

NOTES OF THE MEETING – **COMMITTEE OF THE WHOLE**  
BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE  
CITY OF OAKLAND, CALIFORNIA  
HELD WEDNESDAY, APRIL 12, 2006

Mr. Jon Gresley, Executive Director, noted that since there was no quorum, asked that the meeting be convened as a Committee of the Whole in the Commissioners Room, 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. concurred and called the meeting to order at 6:09 pm.

I. Roll Call

Commissioners present were Joe L. Brown, Alfred Lee and Chair Moses L. Mayne, Jr. Commissioners Robert J. Pittman, Jr., Jacqueline M. Taylor and Ramon J. Terrazas were excused.

II. Modifications to the Agenda

There were none.

III. New Business

A. Briefing on Physical Needs Assessment and the OHA's Comprehensive Property Rehabilitation Plans.

Mr. Gresley said staff undertook a physical needs assessment of all public housing sites which has now been completed. Phase 3 was the smallest phase. Mr. Gresley called upon Mr. Barry Nann, Interim Director of Facilities Management, for a summary of the Physical Needs Assessment (PNA).

Mr. Nann first noted that Facilities Management has two major sections. One is Maintenance, headed by Assistant Director, Ms. Mae McHenry. The other section is Capital Improvements Division (C.I.D.), with three Construction Managers, each working in conjunction with a Construction Inspector. Mr. Nann acknowledged the presence of Ms. Delania Williams, Management Analyst. He noted that the PNA was performed by DLR Group & Gutierrez Associates. Mr. Nann said that all phases are complete with phase 3 being completed in late 2005. All the sites were inspected and analyzed.

He discussed the visual inspections and the system inventory, which includes the condition, the age of the properties, and the determination of the life cycle of

materials. He discussed the C.I.D. plans for renovation projects and the application of the PNA. He showed a map of all of the sites. He then discussed the profile of a typical property containing the building systems, age, and unit costs. He described the formula of the Replacement Cost Index (RCI) guideline and how it works. Mr. Nann said that RCI is based on \$225 per square foot. He noted the site at 1739 – 89<sup>th</sup> Avenue as an example and discussed its immediate needs for repair. Mr. Nann discussed the site improvements that are required at sites not being rehabilitated such as trash abatement, graffiti abatement, fence repair, exterior painting, and landscaping enhancement.

B. Briefing on the Oakland Housing Authority Annual MTW Plan for the fiscal year July 1, 2006 to June 30, 2007.

1. Introduction to the plan document with discussion of changes from the previous plan.

Mr. Gresley noted that if OHA were not an MTW housing authority, we would have completed a Five-Year Plan and an Annual Plan, have adopted a budget a month ago and would have submitted all to HUD. However, because of the MTW agreement, OHA is now required to adopt a consolidated MTW plan annually, and submit the fiscal year 2007 plan by May 1st. Mr. Gresley indicated that the Plan would be coming back to the Board on April 24<sup>th</sup> for adoption. He then called on Mr. David Lipsetz, Senior Policy Analyst of the Executive Office.

Mr. Lipsetz indicated that OHA is now beginning its third year MTW implementation out of a seven-year period. He said that the Authority has made some progress under MTW. He directed the Commissioners to the MTW Annual Plan, which he noted was presented to the Board in a previous workshop and regular meeting and that substantive changes were made. Mr. Lipsetz said that the Plan would be presented to the Board during the regular meeting on April 24<sup>th</sup> for its adoption and be submitted to HUD by May 1<sup>st</sup>. He described the framework of the MTW Plan.

2. Sources and Uses of funds (Annual Budget).

Mr. Stephen Knight, Director of Finance, made the presentation. He directed the Commissioners to page 21 of the MTW Annual Plan. He noted that he made a presentation on this to the Resident Advisory Board (RAB) in its recent meeting, and it was well received. Mr. Knight also made a presentation to HAP Associates (MTW consultants) last week. First, he discussed Section A – Source and Amount of Funding included

in the Consolidated MTW Budget. He discussed the comparisons of FY 2005, Budget and Forecast of FY 2006, and FY 2007 Budget. He specifically noted the fluctuation of Capital Fund Block Grant from FY 2005 Actual to FY 2007 Budget. Mr. Knight discussed Section B – Source and Amount of Special Purpose Funding. He said this is funding for smaller programs and also for HOPE VI. Section C is Total Revenue Budget, the sources of which are Consolidated MTW Revenue and Special Purpose Funding. He discussed the total revenue for FY 2005 Actual, FY 2006 Budget, FY 2006 Forecast and FY 2007 Budget. Mr. Knight discussed Section D – Explanation of Projected Changes and Proposed Actions. Under this section, he discussed the effect of Federal Budget Shortfall, Investment Policy, and Advance Local Fund Reserves.

