

MINUTES OF THE REGULAR MEETING  
BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE  
CITY OF OAKLAND, CALIFORNIA  
HELD MONDAY, JULY 24, 2006

**Regular Meeting**

The Oakland Housing Authority Board of Commissioners convened its Regular Meeting at 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. called the meeting to order at 6:10 p.m.

I. Pledge of Allegiance

II. Roll Call

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

III. Approval of Minutes: Special Meeting of June 14, 2006  
Regular Meeting of June 26, 2006

Commissioner Lee moved to approve the above minutes. Commissioner Pittman seconded, and the Board voted unanimously.

Commissioner Pittman commented that at the Special Meeting of June 14, 2006, under the Executive Director's Report, the discussion relating to Customer Service Complaints was not fully reflected on the minutes. He wanted to be sure that his interest in being able to legally see the complaint log of the Customer Service complaints be reflected in the minutes. Mr. Gresley suggested that we make note of his comments in the minutes of this meeting, to which Mr. Pittman agreed.

IV. Modifications to the Agenda

There were no modifications to the agenda.

V. New Business

A. Presentation of National Association of Housing and Redevelopment Officials (NAHRO) Awards.

Mr. Jon Gresley, Executive Director, said that the National Association of Housing and Redevelopment Officials (NAHRO) has an annual process for presenting awards to worthy agencies that are members of the association. This

year, staff received five merit awards, and three of those were further nominated for Awards of Excellence. Mr. Gresley said that two weeks ago, in Denver, Colorado, the five merit awards were presented, and Commissioners Lee, Mayne and Brown, along with Mr. Joseph Villarreal, Deputy Executive Director for Program Administration, and himself were there to receive the five awards. Mr. Gresley invited the staff who did all the work to be in attendance in order to receive these awards. He noted that the three awards that were nominated for Awards of Excellence were highlighted on the displayed posters in the Commission Room. He asked the Commissioners to assist in the presentation of the awards.

The first award was for “Summer Fun – Non-Traditional Youth Programs.” This award was presented to Ms. Patricia Ison, Director of Housing Operations, and her group. The second award was for “Jewels in the Neighborhood.” This award was for landscape efforts, and was presented to Barry Nann, Interim Director of Facilities Management, and his group. The third award was for “Mandela Gateway: Mixed Use Housing Development,” and was presented to Mr. Phil Neville, Deputy Executive Director for Real Estate Development, and his group. The fourth award was for “Fraud Investigation Unit: An Honest Day’s Work.” Mr. Brian Czechowski, Beat Health Officer, accepted the award on behalf of the Housing Authority Police Department. The fifth award was for “Homeownership: Start to Finish.” This award was presented to Mr. Joseph Villarreal, Deputy Executive Director for Program Administration, and his group.

Chair Mayne asked that Item VI. – Recognition of people wishing to address the Commission, be moved up so that the people would not have to wait. The Commissioners unanimously approved the request.

VI. Recognition of people wishing to address the Commission

Chair Mayne called upon Mr. Dexter D. Knox. Mr. Knox did not want to speak as he had already talked to Mr. Villarreal.

B. Consideration and Approval of items related to Lion Creek Crossings..

1. Minor change in partnership structure for Phases II and III of Lion Creek Crossings.

Mr. Gresley called upon Mr. Neville for a briefing. Mr. Neville first acknowledged the presence of Mr. Steve Hoppe, Project Manager of the Real Estate Development Department and Mr. Carlos Castellanos from EBALDC. Mr. Neville indicated that staff had previously asked the

Board for its approval of various partnership structures throughout the HOPE VI mixed-finance deals. The goal in each case is to provide an appropriate role for the Authority to participate in the partnership and to oversee the public housing in the future. He noted that with Lion Creek Crossings, we created a new entity, OHA Coliseum LLC, which is an instrumentality of the Authority, to participate as a special limited partner in Phase I. Later, as we approached the Phase II closing, changes in state law appeared to allow the Authority to use this same entity to join as a member of the general partnership, and the Board approved the participation of this entity in the general partnership. Mr. Neville said that now staff is working to close Phase III in the coming months, and that the Board recently approved this entity participating in the general partnership as with Phase II. The State has now interpreted these emerging laws and regulations differently and has issued guidance that suggests that OHA Coliseum LLC cannot be a member of the general partnership without risking the loss of the property tax abatement. While it would take several months to obtain a final legal ruling on this issue, staff have met with our HOPE VI Counsel and have agreed to use the same structure as in Phase I where OHA Coliseum LLC was a special limited partner. If the Board approves this change, we will mirror the Phase I approach and have OHA Coliseum LLC participate as a special limited partner in both Phases II and III.

