

MINUTES OF THE REGULAR MEETING
BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA
HELD MONDAY, OCTOBER 24, 2005

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 6:05 p.m. regarding the following:

- Conference regarding anticipated or potential litigation on one matter.

Attendance

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

The Closed Session was adjourned at 7:00 p.m. to a special meeting.

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 7:07 p.m.

I. **Pledge of Allegiance**

II. **Roll Call**

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

III. **Report from the Legal Counsel Regarding Final Decisions Made During the Closed Session.**

Legal Counsel Jennifer Bell said there were no final decisions made during the Closed Session.

IV. **Approval of Minutes:** Regular Meeting of September 26, 2005

Commissioner Terrazas moved approval of the above minutes. Commissioner Taylor seconded and the Board voted approval of the minutes as submitted.

V. Modifications to the Agenda

There were no modifications to the agenda.

VI. New Business

A. Consideration and approval of recommendation for Commission ratification of the execution of the Consolidated Katrina Disaster Contributions Contract (KDCC) by the Executive Director.

Mr. Jon Gresley, Executive Director, said that this contract with the federal government referred to as Katrina Disaster Contributions Contract (KDCC) is intended to provide new contributions to the Housing Authority in order to fund emergency vouchers for victims of Hurricane Katrina. The contract is for those families affected by Hurricane Katrina who were either in public housing, in Section 8, or were homeless prior to the disaster. He said that on October 3, 2005, HUD notified the Authority that it would make assistance available for temporary housing assistance to certain families for an 18-month period. HUD is setting up these contracts by having housing authorities execute them and later determine how much money they would provide. HUD has not yet designated funding to the Authority for this contract.

Mr. Gresley said that as of Friday of last week there were about 61 families who had contacted the Authority, and about 15 families of those had previously been in public housing or in Section 8. He emphasized that those who were in Section 8 could port in with their vouchers and would not need to be served by this contract. He said that the Authority complied with HUD's requirements and executed the contributions contract and returned it to them on October 10, 2005. Mr. Gresley recommended that the Board approve the resolution to ratify the Executive Director's execution of the KDCC in order to provide assistance to families displaced by Hurricane Katrina.

Discussion ensued. Commissioner Terrazas asked whether the Authority is obligated to serve the Hurricane Katrina displaced families ahead of those applicants who are currently on the waiting list. Mr. Gresley said that funds for the displaced families will be drawn separately. Commissioner Taylor asked if funding would be received prior to serving the displaced families and if FEMA verifies for the eligibility of the displaced families. Mr. Gresley said that FEMA does verify and each of these families will have a FEMA number. Mr. Gresley believes that the Authority would start serving families and would bill HUD to receive the funds. He also believes that there would be a 15 percent

administrative fee. It is a small program, serving about 12 families. Ms. Taylor asked if the 12 families came to the Authority or if they were referred. Mr. Gresley said that in most cases families were coming to the Authority. Chair Mayne asked if the Authority is going to bill HUD for its housing expenses to be incurred for the families including the administration fee, or if it is going to be a flat rate. Mr. Gresley said that the Authority's cost would be compensated with fifteen percent (15%) of the amount. Presumably, there will be a fair market rent provided for each family. Mr. Gresley also believes that there would be an amount determined by the size of the family, and that amount would also cover their security deposits and some other costs that the Section 8 program would not normally pay. He anticipated that the families would not have any income to contribute.

The discussion continued. Commissioner Taylor asked if the families would be removed from the program after the 18-month period, or if they would be allowed to stay if they have Section 8 vouchers. Mr. Gresley said that if the families come with the Section 8 vouchers and they port in, there would be no time limit. With regard to the Katrina Disaster Housing Assistance Program (KDHP), the families would be limited to the 18-month period.

Commissioner Taylor moved approval of the motion. Commissioner Terrazas seconded and the Board voted unanimous approval.

