@oakha.org. This schedule is subject to change; please go to [www.oakha.org/owner/Ownersbriefing.pdf](http://www.oakha.org/owner/Ownersbriefing.pdf) for a current schedule.

# Document Imaging at Leased Housing 2011

“Here are your original documents back, thank you.”

That is the phrase you will hear when you visit the Leased Housing Department in 2011. With the exception of legal documents and other originals that HUD requires us to retain, most documents presented at the OHA offices will be scanned into electronic files. This process will make future document retrievals very simple.

The document imaging project has been over two years in the making and has included visits to the Santa Clara County Housing Authority and the Housing Authority of the County of Los Angeles. Both agencies serve a larger client base of owners and participants than OHA, so they provided excellent examples for us to evaluate. We were able to review the equipment, the software used, as well as the way their files were categorized.

After reviewing all of the information, the OHA team consisting of Rose Marie Griffin, Housing Assistance Manager and Craig McBurney, Information Technology Manager, narrowed their choices to one software maker: Laserfiche. The new software and scanning equipment has been installed. The Leased Housing staff is busy testing the software and equipment to ensure that it is working properly. We anticipate that within 90 days we'll start scanning your documents for permanent storage.

## Leafy Tips

Need a lawyer? Property owners can call the Alameda County Bar Association Lawyer Referral Service.



**What The Lawyer Referral Service (LRS) Can Do:** Certified by the American Bar Association and the State Bar of California, LRS refers thousands of clients to qualified attorneys every year. The Bar Association's referral counselors are trained to evaluate your situation and find the right lawyer for your needs. LRS attorneys are screened for their experience, knowledge, and ethics.

**How LRS Works With You:** When you contact LRS, you will be asked to provide basic information about your legal situation. Then, LRS will search for an attorney with relevant experience to assist you. Once an attorney has been found who is interested in discussing your case with you, LRS will call you back, usually within two-three business days, and provide you with the attorney's contact information. (If your matter is urgent, let LRS know and

our team will do their best to find you an attorney in time).

LRS has over 150 attorneys experienced in over fifty areas of law, including (but not limited to) business law, landlord, and real estate.

**What it Costs:** The fee is waived for personal injury, workers' compensation, sexual harassment or medical malpractice cases. For all other areas of law, there is a non-refundable \$30 fee and you will receive up to a half hour consultation with an attorney. You will receive up to three referrals.

**How to Find LRS:** Call the LRS intake line Monday-Friday from 8:30 am to 4:00 pm at (510) 302-2222. Request a lawyer online at [www.acbanet.org](http://www.acbanet.org)

# seedlings



Did you know...

- 🏠 OHA provides housing for approximately 10 percent of Oakland's families out of a total population of 404,155?
- 🏠 Presently, 13,282 Oakland families, elderly and disabled rent with Section 8 vouchers?
- 🏠 The average annual income of OHA families is \$15,000?
- 🏠 Qualifications for the Family Self Sufficiency (FSS) program are:
  - Current Section 8 participant in Oakland
  - Head of Household
  - Working or planning to return to work fulltime within the next five years
- 🏠 OHA was named an Award of Merit winner in two categories for the 2010 Gold Nugget Awards. This prestigious award from the Pacific Coast Builders conference recognizes projects in 14 Western states.
- 🏠 OHA won one Award of Merit as a self-developed tax credit property in the Green Sustainable Community of the Year category for its Tassafaronga Village development on 84th Avenue in Oakland.
- 🏠 OHA won a second Award of Merit in the category of Best Infill, Re-Development or Rehab Site Plan for its Tassafaronga Development.



## Oakland Housing Authority

### MAIN OFFICES

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510-874-1500

### LEASED HOUSING

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[WWW.OAKHA.ORG](http://WWW.OAKHA.ORG)

[s8rentalowner@oakha.org](mailto:s8rentalowner@oakha.org)

Language translation services are available in 151 languages at all offices at no cost.

Los servicios de traducción en 151 idiomas están disponibles en todas las oficinas sin ningún costo.

Trương chính thông dịch đầy đủ cho tới 151 tiếng nói miễn phí cho quý vị đang có tại nhiều văn phòng gần đây.

所有辦公地點都會免費提供 151 種的外語翻譯服務。