A discussion followed. Commissioner Terrazas asked what the rationale was for our approach to entering the general partnership in Phase II, and why we did not go through and adopt the same structure as in Phase I. Mr. Neville noted that we used a special limited partner with Chestnut/Linden, Inc., our first HOPE VI partnership. Therefore, he said, it was not a change from our prior practice. Neville then asked Ms. Michelle Brewer, the Authority's HOPE VI counsel from Goldfarb & Lipman to explain further.

Ms. Brewer said there was no major difference in the control the Authority would have in the two phases. She said staff started with the idea of participating in the general partnership, and one could say it is marginally preferable for the Authority to be in the managing general partner of the partnership, but with such a limited role as OHA Coliseum LLC has. She said that it makes little difference which place the LLC participates in the partnership. Ms. Brewer said the LLC entity we formed is something of a "watch dog," just to be more involved in the inner workings of the partnership entity that owns the buildings which are built on our land. In either case, whether we are in the general partner role or in the special limited partner role, we are simply there in

an oversight capacity, without any actual responsibility or liability. Ms. Brewer said that it is simply a function of how we started participating in these developments in the beginning, back in the Chestnut Court HOPE VI deal, where the Board asked us to participate in the partnership and exercise an oversight role with respect to the public housing.

Commissioner Pittman complimented staff for a great job on Phase I, which looks great. Commissioner Lee continued to discuss the partnerships, and asked in what areas the proposed change would affect us, if at all, and how it would limit us, and whether it would affect the bonding. Ms. Brewer said the general partner has the primary responsibility for the partnership. Taking Lion Creek Crossings Phase II as an example, EBALDC is the head of the partnership, and they have all the responsibility and all of the liability. OHA Coliseum LLC is only responsible for overseeing the public housing units, in the same way it is when you act as the Housing Authority outside of the partnership. The Board, over the past several years, has always wanted to have a window on the operations of the partnership and a role in the partnership.

Ms. Brewer said that as part of the general partner, in our case, we actually have the right to veto any changes in the public housing units that the partnership might undertake that is otherwise not allowed, and we have the exact same right whether we are in the general partnership or participating as the special limited partner, which is the right to veto any changes in public housing. Ms. Brewer said that the only difference she could think of was that as a member of the general partnership, we would undoubtedly know about issues somewhat earlier. She gave the example that if EBALDC wanted to undertake to do something and OHA Coliseum LLC was a member of the general partnership, than we would know immediately of any action that the general partner might take. Whereas OHA Coliseum LLC if acting as a special limited partner would have to wait to be notified by the general partner. But, she added that if EBALDC wanted to amend the partnership agreement, or make any significant changes in the public housing units, they would have to come to the OHA Coliseum LLC, the Authority's entity, and to the rest of the partners in any event. Ms. Brewer said we have no greater responsibility or liability.

Commissioner Lee asked that by adopting this, will it be the only way we can move forward, without any other alternative. Ms. Brewer said that the suggested approach is the only way that we can be sure that the project will qualify for property tax exemption. Chair Mayne asked for a motion. Commissioner Lee moved to accept staff's recommendation.

Commissioner Pittman seconded and the Board voted unanimous approval.

2. Conditional loan commitment of an additional \$600,000 in Coliseum Gardens HOPE VI funds for the construction and permanent financing of Phase III of Lion Creek Crossings.