B. Consideration and approval of recommendation to authorize the Executive Director to execute a contract with Fugro West to provide environmental consulting services, as needed, to implement the Tassafaronga Revitalization Plan as amended.

Mr. Gresley indicated that there is currently an application for consideration with HUD for HOPE VI for Tassafaronga. He noted that staff needs to move forward in order to meet the expedited project implementation timeline requirements as if it were funded. Mr. Gresley said that staff initiated procurement because one of the first parts of the process is to do an environmental review. A Request for Proposals (RFP) to select an environmental consultant for the Tassafaronga and downtown development was released on August 31, 2005. The RFP was emailed and mailed to twelve environmental consulting firms, of which ten of the firms have offices in Oakland. Staff received four proposals to the RFP. An evaluation panel was formed to evaluate the proposals received. The panel unanimously agreed to recommend that the contract be awarded to Fugro West with SCA Environmental as a sub-consultant. Mr. Gresley recommended to the Board that Fugro West be awarded the contract in the amount of \$100,000. Discussion followed. Commissioner Terrazas asked if Fugro West has provided

services to the Authority in the past. Mr. Gresley said yes. Commissioner Taylor asked if the environmental impact report will still be viable should the grant not be realized this year and move forward to 2006 reapplying for another HOPE VI grant for Tassafaronga. Mr. Gresley said yes. He said it would be used regardless of whether the grant is received or not this year. Ms. Taylor asked how many other housing authorities have applied for HOPE VI grants. Ms. Bridget Galka, Project Manager in the Development Department, said there were none in California, there were some in Texas, and there was one in Louisiana. Chair Mayne asked for the number of housing authorities that may receive the grants. Mr. Gresley said about six housing authorities. Commissioner Terrazas asked if there were any housing authorities notified that they would not receive any funding. Mr. Gresley said there were none so far. Commissioner Taylor asked whether it was a possibility that Hurricane Katrina would be a factor in receiving the funds. Ms. Galka said it would not likely be a factor. Mr. Philip Neville, Director of Development, indicated that another meeting with residents would be held sometime in November to bring them up to date. As noted on the contract, Chair Mayne asked how much the increase of the cost would be to cover monitoring of remediation. Ms. Galka said there was not enough information and it would be difficult to evaluate the cost to remediate.

Commissioner Terrazas moved approval of the motion. Commissioner Taylor seconded and the Board voted unanimous approval.

C. Consideration and approval of recommendation to renew a contract with the California Employment Development Department for verification of personal income data.

Mr. Gresley said that the State requires that the governing body of the Authority (the Board of Commissioners) approve a renewal contract between the Authority and California Employment Development Department (EDD) for a three-year period. The contract requires that the EDD provide the Authority with income verification, and the cost is \$2500. Mr. Gresley recommended that the Board authorize the renewal of the contract with EDD for a period from February 1, 2005 to January 31, 2008. A brief discussion ensued.

Commissioner Terrazas asked what the best source would be to obtain income verification. Mr. Gresley said the Authority uses a variety of sources, but EDD is one of the best sources to utilize. Commissioner Taylor asked if the new form in MTW required for recertification is helpful for income verification of residents. Mr. Gresley said this contract is not specifically related to MTW, and asked Ms. Sharon H. Cossey for any comments. Ms. Cossey said the new form in MTW is helpful.

Commissioner Taylor moved to renew the contract with EDD. Commissioner Terrazas seconded and the Board voted unanimous approval.

D. Consideration and approval of Fiscal Year 2005 Annual Making Transitions Work (MTW) Report.

Mr. Gresley had a corrected copy of the MTW Report distributed to the Commissioners (the initial copy provided to them did not have all the pages). He said that HUD requires that the Board approve the MTW Annual Report prior to submission. Mr. Gresley said that the Annual Report is submitted to provide HUD the basic information necessary to assess the Authority's performance, in both regular operations and in activities authorized by the Agreement. Mr. Gresley recommended that the Board adopt the resolution approving the FY 2005 MTW Annual Report for submission to HUD.