Mr. Knight continued. He discussed the section pertaining to the Uses of Funds. This section reflects FY 2005 forecasted expenditures, FY 2006 budgeted expenditures, and FY 2007 expenditures. He discussed the Fiscal Year expenditures, Net Change in Reserves, and Adequacy of Reserves for Consolidated MTW and Special Purpose Programs. Mr. Gresley called the Commissioners attention to a list of positions to be abolished and those that are to be added.

A brief discussion followed. Commissioner Lee asked for an estimate of the additional costs reflected in the change in positions. Mr. Knight said he would provide a cost analysis.

3. Admissions and Continued Occupancy Policy (ACOP).

Mr. Lipsetz noted that the changes made after the workshop meeting on March 8, 2006, would be presented at this time by Ms. Joyce Roberson, Director of Housing Management. Ms. Roberson discussed the changes made and the public comments received. She said the public comments received were from the Bay Area Legal Aid (BALA), Law Center for Families (L.C.F.F.), and The National Housing Law Project (NHLP). Mr. Lipsetz acknowledged the presence of representatives from BALA and L.C.F.F. Ms. Roberson acknowledged the comments received from BALA and NHLP. She said that the comments from these organizations focus on domestic violence, equal opportunity for persons with disabilities, due-process protection for OHA applicants, language access for limited English-proficient OHA applicants and participants, and implementation of Section 3 requirements. Ms. Roberson indicated that several of the areas covered in their comments are covered in the Authority's policy. Ms. Roberson, however, noted that the Authority needs a plan to implement these policy statements. She said staff

anticipates that, for example, the Reasonable Accommodation Plan and the limited English Proficiency Plan should be drafted within 60 days and should be implemented within 120 days.

Ms. Roberson pointed out to the Commissioners the minor changes made on the policy. In Chapter 1, she noted “OHA’s Commitment to Ethics and Service” on pages 1-4. In Chapter 2, minor changes were made to the Request for an Accommodation Policy on pages 2-6, Section 2.C. Ms. Roberson said that on pages 3-6, there is new language regarding full-time college students of non-parental/guardian households.

Chair Mayne made a modification to the agenda to entertain the comments from representatives of BALA and L.C.F.F.

The first speaker was Ms. Lisa Greif, Staff Attorney of BALA. She talked about the written comments they submitted. First, was their comment on domestic violence. She said there was a new law passed this year called the Violence against Women’s Act. The programs and policies that are supposed to be reflected in the Plan have to do with helping victims obtain or maintain their housing and language about preventing domestic violence. She indicated, however, that there are no federal regulations yet on the law, but BALA would like to see these suggested policy changes reflected in the plan. She indicated the good language reflected in the Policy, in Chapter 12 – Transfer Policy. She also talked about the due-process issues mentioned in their comments. Ms. Greif said they would be happy to work with staff regarding their comments.

The second speaker was Ms. Bettina Neufeind, also Staff Attorney from BALA. Ms. Neufeind indicated that she was very pleased and impressed at the thoroughness of the additions made in the plan. She commented, however, that the plan was voluminous. Her request was that the Authority train staff to be proactive and to reach out to people. She indicated that she would be happy to help in any way.

The third speaker was Ms. Mary K. Gillespie from the Law Center for Families (L.C.F.F.). Ms. Gillespie said she was happy to note that the language access provision, Section 3 was present in both the ACOP and the Administrative Plan. Ms. Gillespie said that it still needs an actual plan with concrete steps that need to be provided to insure meaningful access to the OHA’s programs and services. She said that under the state law, there should be enough employees or interpreters so that persons who do not speak English have access to the OHA’s programs.

4. Section 8 Administrative Plan.

Mr. Joseph Villarreal, Director of Leased Housing, noted that there are a few chapters in the ACOP Policy and the Administrative Plan that are almost identical, like chapters 2, 3, 4, 6 and 7. He discussed Chapters 7, verification requirements and 15, special housing types. Mr. Villarreal said that what they currently use in their day-to-day program are singular occupancy, manufactured housing, and homeownership program. He said staff would be bringing to the Board the other housing types like congregate housing, group home, shared housing and cooperative housing. Mr. Villarreal said that there were a number of changes through MTW about the project-based housing program.

Chair Mayne asked if the Commission was to adopt the Plan under MTW. Mr. Villarreal said yes and explained. Mr. Gresley clarified that as an MTW housing authority, he believed the Commission could reinstate the prior rules on Section 8 rents in tax credit properties. He said they would come back to the board to recommend the policy that would allow the Authority to use Section 8 rents in tax-credit projects. Mr. Villarreal also discussed the changes in the Repayment Policy.