Mr. Neville said this item on Lion Creek Crossings is related to a conditional loan commitment. He reminded the Board that staff came to the Board for a back-up loan months ago for Phase II, and the loan turned out to be unnecessary. Mr. Neville said we also made a conditional loan commitment for Phase III, and this is now for Phase III. He said in this case, our developer partners went in for City funds, and were very successful in getting the City to award \$4.6 million. But, when they built the case for those funds with the City, they, in part, told the City that it looked like we were not going to be able to use market rates on the Section 8 Project Based Vouchers. Mr. Neville said, as we all know through our MTW Authority, we were able to get permission to use market rate. He said that this \$600,000 portion of the City funds may be taken back by the City. So, instead of having a \$4.6 million commitment, we will only have \$4 million of City funds. Mr. Neville said, in the meantime, Related and EBALDC, through Cahill Construction, have bid out the project. He said that their bids were higher than our budget by over \$1,000,000, which is more than \$600,000. Neville noted that the additional funds were still needed from the City, even though the justification for this portion of the funds had changed. Mr. Neville said that we have also some difficulty with toxic materials at the site, and we spent close to a million dollars over our budget to remove the toxic materials. We also know that these estimates that came in on Phase III were higher largely because of the soil conditions. Mr. Neville said that Carlos Castellanos and Kim McKay told staff that the soil conditions were liquefaction, which would require a greater degree of engineering to make it buildable.

Mr. Neville continued saying that Mr. Castellanos has written the City and asked that we keep the \$600,000 in the project. We will not know until sometime in August if the City will let us keep that money. Mr. Neville asked the Board for a conditional loan commitment. He said that if we get the money from the City, we will not have to use the fund we are requesting from the Board. We would rather not use it because these funds are HOPE VI funds that are targeted for Phase IV. Mr. Gresley said that the critical piece on this is that if we knew what the City will do as to whether they are leaving the money in or not, then the issue would

be settled and we would proceed to closing. The closing is expected to occur before the next Board meeting, and we need the flexibility.

Discussion ensued. Commissioner Lee asked what the initial estimate was for removing the toxic materials. Mr. Neville said we do Phase I environmental history investigation; then, we do Phase II where we suspect there may be problems. He said in doing that we found a certain number of problems in the soil, but we did not realize the full extent of pesticides that were not shown in our testing. Mr. Neville said we have enough documentation to go for grants and we got three Environmental Protection Agency Brownfield grants totaling \$600,000, which are the maximum grants for any parcel. He asked Mr. Castellanos for any other insights he might have.

Mr. Castellanos noted that we were subject to the oversight of the State Department of Toxic Substance Control (DTSC) and our use of this regulatory agency meant that we go through much more stringent cleanup procedures. This added to the estimated costs our consultant had projected. The problem goes beyond pesticides. He said that as they got into the soil, they found under-ground storage tanks that were not located on any prior report. Mr. Castellanos also said that an additional factor was the bad weather that really slowed them down, right when they had gotten approval from the DTSC at the beginning of the year. He said that that left them with doing work on a day-to-day basis which added to the cost for additional weather proofing of the site. Mr. Neville added that an underground storage tank was located on a purchased site and was not disclosed by the seller.

Commissioner Pittman asked about the name of the pesticide. Mr. Neville said it was called *dieldrin*. Commissioner Lee asked why the Authority would have to pay more money and our partners do not. Mr. Neville said we did not request any additional funds from the Board due to the problem with pesticides, the problems caused by bad weather or the removal of the storage tank. The Authority's partners had managed with the funds that were previously committed from the Authority, and had raised funds from other sources. He said we came back for contingent loans on two occasions, and on one of those occasions we do not need the money. Mr. Neville said at this time we were able to find funds within the sources that we borrow or get grants to pay for everything. He said that even with the contingency loans, we are not asking for the Board for any further commitments to the total dollars previously committed.

Commissioner Lee asked that if we do not approve this, will there be more incentive for the City. Mr. Neville said that by putting this on the agenda, we are sending a signal to the City that the Authority was being asked to back this up. He noted that Mr. Castellanos has been working with the Project Manager from CEDA. Mr. Neville said we really need this money to be used in Phase IV. He said that our Phase III cost from the Cahill's bidding to the subcontractors came in high because of the soil liquefaction problems.

