

**MINUTES OF THE SPECIAL MEETING  
BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE  
CITY OF OAKLAND, CALIFORNIA**

**[Meetings are recorded and are accessible through our website: [www.oakha.org](http://www.oakha.org)]**

**Monday, March 21, 2022**

**Special Meeting**

The Oakland Housing Authority Board of Commissioners convened a Special Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Chair Hartwig presided and called the meeting to order at 6:00 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 6** – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, and Mark Tortorich.

After roll call, Chair Hartwig announced the passing of Commissioner Bettye Lou-Wright as of March 03, 2022 and requested a moment of silence as we called Commissioner Wright's name during roll call for the last time at the Oakland Housing Authority.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of February 28, 2021

Executive Office Manager & Clerk of the Board, Yamilette Mendoza, noted that the minutes on the agenda reflected February 28, 2021, and explained the request is to approve the minutes as amended to reflect the February 28, 2022 minutes.

A motion was made for approval of the February 28, 2022 minutes as amended moved by Commissioner Tortorich, and seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Board of Commissioners.

V. Old or Unfinished Business

A. Staff Review of the Operations Departmental Updates and Vacancy and Leasing Progress.

Interim Chief Operating Officer, Kris Warren, Director of Property Operations, Mark Schiferl, Director of Leased Housing, Michelle Hasan, Director of Capital Improvements, Bruce Brackett, and Director of Family and Community Partnerships, Nicole Thompson all presented on department collaboration and efforts to address vacancy and leasing of units as well as operations priorities within each department.

Ms. Warren began the presentation by reminding the Commission that in September and October of 2021, the department team updated the Commission with the operations plan and accomplishments with the goal to provide the Commission with quarterly updates. Ms. Warren noted that the operations team meets weekly to realign and streamline the processes to ensure outcomes to include quicker unit turns from Capital Improvements and Property Management, as well as larger and a more pro-active intake of families on the waitlist to fill vacancies.

Secretary Wells amplified that the presentation tonight was to show continued progress towards the four goals approved by the Commission and continued management of our properties that ensures our families served have access to the best community services.

Commissioner Castillo commended the staff on the presentation and asked a question regarding the waiting list statistics Ms. Castillo asked if there consideration to open the wait list more frequently to reduce that number. Director of Leased Housing, Michelle Hasan stated that the Oakland Housing Authority is looking at potentially opening a waitlist more often or keeping the wait list open continuously.

Secretary Wells shared a comment from a member of the public, which asked if the Oakland Housing Authority could offer the ability to post openings of available units outside the AffordableHousing.com website, the new version of the former GoSection8.com website, since the site allegedly prevents the ability for landlords to post new units that are available. Ms. Wells noted to the responder that Director of Leased Housing, Michelle Hasan, would contact the responder the next business day regarding their suggestion.

There were no further questions from the board.

VI. 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.*

Executive Office Manager & Clerk of the Board, Yamilette Mendoza, requested to modify the New Business numbering sequence, noted on the agenda as Items VII.B-E, to reflect New Business Items VII.A-D of the

agenda. The new business numbering sequence was approved and the Commission proceeded to new business items.

VII. New Business:

- A. In Honor of Women's History Month 2022, the Oakland Housing Authority Honors and Celebrates the Life of Ms. Bettye Lou-Wright.

Secretary Wells introduced the item noting it is an action item. Ms. Wells specified that the loss of Ms. Wright exemplifies the whole celebration behind Women's History month. Ms. Wells further expanded on Ms. Bettye Lou Wright's contributions to the Oakland Housing Authority (OHA), a servant leader and detailed how she spent time cooking home cooked meals that she shared with Oakland's unhoused neighbors. In addition, Ms. Wright's daughter, Ms. Sarah Mallory, was present at the meeting, and continued to read a thank you note to the Oakland Housing Authority received from Ms. Mallory.

Chair Hartwig stated that Women's History month commemorates the accomplishments, perspectives, and experiences of women in the United States. To honor Women's History month in 2022, we acknowledge the diligence Bettye gave as an OHA Commissioner to advocate on behalf of the elderly and unhoused neighbors. She represented OHA on several Commissioner Committees, but more importantly on the Special Needs Committee whose importance is significant with strategic and tactical changes. Ms. Wright inspired the entire Commission and was a pleasure to be around.

