

**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]

Monday, May 23, 2022

Regular Meeting

The Oakland Housing Authority Board of Commissioners convened a Regular 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 Gregory Hartwig presided and called the meeting to order at 6:05 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.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of April 25, 2022

On approval of the April 25, 2022 minutes moved by Commissioner Tortorich, seconded by Commissioner Montgomery, the motion passed by the following vote:

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

B. Approval of Minutes of the Special Meeting of May 09, 2022

On approval of the May 09, 2022 minutes moved by Commissioner Griffith, seconded by Commissioner Jung-Lee, the motion passed by the following vote:

Ayes 5 – Hartwig, Griffith, Jung-Lee, Montgomery, Tortorich

Abstain 1 – Castillo

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. Authorizing the Executive Director to execute a three-year contract with two 1-year option terms between the Oakland Housing Authority and ABM Industry Groups, LLC, (formerly Crown Building Maintenance dba Able Building Maintenance) for janitorial and day porter services for \$1,433,401 for the initial term (\$477,800.33 annually), \$570,474 for the first 1-year option term and \$605,147 for the second 1-year option term, in a total amount not to exceed \$2,609,022 for five-years, which includes a 10% contingency for any unforeseen pandemic or janitorial needs.

Director of Capital Improvements, Bruce Brackett and Contracts Compliance and General Services Manager, Daniel Mermelstein co-presented on the item. Mr. Brackett provided an update on the janitorial and day porter services solicitation that was previously brought before the Board at the April Board meeting but placed on hold by the Executive Director for further review due to the Board's concern of the significant increase of the fee rate. Executive Director Wells directed staff to assess the original procurement and increase in fees. Daniel Mermelstein described the thorough assessment of the procurement process, which resulted in the staff entering into negotiations with two vendors that were ranked in the competitive range from the original evaluation committee. Based on the final review, ABM was the highest ranked in all criteria including the best pricing over the course of five-years. Mr. Brackett requested the Commission approve the janitorial services.

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

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

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.

Secretary Wells requested a modification prior to New Business Item E, to insert a brief staff presentation by Chief Officer of Real Estate Development, Thomas Deloye, to present a summary on the procurement process and procurement methodology that resulted in the staff recommendations for Items E – S, proposed Real Estate Consultants.

Chair Hartwig and the Commission approved the modification and the meeting proceeded to New Business.

VII. New Business:

- A. Celebration of Mr. Harold Davis on his 90th Birthday and recognition of Mr. Davis for his dedication to the Oakland Housing Authority.

Secretary Wells introduced the celebration of Mr. Harold Davis' 90th Birthday and provided context on the history of Mr. Davis' dedication to the Oakland Housing Authority. The historical narrative included several milestones beginning with Mr. Davis' initiation as Executive Director in 1972, the achievements throughout the years, as well as his continued guidance and service to the Oakland Housing Authority and Non-Affiliate Boards. Former Executive Director, John Gresley, addressed the Commission and provided an overview of Mr. Davis' involvement in the Oakland Housing Authority as well, noting that Mr. Davis was the founding Chair of Oakland Housing Initiatives (OHI), Keller Housing Initiatives (KHI), and the Oakland Housing Authority Foundation (OHAF). Mr. Gresley presented a plaque to Mr. Davis on behalf of Keller Housing Initiatives and Oakland Housing Initiatives for the dedication and recognition of Mr. Davis service.

Chair Hartwig read the inscription on the Oakland Housing Authority plaque for the public. Mr. Davis thanked the Commission, Executive Director, Staff, and the Oakland Housing Authority for the celebration ceremony.

Having no further comments from the Commission, a motion was made by Commissioner Griffith, and seconded by Commissioner Montgomery. The motion passed by the following vote:

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

B. Nomination and Election of Directors of Tassafaronga Housing Corporation.

Chair Hartwig introduced the item noting the current Directors for Tassafaronga are Janny Castillo and Lynette Jung-Lee. Secretary Wells stated that the affiliate requires two Directors to be appointed every two years and noted that the board meets approximately three times a year.

Commissioner Castillo addressed the Commission stating that she is available to continue to serve as Director of Tassafaronga, but she welcomed the leadership of another Commissioner who might be interested in the role.