Commissioner Terrazas asked if the issue of the liquefaction problem was something that could have been identified earlier, or was it something that was missed. Mr. Castellanos said that they had initially done a geo-technical civil engineering report. He said in that report, they gave them two or three different options on how to build the foundation of the site. Mr. Castellanos said that as they went further along into the process, their civil engineer became increasingly familiar of the soil conditions. He said the civil engineer had taken samples and they told Mr. Castellanos to go with the more stable geo-technical way of making sure that the footings would be more solid on the soil. Commissioner Terrazas asked if we were given cost estimates, or how did we choose to go one route. Mr. Neville said that each option that we were given has a different cost, and the engineers said that we had to go with the most conservative option. In both phases, in Phase II which we broke ground not too long ago, and in Phase III which we hope to break ground maybe in September, we had to go with the most expensive option.

Commissioner Terrazas asked if that was presented to the Board when we approved the budget. Mr. Neville said it was not known then. He said the heavy rain delayed by months the soil remediation work to remove the materials that were not good. Commissioner Pittman said he was looking forward for staff to give the Board possible scenario and what our options might end up looking like ahead of time. He complimented Mr. Neville and his staff for handling this brilliantly in the past.

Mr. Neville noted that staff is here tonight on Phase III only for a conditional loan commitment recommendation. He said we hope to close around August 22, 2006, or soon thereafter and hope to be in the ground sometime by October. Commissioner Terrazas asked if, as a body, we are allowed to lobby council members. Chair Mayne said no, and asked Ms. Jennifer Bell. Ms. Bell said she was not sure what the answer is, because it would depend on the ethics rules of the city council. She said Chair Mayne might be right in terms of lobbying activity. Ms. Bell said

there are Fair Political Practices Rules and each local entity has its own anti-lobbying rules. Chair Mayne said we can have discussions with the council members, but we cannot “lobby” them.

Commissioners Terrazas asked how different it would be from lobbying if we talk to one or three of the council members. Chair Mayne suggested that we should have a session on ethics, because technically, we are not allowed to lobby. Ms. Bell added that we might end up with the Brown Act violation. She said we were not supposed to have serial meetings. Ms. Bell suggested that we have another session specifically related to the City’s rules. Commissioner Terrazas asked that besides the EPA, are there any other foundations or non-governmental organizations that fund or grant money for remediation of toxic soil. Mr. Neville said that DTSC did not fund us, but just regulated us in this process. He said we got the funds from the EPA and from tax credit investment sources.

Commissioner Pittman moved approval of the recommendation. Commissioner Terrazas seconded and the Board voted unanimous approval.

C. Consideration and Approval of Delay of Repayment of Predevelopment Loan for Mandela Gateway Homeownership Project.

Mr. Gresley said that this item relates to Mandela Gateway, in which the homeownership portion is about to get started. He called upon Mr. Neville to outline the proposal. Mr. Neville first acknowledged the presence of Mr. Shad Small, Development Department’s Project Manager, and Mr. Jesse Wu from BRIDGE Housing Corporation. He said that for the Mandela Gateway homeownership, we are poised to begin construction in September. He said we were delayed about two years on building the 14-townhouse units which will be sold to first-time homebuyers. Mr. Neville said that our normal deal with BRIDGE is where we generally share the predevelopment cost. In this case, BRIDGE has asked us if they could keep our predevelopment funds in the deal until the houses are sold. Mr. Neville emphasized that, normally, when we do a predevelopment loan, we can get our money back and invest it in the property in other ways at the construction closing. He said that once we get all the approvals we need and go to Closing; then we can borrow money from a construction lender.

Mr. Neville said we committed to put in up to \$515,000 as of the end of June. He said that, as shown on our report, we have \$394,000 of the \$515,000 in the deal, and we would like to keep all of our predevelopment loan money in through the sale of the houses. He said that if we break ground in September,

we should be able to get the houses built within one year and sold in the fall of 2007. Hopefully, by December 2007, all of the houses will be sold, and all the money would come back in from the sale of the houses and we would be repaid. Mr. Neville said we are asking for no net increase in our funding commitment to this project.

