

NOTES OF THE MEETING – **COMMITTEE OF THE WHOLE**
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA
HELD FRIDAY, FEBRUARY 13, 2004

Legal Counsel Bruce Plebuch noted that there was no quorum and the meeting of the Oakland Housing Authority Board of Commissioners would be convened as a Committee of the Whole in the Commissioners Room, 1619 Harrison Street, Oakland, California on the above date. Vice Chair Alfred Lee presided in the absence of Chair Richard E. Winnie. He called the meeting to order at 12:27 p.m.

I. Roll Call

Commissioners present were Alfred Lee and Melanie M. Shelby. Moses L. Mayne, Jr., arrived late. Commissioners Marion M. Mills, Robert J. Pittman, Jr., Jacqueline Taylor and Chair Richard E. Winnie were excused.

II. Modifications to the Agenda

There were none.

III. New Business

A. Briefing on the Facilities Management Department (**Tape 1, Sides A & B – Queue 9 – 879**)

Mr. Rod Roché, Director of the Facilities Department, gave a presentation. The presentation was broken down into four general areas namely, Mission, Organization, Capital Improvements Division, and Maintenance Division. He introduced to the Board his three direct reports: two Assistant Directors --- one for Capital Improvements and another for Maintenance, and one Senior Management Analyst. He noted that the department is responsible for maintaining over 267 housing units.

Mr. Roché discussed the Capital Improvements Division. He presented its goals, budget plans, capital grant allocations, and the construction projects. Mr. Roché also discussed the Maintenance Division. He talked about the three basic functions namely, Occupied Units, Preventive Maintenance, and Vacancy & Special Projects. Mr. Roché presented a graph that shows the operations of the vacancy project. He noted the completed and outstanding work orders, the average response time for urgent and emergency maintenance situations, the building and grounds team, and the landscape team. The Commissioners asked questions during the course of the presentation. Mr. Roché, along with Ms.

Mae McHenry, Assistant Director of the Maintenance Division, provided the answers. Messrs. Jon Gresley and Tim Jones provided additional answers.

B. Presentation on Strategic Planning. (Tape Side B – Queue 880 – 1220)

Mr. Jon Gresley introduced the three planning consultants from Quadel Consulting Corporation (Quadel) who were present in the meeting. They were Mr. Michael Janis, Ms. Valerie Jackson and Ms. Samia Byrd. Mr. Gresley also introduced to the Board Mr. Ron Atkielski, consultant with Abt Associates. Mr. Gresley called upon Mr. Michael Janis.

Mr. Janis noted that they would provide background information about themselves and their company, Quadel Consulting Corporation. He called upon Ms. Valerie Jackson, Manager with Quadel. Ms. Jackson gave background information about her work experience with Quadel. She discussed her primary work responsibilities and her areas of expertise. Mr. Janis called upon Ms. Samia Byrd, Manager with Quadel. Ms. Byrd discussed her primary work responsibilities with Quadel, her work experience and expertise, as well as her educational attainment. Ms. Byrd turned over the floor to Mr. Michael Janis.

Mr. Janis talked about his work experience prior to his employment with Quadel. He briefly discussed the plan they are going to undertake for the strategic planning process. Mr. Janis indicated that they would like to come back on March 2, 2004 to meet again with the senior staff of the Authority for the second phase of the strategic planning. He also indicated that they would like to meet with the Commissioners either on the evening of March 2nd or on the morning of Wednesday, March 3rd. It was suggested that the 3rd would work the best. Mr. Gresley will poll the commissioners if they are available on March 3rd for the meeting with Quadel.

III. Adjournment

Without any further business, the meeting was adjourned at 2:06 p.m.