A brief discussion followed.

5. Capital Improvement Plan.

Mr. Barry Nann made a presentation on the renovation and development projects which were lists of sites categorized in three different segments. List 1 shows a list of five sites that require immediate rehabilitation. List 2 is a list of eight sites categorized as requiring urgent rehabilitation, and list 3 shows eight sites categorized as requiring rehabilitation plus having potential opportunity. Mr. Nann described the different needs of the sites.

6. Briefing on comments from Resident Advisory Board

7. Briefing on comments from Public Hearing

Ms. Patricia Ison, Director of Resident and Community Services, gave a briefing. Ms. Ison said a public hearing had been held using two methods for advertising. In one method, postcards were sent to stakeholders, essentially those groups and advocates who had expressed interest in our ACOP Policy, Admin. Plan, and our Annual Plan hearing process. The postcards identified that the Plan was available on-line and

identified the public hearing comment period. Ms. Ison said the Authority also advertised in the Tribune in six different languages. During the public hearing in April, there was one public comment offered by the Law Center for Families.

With regard to the Resident Advisory Board (RAB), three thorough meetings were held. Ms. Ison noted that during these meetings, the resident body asked many questions regarding the different sections of the MTW Plan. She acknowledged the presence of Mr. Henry Flowers, a member of the RAB, who attended all the RAB meetings, as well as Commissioner Joe L. Brown. Ms. Ison indicated that there was an average of 23 RAB members at each meeting, representing seven of our scattered sites. Five of the participants were from Section 8. Ms. Ison highlighted to the Commissioners the main points that were brought up during the RAB meetings. One was that the Authority is in the midst of a reorganization of both Section 8 and public housing. Some of the concerns were what impact that would have on service delivery to participants, as well as to improve the ability for participants to understand their rights in the appeal process.

Ms. Ison noted the other concerns of the resident body, which are, reduce the potential for negative elements in public housing, as well as controlling the types of landlords that participate in the Section 8 program. She said the request by the advocates was to educate participants in the Section 8 program and public housing in terms of their rights and appeal recourse and relocation options. The other concern was accessibility for seniors.

IV. Recognition of people wishing to address the Commission.

Representatives from the Bay Area Legal Aid and Law Center for Families addressed the Commission after the briefings on the ACOP and the Section 8 Administrative Plan. They indicated that they had previously provided comments in writing. Both groups stated that they wanted the Board to consider adopting a policy and improving services for families with limited English proficiency. Both groups also encouraged the Authority to provide an admission preference for victims of domestic violence and to consider domestic violence before commencing evictions actions.

IV. Executive Director's Report

Mr. Gresley announced that Thursday of next week is Mr. Walter Kawecki's last day. A reception for Mr. Kawecki will be held on Wednesday, April 19<sup>th</sup> at 3:00 pm. in the Executive Conference Room. He invited the Commissioners to the reception.

Mr. Gresley announced the three Deputy Executive Directors: Ms. Sharon Harrison Cossey, Deputy Executive Director For Property Operations, Mr. Joseph Villarreal, Deputy Executive Director For Program Administration, and Mr. Phil Neville, Deputy Executive Director For Real Estate Development. Mr. Gresley also announced the appointment of Ms. Pamela Foster, new Director of Human Resources. Ms. Foster will start on May 3, 2006. Mr. Gresley described Ms. Foster's recent work experience.

Mr. Gresley informed the Board that the Development Committee meeting is next Friday at 1:00 p.m.

Mr. Gresley said that the Notice of Funding Availability (NOFA) for HOPE VI has been released by HUD, and it is \$71.9 million. It is about 10% of what used to be available. The deadline for NOFA is July 10, 2006.

Commissioner Lee asked whether there is a person in charge of getting phone calls through. Mr. Gresley said working on the problem.

#### Adjournment to Closed Session.

The meeting was adjourned at 9:15 p.m. to Closed Session.

### **CLOSED SESSION – COMMITTEE OF THE WHOLE**

The Oakland Housing Authority Board of Commissioners present convened as a Committee of the Whole in Closed Session in the Commissioners Room, 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. called the meeting to order at 9:20 p.m. regarding the following:

- Conference with Legal Counsel – Active For Cause and Rent Cases pursuant to Government Code §54956.9.
- Potential Litigation Cases on six matters pursuant to Government Code §54956.9.

#### Attendance

Commissioners present were Joe L. Brown, Alfred Lee and Chair Moses L. Mayne, Jr. Commissioners Robert J. Pittman, Jr., Jacqueline M. Taylor and Ramon J. Terrazas were excused.

The Closed Session was adjourned at 10:05 p.m.

---

Chair

---

Secretary