Chair Mayne asked what the benefit would be for us to delay the repayment. Mr. Neville said the benefit would be to reduce the cost of interest. If we had to go out and borrow money or BRIDGE did at a market interest rate, that money then would add a certain amount of cost to construction of the units, and when we sold the houses, we have to charge a little more to get that back. He said that by loaning the funds at zero percent interest rate we keep the prices of the houses down. Mr. Neville said that as noted at the budget page attached to the board memo, we are planning to sell eight of the units to homeowners at or below 65% of area median income. Six of the units are to be sold to homeowners at or below 90% of area median income.

Commissioner Terrazas moved to approve the recommendation. Commissioner Pittman seconded and the Board voted unanimous approval.

D. Consideration and Approval of OHA Parking Lot Leases at 1440, 1538 and 1633 Harrison Street.

Mr. Gresley said we have four parking lots along Harrison Street. One is right next door, one across the street. Further up Harrison, where 15<sup>th</sup> Street runs into Harrison Street, there has been a third lot at 1440 Harrison. He said that some months ago we made a decision to tear down the two buildings that were at 1450 and 1500 Harrison Street, and to develop those into a parking lot to lease out. Mr. Gresley said we prepared a Request for Proposals. He said we required all vendors to bid on all four parcels, but we indicated that we would award individual lots depending on the best bid for each of the lots. He noted that after we had gotten to the point where we were prepared to award the bids and had received the proposals, we found out that the fourth lot (new lot) parking spaces had been miscounted. So, we are not recommending awarding it at this time.

Mr. Gresley said that 1633 Harrison Street has 46 parking spaces and three of those are reserved exclusively for use by the Housing Authority. Two spaces are designated for persons with disabilities. The second lot, located at 1538 Harrison Street, currently is lined for twenty-two parking spaces. One space is designated for persons with disabilities. The third lot is the original lot located at 1440 Harrison Street. It is currently lined for fifty parking spaces, and none of them is reserved for Housing Authority staff. Two of the spaces are

designated for persons needing handicap accessibility. The fourth lot located at 1450-1500 Harrison Street needs to be re-bid.

Mr. Gresley said staff accepted sealed bids on June 14, 2006. Douglas Parking was the highest responsive, responsible bidder for 1633 and 1538 Harrison Street. Douglas Parking's bid on 1633 Harrison Street was \$6,317.00 and on 1538 Harrison Street was \$1,841.00. Central Parking Systems was the highest responsive, responsible bidder for the third lot, 1440 Harrison for \$6,670.00. Mr. Gresley said that all of the parking lots would be operated for two-years, with initial term of 12 months, automatically renewing on a month-to-month basis for the remainder of the term. In the second year, either party could end the agreement with thirty-day notice. Mr. Gresley recommended that the Board authorize the award of the two parking lots at 1633 Harrison and 1538 Harrison to Douglas Parking for \$6, 317.00 and \$1,841.00, respectively and the lot at 1440 Harrison to Central Parking Systems for \$6,670.

Discussion followed. Commissioner Pittman noted that this relates to the requirement but it does not relate to the spirit of what we are trying to do in the City with the American Disabilities Act. He said two spaces, where it should be 4.6 spaces in the first parking lot is inappropriate. One when it should be 2.2 in the second one is not appropriate; two spaces when it should be 2.5. He said that when we look at 10 percent needs to be ADA, we are not doing it again. Mr. Gresley said we could review that or we can review the use of the spaces. Commissioner Lee said that exceeding the requirement on ADA accessibility on these lots is not necessary. He explained that if one has ADA need, they are not going to the lot to pay when they can park in the street without paying a fee. Commissioner Terrazas said the use pattern of those lots is something we should review.

Chair Mayne asked for a motion. Commissioner Pittman moved approval of the resolutions. Commissioner Terrazas seconded and the Board voted unanimous approval.

Commissioner Lee asked why we are not awarding these to one vendor. Mr. Gresley said that if we will award the three parking lots to one vendor, we will not receive the level of revenue that we would receive from adding up the highest on each. Mr. Lee asked if we dictate the vendors the type of collection system. Mr. Gresley said it is up to the vendor to decide. Commissioner Terrazas asked that since we put these different parking lots out to bid separately, do we know if we might have been able to get a higher bid if we issue them as one. Mr. Gresley said staff allowed them to bid individually.

