

MINUTES OF THE SPECIAL MEETING  
BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE  
CITY OF OAKLAND, CALIFORNIA  
HELD FRIDAY, JULY 9, 2004

The Oakland Housing Authority Board of Commissioners convened a Special Meeting /Work Session at 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. called the meeting to order at 12:35 p.m.

I. Roll Call

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

II. 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 or a need arose after agenda posting.

There were no modifications.

III. Old Business

A. Briefing on Report of Findings of Section 8 Consultant. (Tape Side A: Queue 013 - 331)

Mr. Jon Gresley, Executive Director, stated that this item was continued from the last workshop session. He said that at the last workshop session Mr. Joseph Villarreal, Director of Leased Housing, presented a report prepared by Nan McKay and Associates (NMA). Authority sought the help of NMA to assess the functioning of the Leased Housing Department and to make recommendations on improvements. Mr. Gresley noted that NMA interviewed staff and made observations and presented a proposal for a new structure of the Department for an effective and efficient delivery of Section 8. He requested Mr. Villarreal to continue his report.

Mr. Villarreal described the main functions of Section 8. He described the work involved with income and household changes. He went described the division of work into workloads that are divided geographically. Mr. Villarreal

described the limitations and problems with this approach.

Discussion ensued with commissioners raising questions concerning software, inspections, staffing, conversion of the computer system, as well as the proposed reorganization. Mr. Villarreal described some of the analysis that has been completed and the meetings that are taking place among management staff to consider various potential organizational structures and their implications. Further discussion centered on the reorganization timeline and whether the timeline is contingent upon the labor negotiations. Mr. Villarreal and Mr. Gresley indicated that planning is going on now to address the many complex issues and the steps to be undertaken. He said this would be presented to the Board for approval as a plan with a budget and with an effective date. Mr. Gresley noted that with the plan, current positions would be abolished and employees would be offered opportunities to transfer into the new positions.

On a similar issue, Mr. Gresley informed the Board that Ms. LeeAnn Farner has been named Interim Director of Contract Administration, and Ms. Delania Williams has been selected to be her Administrative Assistant for the California Affordable Housing Initiatives (CAHI). The Authority's Business Partner, CGI from Cleveland, Ohio, will do the majority of the work and has already recruited a number of the Authority's personnel, including Ms. Eddie Williams to be State Director for CAHI.

#### IV. New Business

##### A. Briefing on Section 8 Administrative Reserves – Local Fund. (Tape Side A: Queue 333 – 824)

Mr. Gresley gave a handout to the Commissioners, which encompasses the analysis of Section 8 Administrative Local Fund Reserves. He went through the handout and discussed each of the items. He said the actual cash (reserve) available to the Authority for investment is \$16,500,000 as of June 30, 2004. The estimated total of the items to be charged against the reserve is \$10,775,000. The Commissioners asked questions and made comments during the course of the discussion of the handout. Their questions centered on the cost of the Voice Mail System, demolition of buildings, the parking lots owned by the Authority, the market value of each of the Authority's properties, and the cash flow in of the reserves. Mr. Gresley responded with explanations. Ms. Kathleen Keller, Director of MIS Department, provided additional comments on the Voice Mail System.

##### B. Briefing on Budget, Phasing and Funding of Coliseum Gardens HOPE VI.

**(Tape Side A & B: Queue 825 - 0245)**

Mr. Gresley called upon Mr. Phil Neville, Director of Development, for a presentation. Mr. Neville gave handouts to the Commissioners relating to the sources and uses of funds of the Coliseum Gardens HOPE VI revitalization project. Mr. Neville provided a brief introductory statement and then called upon Ms. Chris Gouig, Financial Advisor, for the presentation.

Ms. Gouig directed the Commissioners to the handout and discussed the sources and uses of funds for the residential rental phases. She went through each of Phases 1, 2, 3, the transitional block, and the total of all phases. She also discussed the sources and uses of funds for the non-residential work and the homeownership phase. There are four categories under the non-residential work. They are: Demolition and Abatement; Streets and Infrastructure; Replacement Park; and New Park and Creek. A brief discussion ensued.

IV. Recognition of people wishing to address the Commission

There were none.

Mr. Gresley announced that unless some items of business developed, there would not be any meeting at the end of July. Mr. Gresley said that after polling the Commissioners, August 13, 2004 would be the best day for the retreat. He said that Chair Mayne has indicated that the regular meeting of August 23, 2004 would be a problem to him and asked that it be moved to August 30, 2004. Mr. Gresley will poll the Commissioners for their availability on August 23<sup>rd</sup> and 30<sup>th</sup>.

V. Adjournment

Without any further business, the meeting was adjourned at 2:22 p.m.

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Chair

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Secretary