A discussion followed. Chair Mayne asked for the due date for submission to HUD. Mr. Gresley said it is at the end of the month, and in the future it will be due at the end of September. Commissioner Terrazas directed staff to page 6 of the Report, under Race & Ethnicity and asked about the difference of the set of numbers between the Annual Plan and the Annual Report. Mr. Gresley said that on the Annual Plan, ethnicity and race were mixed. Staff is collecting that data differently now. Mr. Gresley pointed out that the total in the Annual Report under Race is 13,759, and the difference in Ethnicity is 13,771. He said that in the Annual Plan, staff is reporting the date that it occurred at the time the Plan was being submitted. Commissioner Taylor directed staff to the third paragraph under "Changes in Rent Policy ..." on Page 9 of the Report. She said that the flat rent, as has been discussed in RAB board meetings, would not have to be obligated to have those yearly inspections; it would be provided on a two- or three-year basis. She asked why that has been changed. Mr. Gresley said that staff is still looking at rent policy changes and would probably come back to the Board after the first of the year. Ms. Cossey added that under the current Flat Rent Policy, the income of the family who selects the flat rent, is not verified for three years. However, staff is still responsible for verifying the composition of the family in performing the annual inspection of the unit.

Commissioner Terrazas moved approval to adopt the resolution for submission of the MTW report to HUD. Commissioner Brown seconded and the Board voted unanimous approval.

E. Consideration and approval of recommendation for the installation of card

reader and a security camera system at Oakgrove North and South.

Mr. Gresley discussed the installation of a card reader and security camera system at Oakgrove North and South. He said ID cards are currently used at 1619 Harrison by employees to have access into the building. Mr. Gresley said that these ID cards can be programmed to give employees the ability to control specific access during certain hours. He indicated that these ID cards with different coding are also being used at 1621 Harrison Street by senior residents. Mr. Gresley said that the installation of card readers and the security camera system at Oakgrove North and South would greatly enhance the security of the residents. He recommended the Board authorize the execution of a contract with Sentry Alarm Systems for the installation of the Card Access and a Video Monitoring System at 570 16th Street and 620 17th Street, in the amount of \$108,031.37.

A discussion followed. Commissioner Taylor asked where the access cards would be used within the building. Mr. Gresley indicated that they would be used at the front door and coming from the garage into the building. He called upon Chief Carel Duplessis for further explanation. Chief Duplessis said that at both sites, the access cards would be used at the front door, into the community rooms, bathrooms for residents only, and one for going in and out of the garage area. Ms. Taylor asked if the residents were positive about the installation of the card access and video monitoring system. Chief Duplessis said yes. Ms. Taylor again asked what would happen in the event of power failure, and if the residents pay the costs for the cards. Chief Duplessis said that the doors are going to a "fail safe mode," which means they would be unlocked in case of power failure. The residents would not pay for the costs. Chair Mayne asked if the residents pay for the costs if they lose their cards. Chief Duplessis said that was not done yet. He cited as an example the reader system at 1621 Harrison Street --- there were not a lot of frequencies where the residents lose their cards.

Commissioner Terrazas moved approval of the resolution. Commissioner Taylor seconded and the Board voted unanimous approval.

F. Consideration and approval to adopt a mileage reimbursement rate for official Authority travel in personally-owned vehicles.

Mr. Gresley said that under the Authority's Travel Policy, there is a provision to reimburse the commissioners and employees for the use of their personal vehicles when they are on authorized travel for the Authority. He said that an allowance is maintained to compensate for the employees or commissioners for the use of their cars. Mr. Gresley noted that in February of this year, the Board

authorized the rate to be increased to 40.5 cents per mile. He said that recently, driven by the increase of the cost of gasoline, the GSA raised the mileage rate to 48.5 cents. Mr. Gresley recommended that the Board adopt the resolution which will tie the Authority's rate to the GSA rate, and as future rate adjustments are adopted by GSA, they will automatically become effective for the Authority, without further action.