E. Consideration and Approval to award a contract for repair of fire damage at

9220 Sunnyside Street.

F. Consideration and Approval to award a contract for repair of fire damage at 7520 Ney Avenue.

Mr. Gresley said that the process for these items is virtually the same. Both of them are bids for fire damages that occurred back in February. He said that at 9220 Sunnyside Street, Apt. 1, we had a fire in February and one unit was damaged. Mr. Gresley said on May 8, we issued an invitation to bid for both properties, 9220 Sunnyside Street and 7520 Ney Avenue, to 113 firms. Five firms submitted bids that were opened on June 6, 2006. Eagle's General Construction Co., an Oakland-based minority business enterprise was the lowest responsible bidder for 9220 Sunnyside. Mr. Gresley said the scope of the work is to repair the entire unit and to finish any exterior painting as necessary. Mr. Gresley recommended that the Board of Commissioners authorize the Executive Director to enter into a contract with Eagle's General Construction Co., in the amount of \$83,494 for fire repairs at 9220 Sunnyside Street, Unit #1.

Commissioner Lee was concerned why the bids didn't come out a little tighter. He said that comment from the community was that the scope of work was not very clear. He asked that when we get a crew, are they only going to touch that unit. Mr. Lee noted that these are some of the procedures that might not be handled here, but he would like to discuss them further at some other venue. Mr. Gresley said this is fire damage and so we are using an outside contractor to address the fire damage. In the case of the "Jewels in the Neighborhood," our staff is doing the landscaping work and the painting. Mr. Gresley noted that this site would be prioritized, as well as all other sites. He said we do those sites in-house. Commissioner Lee would like to empower staff to do work like painting and landscaping. Mr. Gresley said we bid a fire job, we will consider looking at the other needs of the site. He said HUD requires us to do a "deductive alternates," but we could do a primary bid for the entire work. Commissioner Pittman asked what issues does the Maintenance Group see that we might be aware of that relate to this matter. Mr. Barry Nann, Interim Director of Facilities Management, said that we were in a fire job and wanted to find out if we would be covered by insurance and therefore bid only the portion that would repair the fire damage. It turned out it was not covered by the insurance. He said that as far as the spread, he does not see any evidence that it was based upon poorly written specifications. Mr. Nann said, however, that he suspected that some bidders can get this for a good high price.

Commissioner Pittman suggested that Items E and F be taken together, and the Board accepted the recommendation. Commissioner Lee moved approval of the recommendations. Commissioner Terrazas seconded and the Board voted

unanimous approval.

G. Consideration and Approval to award a contract for the comprehensive rehabilitation of 1445 50<sup>th</sup> Avenue.

Mr. Gresley noted that on the June 14<sup>th</sup> workshop session, Mr. Efren Gutierrez, the architect on 1445 50<sup>th</sup> Avenue, made a presentation on the site. He said staff proceeded and put this out to bid. It is a six 3-bedroom apartment site that was constructed in 1971. On May 31, 2006, we issued an Invitation to Bid. Invitations were sent to 114 vendors and we accepted sealed bids until 2:00 PM on June 30, 2006. Mr. Gresley said a total of three bids were received, all from Oakland-based firms. The lowest responsive, responsible bidder was minority-owned High Tech Construction with a bid of \$780,777. Mr. Gresley noted that High Tech Construction had previously done work for the Housing Authority. Mr. Gresley recommended that the Board authorize the Executive Director to enter into a contract in the amount of \$780,777 with High Tech Construction for the comprehensive rehabilitation of 1445 50<sup>th</sup> Avenue.

A brief discussion followed. Commissioner Pittman commented that the spreads of the bids on this one were noticeable. Mr. Gresley noted that the plans and specifications were prepared by the architect. Commissioner Lee moved to approve the recommendation. Commissioner Brown seconded and the Board voted unanimous approval.