Chair Hartwig called for a motion to dedicate Women's History month at the Oakland Housing Authority on behalf of Commissioner Bettye Lou-Wright. Commissioner Griffith made a motion, which was seconded by Commissioner Montgomery. The motion carried by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

Commissioner Montgomery commented after roll call and thanked Ms. Wright for the energy she put into everything she was involved in and noted that they worked with women in the RAB and there were many inspirational messages that Ms. Wright provided on a monthly basis. Ms. Montgomery expressed her gratefulness to be part of Ms. Wright's life.

Secretary Wells shared with the Commission that the Oakland Housing Authority Police Department squad visited and sang to Ms. Wright on her birthday in her home.

There were no further comments from the board.

- B. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as

amended by Assembly Bill Number 361.

Secretary Wells introduced the item stating that this action item is reoccurring for the Board of Commissioner to continue teleconference meetings.

Having no further questions from the Commission, a motion was made by Commissioner Jung-Lee, and seconded by Commissioner Castillo. The motion passed by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- C. Authorization to submit the FY 2023 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development.

Special Assistant to the Executive Director and Director of Planning, Implementation, and Compliance, Dominica Henderson, presented the item mentioning that as a participant in the Moving to Work (MTW) demonstration, the Authority must adopt an annual plan prior at the start of each fiscal year as a requirement from HUD. Ms. Henderson noted that Appendix J was added during the comment period, which includes standard HUD forms that were modified to accommodate several MTW policy changes. Ms. Henderson noted that the minutes from February's RAB meeting were included in the final draft of the plan. No public comments were received from the public or the RAB meeting during the open comment period. Ms. Henderson provided an MTW plan timeline as reference to the Commission.

Commissioner Castillo referenced to page 2 of the memorandum, stating it looks like the HAP contract terminates automatically after twelve months versus two years. Ms. Henderson stated that this is a policy change approved in the plan last fiscal year and the Authority is seeking approval this year to modify the form to reflect the revised period of time.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich, seconded by Commissioner Griffith, the motion passed by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

- D. Authorization to execute a three-year contract with two one-year option terms with Nova Commercial Co., Inc. for Janitorial and Day Porter Services in an amount not-to-exceed \$3,630,000.

Director of Capital Improvement, Bruce Brackett provided information to the Board regarding the request for a contract with Nova Commercial Co., for janitorial and day porter services at six property sites. Mr. Brackett provided details regarding the RFP process and noted that Nova Commercial Co. was the highest ranked vendor.

Commissioner Castillo noted that the same six properties had janitorial and

day porter services to which the Board has authorized and approved contract increases. Ms. Castillo asked that based of the previous contract agreements, is the request now for \$67,000 increase per month with the new contract. Mr. Brackett noted that the overall contract has a 35% increase over the previous contracts for the six properties. The day porter service is the janitorial service that requires sanitization of administrative buildings. Additionally, the day porter services was an amendment to the contract previously added during COVID-19.

The Commission asked for additional clarity and an evaluation on the cost per month as the 35% increase is substantial. Chair Hartwig asked to table the item to the April board meeting so that additional clarity can be provided to the Commission.

On a motion to table the item to April's board meeting moved by Commissioner Griffith, seconded by Commissioner Castillo. The item carried by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Report for the month of February 2022.

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

Secretary Wells provided summary information on the following:

- Medal of Merit Awarded to Officer Ismael Velasquez
- Employee Appreciation Day
- NAHRO Celebrating International Women's Day
- Announcement of New Chief Officer of Real Estate, Thomas Deloye to the Authority.
- Announcement of the retirement of IT Director, James Shinagawa

X. Reports of Commission Committees.

Commissioner Montgomery thanked Secretary Wells for the "What home means to me" calendars that were included with the board packets.

XI. Announcements by Commissioners.

There were no announcements by the Commissioners.

XII. Adjournment of Public Session.

Having no further comments from the board, a motion to adjourn was moved by Commissioner Tortorich, and seconded by Commissioner Montgomery. The

motion passed by the following vote:

**Ayes 6** - Hartwig, Griffith, Castillo, Jung-Lee, Montgomery, Tortorich

The meeting adjourned at 7:32 p.m.

**THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

DocuSigned by:

*Anne Griffith*

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Anne Griffith, Vice Chair of the Commission on behalf of  
Gregory D. Hartwig, Chair of the Commission

DocuSigned by:

*Patricia Wells*

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Patricia Wells, Secretary/Executive Director