Chair Mayne asked if there was also an increase in per diem rate. Mr. Gresley said there is a new published per diem rate. Chair Mayne asked if it is the Authority's policy to automatically change the per diem along with the mileage rate. Mr. Gresley said the rates change when published in the Federal Register. Commissioner Taylor moved to adopt the resolution. Commissioner Terrazas seconded and the Board voted unanimous approval.

VII. Recognition of people wishing to address the Commission

There were none.

VIII. Written Communications

Mr. Gresley said there is only one item and said that the Authority continue to participate in various vendor faires and opportunities to make vendors in the East Bay familiar with the Authority's procurement.

IX. Executive Director's Report

- Mr. Gresley noted that he included the Monthly Status Report in this Report and would be happy to answer any questions from the Board.
- Response to Commissioner Terrazas' questions asking for comparison between the Authority's employment and the City of Oakland.
- Response to Commissioner Lee's requested information on the Authority's policies related to wait list preferences and priorities.
- Postcard mailed out to public housing residents inviting youth (16 – 24 years) to participate in the Youth Sound, the audio lab set up at Union Street. Ms. Cossey added that a \$20,000 grant was just received for a technology center from CTC Net.
- Congresswoman Barbara Lee's Newsletter. On Page 2 is a picture from the Authority's Grand Opening at Mandela Gateway.
- The City of Oakland recently approved \$250,000 to be made available to the Authority to provide additional Hurricane Katrina Relief. Ms. Joyce Robertson, Interim Director of Housing Management, and some other staff will be working with the City's Administrator's Office to come up with a strategy to utilize the \$250,000.

- Mr. Gresley informed the Board about the upcoming meetings: The workshop meeting in November is scheduled for November 9, 2005. The regular meeting is scheduled for November 28, 2005, following Thanksgiving. The workshop meeting in December is scheduled for December 14, 2005. The regular meeting in December falls on a holiday, December 26th, and the bylaws would provide that the meeting would be held the following day, which is December 27th. The first meeting in January 2006 is scheduled for Wednesday, January 11, 2006, and the regular meeting is scheduled for Monday, January 23, 2006.
- Mr. Gresley informed the Board that the Employee Recognition Event is scheduled for Thursday, December 15, 2005. He said that Authority would honor Commissioner Richard E. Winnie during the Employee Recognition Event.
- Mr. Gresley informed the Board that the Holiday Splendor Event is on December 7, 2005, at the Lake Merritt Garden Center.

Commissioner Taylor directed staff to the third page of the memorandum on Demographics of Section 8 and Public Housing Wait Lists. She asked what entails the column “Missing” under Race & Ethnicity (Heads of Household). Mr. Gresley said that in some cases there are people who do not fill in that item. Chair Mayne asked why the Service Center Parking Lot is moving so slow. Mr. Gresley said the delay relates to the easement for the gas line and provided an explanation. Commissioner Terrazas asked about the number of feet of the land at the parking lot. While Mr. Gresley does not know the exact number of feet, he said it might interfere in some areas and might detract from the value of the land. Chair Mayne asked whether the Authority’s three properties in West Oakland were in escrow. Mr. Gresley said yes.

X. Reports of Commission Committees.

Commissioner Terrazas said the Committee to provide advice to the Executive Director for reorganizing the Housing Authority to better meet strategic goals would be meeting on Wednesday, October 26, 2005.

Commissioner Taylor reported that the members of their committee (For Evaluation of the Executive Director’s performance over the past year) discussed several issues on the phone, and would be meeting as soon as Commissioner Lee is available.

XI. Announcements by Commissioners.

There were no announcements by the Commissioners.

XII. Adjournment

Commissioner Terrazas moved to adjourn the meeting. Commissioner Taylor

seconded and the Board voted to adjourn the meeting at 8:05 p.m.

Chair

Secretary