Chair Mayne asked why one of the bidders, Romkon Inc., answered No on the Required Bidders Qualifications. Mr. Gresley said Romkon Inc. did not turn in the HUD 5369-A. Had they been the lowest bidder, they would have been allowed to submit it late. Chair Mayne asked that if there is something significant that would knock a bidder out, would we still list them. Mr. Gresley said yes. Chair Mayne was assuming that someone is going to monitor this contractor to make sure that he is indeed complying with the apprenticeship standards. Mr. Gresley said that any new hiring will be held to the requirement of Section 3, and that includes the apprenticeship requirements.

H. Appointment of Commission Committee to review the performance of the Executive Director and to review contract terms between the Executive Director and the Authority.

Mr. Gresley said it is time for the Chair to appoint a committee to prepare a draft evaluation of the performance of the Executive Director. The members of the committee specifically prepare a draft or a proposed evaluation of the Executive Director that would then be discussed with the Commission and also consider any potential amendments or changes to the Executive Director's

contract.

Chair Mayne has asked Commissioners Pittman and Lee, who had served on the committee last year, to serve again this year. He appointed Commissioner Terrazas to Chair the committee. He indicated that the Board would educate the other Commissioners to follow up on what they haven't started and add some input. Each Commissioner should bring input to our fellow Commissioners so that they can address issues.

## VII. Written Communications

Chair Mayne asked the Commissioners if they have questions on the Status Report. Commissioner Pittman asked to put the request for the retail spaces that have not been rented during the next workshop session. Mr. Gresley said staff met with BRIDGE and asked them to prepare a briefing for the Board at the meeting scheduled for the end of August. Commissioner Pittman would like to know when we could take a look at the For-Cause Evictions process in a more concrete way. Mr. Gresley said there will be a briefing in closed session at the August workshop session. Commissioner Pittman asked when are the ePartners and Voice Mail Implementation scheduled for completion.

Ms. Kathleen Keller, Director of MIS Department, said that on the ePartners Implementation, we published a schedule two months ago with a data conversion to begin on July 17<sup>th</sup>, and the anticipated date of implementation would be the end of the year. As for the Voice Mail Implementation, Ms. Keller said it was initially complete, with a couple of items still to be addressed. Ms. Keller noted that today, two service people from the Voice Mail Company completed the installation of the repair of the equipment by installing a new server. The PBX at 1805 Harrison is working properly. She said voice mail messages are now being transferred between all of the departments, and everyone in the Authority is going to have access. Ms. Keller said there is a little add-on to the project and we will be working on that through November 2006. She added that we have another communications project for the staff that will move to 1801 Harrison Street.

Chair Mayne asked a question on the communication and other languages. Ms. Keller said it was part of the implementation of the LEP program and her staff will be working with the Executive Office in getting it up this year. She said we have already established a box but without any recordings going into it. Ms. Keller said she had discussed it with Mr. Villarreal on how to implement it in stages to give employees the opportunity to get a smaller voice mail menu and then expand it to a larger menu. Chair Mayne asked for its completion date. Ms. Keller said that staff has not met with the group that has been assigned to work on that project. However, she predicted that the implementation may take place sometime during the next fiscal year. Chair Mayne

asked when we can get an implementation date. Mr. Gresley said there will be a briefing on the Limited English Proficiency program on August 9<sup>th</sup>, - one for public housing and one for Section 8. He said they will be brought back to the Board for adoption at the end of the month if there are no major changes. Mr. Gresley said we will give an estimate of the schedule at the regular meeting in August.

Commissioner Lee asked when the software and the phones are going to start working. Ms. Keller said there are three pieces of the ePartners Implementation that have not been implemented. They are the Section 8, public housing, and work orders. Ms. Keller said that the payroll and the accounting software have already been implemented for about two years now, and what is missing is the operational side. She said that we have an outline of the schedule and a date where we determine whether it is "go" or "no go," and if everything stays on schedule between now and January, that day comes up in October 2007. Commissioner Lee asked for an estimated time of the voice mail system to start working. Ms. Keller said that it would be working better once we revamp and re-design the automated attendant, and she explained the latter. She said that that could be tied into the LEP program, and other pieces can be separated out from it. Mr. Lee asked for the interim plan. Ms. Keller said our current plan is to leave the voice mail automated attendant as it is currently.

Commissioner Terrazas asked if there is someone in our agency who knows what is working and not working with regard to the phones and numbers that are posted on various properties that exist within the Authority. Do we do any kind of inspection as part of an internal audit to make sure the numbers are working? Ms. Keller said we will look into that. Mr. Villarreal noted that some of these numbers are in the MIS Department and some are in other departments. He said that it is the responsibility of the individual departments for the numbers they put out. He cited the problems the Leased Housing Department has been experiencing wherein some staff had moved to different positions. He said that some phone numbers assigned to staff that were no longer there because they were in new positions. Mr. Villarreal noted that what they had to do internally was to go through and call those numbers to find out which numbers are no longer in use.

Commissioner Pittman asked for an agenda item to be put on before the next heat wave. He would like to find out what our agreements look like with Section 8 landlords, what we require of them, what are the minimum HUD standards, and what standards could we place above HUD's standards with regard to the excessive heat. Mr. Villarreal said that under HUD's HQS standards, there is nothing about having air-conditioning. He said we could discuss doing that. Both as an MTW and non-MTW agency, we are allowed to have higher standards. Mr. Villarreal said that in the past two weeks staff went out to a building where we had received a complaint and talked to people and only heard this complaint from one person who has some other issues. Commissioner Pittman would like the elderly and the disabled tenants to be housed in

facilities where they are best suited. Mr. Villarreal suggested further discussion of the matter in another meeting.

VIII. Executive Director's report regarding matters of special interest to the Commission occurring since the last meeting of the Commission.

Mr. Gresley noted the two flyers that Mr. Villarreal passed on to the Commissioners, which relate to getting information out on Section 8 to the community and landlords about how the Leased Housing Department is being reorganized.

Mr. Gresley said that the OHA 2006 National Night Out is on Tuesday night, August 1. He will email to the Commissioners all the addresses where the event is going to be held, and a copy will be provided to Commissioner Brown. Mr. Gresley invited the Commissioners and asked that the managers and supervisors stop by also.

Mr. Gresley said that Commissioner Pittman raised a question last week about what we are doing with our sites during the heat. He said he did some checking to make sure we were doing something. He said we have teams that go out with bottled water and that do wellness checks on people at our sites.

Mr. Gresley said that this year, HUD apparently overestimated how far the public housing funds would go, and they were estimating that during the first half of this calendar year, they thought they would have enough funding to fund 92 percent of our public housing operating subsidy. He said they only have 85.5 percent, and we are now more than half way through the year. Mr. Gresley said that for the second half of the year, we are going to get funding for public housing for about 78 percent of our eligibility. He pointed out that the House version of the appropriations bill that passed, the funding for public housing next year is only 77 or 78 percent, but in the Senate version, which has now passed the full Senate appropriations committee, there would be more money. Overall, the bill provides HUD with \$36.6 billion for 2007, \$2.5 billion more than the President's budget request for HUD. Public Housing capital fund, HOPE VI, and Community Development Block grant are all intended to receive more funds in the Senate version. Mr. Gresley said the two versions will need to be reconciled.

Mr. Gresley said the Authority became the owner of 1801 Harrison Street, and staff is now examining what parts of our organization to move into that building, and whether or not we need to use more than one floor.

Mr. Gresley said he has the travel authorizations of the Commissioner who are going to Atlanta, and he would like them to sign their respective forms.

IX. Reports of Commission Committees.

There were none

X. Announcements by Commissioners.

There were none.

XII. Adjournment to a Closed Session.

The regular meeting was adjourned at 8:15 pm to a Closed Session.

**Closed Session**

The Oakland Housing Authority Board of Commissioners convened in Closed Session at 1619 Harrison Street, Oakland, California on the above date. Chair Moses L. Mayne, Jr. presided and called the meeting to order at 8:30 p.m. regarding the following:

- Conference with its real estate negotiators regarding acquisition of real property situated at 1711 and 1745 14<sup>th</sup> Avenue, Oakland.

Attendance

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

The Closed Session was adjourned at 9:25 p.m.

---

Chair

---

Secretary