Commissioner Jung-Lee also stated that she would be happy to continue to serve on the Tassafaronga board.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to accept Commissioners Castillo and Jung-Lee as Director for another term on the Tassafaronga Housing Corporation Board, and seconded by Commissioner Montgomery. The motion passed by the following vote:

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

C. Public Hearing of proposed changes to the Administrative Plan for the

Housing Choice Voucher Program.

Secretary Wells introduced the public hearing for the proposed changes to the Administrative Plan, which sets policy and provides guidance for the administration of the Authority's housing choice voucher program. Director of Policy Implementation and Compliance/ Special Assistant to the Executive Director, Dominica Henderson and Assistant Director of Policy Implementation and Compliance, Julie Christiansen presented on the item.

Ms. Henderson explained that Housing Authorities are required to publish changes to the program for a minimum of thirty-days to provide for public comment. Ms. Henderson noted that staff presented the proposed changes to the Board of Commissioners and the Resident Advisory Board in March. Implementation of changes will be reported in the monthly report to the board to keep the Board and public updated on policy enhancements. The public comment period began May 16th and will continue through June 17th.

Ms. Christiansen provided a synopsis of the proposed changes noting that the changes were made to ensure compliance with current operating policies that were piloted during COVID-19, as well as CAREs act waivers that were extended through guidance from the Department of Housing and Urban Development (HUD). Ms. Christiansen described the proposed policy changes pertaining to virtual briefings, inspections/verifications, electronic document submissions, voucher extensions that may exceed 180 days with approval, alternative payment standards (recommending up to 120% and 150%), the conflict of interest policy, the Executive Director's procurement authority, as well as the New Chapter 18 on Emergency Housing Vouchers.

Chair Hartwig opened the public hearing for proposed changes to the Administrative Plan at 6:55 p.m. There were no persons wishing to make a comment on the Administrative Plan, Chair Hartwig closed the public hearing at 6:55 p.m.

D. Presentation of the Third Quarter Financial Status Report for the nine-month period July 1, 2021 through March 31, 2022.

Director of Finance, Victor Madamba led the presentation, which included input from various members of the Leadership team to address the Board's questions and/or comments. Mr. Madamba described the Statements of Revenues, Expenses, and Changes in Net Position. Directors, Mark Schiferl and Anna Kaydanovskaya commented on the operating revenue pertaining to tenant income and operating subsidy for the public housing portfolio.

Director Hasan addressed the Commission regarding the Housing Assistance Payments Revenue and noted that the Oakland Housing Authority is trending higher than last fiscal year. Director Thompson discussed tenant services.

Commissioner Tortorich asked if there are long-term cost savings since some programs have been offered virtually. Ms. Thompson noted that staff

are providing limited on-site services, which hindered a comparison, and thus cost savings were yet to be determined.

There were no further questions from the Commission.

- E. Authorizing the Executive Director to execute a contract with Baker Tilly US, LLP for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Chair Hartwig noted the modification to the agenda and introduced Secretary Wells to present. Secretary Wells noted that Item E-S is a series of fifteen staff recommendations for contracts to acquire on-call professional real estate development and advisory consultants through RFP #21-030.

Chief Officer of Real Estate Development, Thomas Deloye provided detail about the RFP process, which was facilitated to provide real estate consulting and advisory services on an as-needed basis. The recommendation from the staff evaluation committee was that identical contracts be awarded to each proposed vendor on a task order basis for each specialty area. Mr. Deloye noted five specialty areas: Area 1 – Land Use and Zoning, Area 2 – Choice Neighborhoods, Area 3 – Affordable Housing Project Management, Area 4 – Affordable Housing Financial Consulting, and Area 5 – Public Housing Positioning Specialists. Additionally, Mr. Deloye presented a chart with the annual not-to-exceed costs for each vendor.

Commissioner Castillo asked for further understanding as to why the Agency needs fifteen consultants. Secretary Wells stated that technical expertise is required for development projects in a variety of skill areas that are not needed on a full time basis. A list of qualified consultants will supplement staff expertise and bandwidth, which will be beneficial as the agency manages simultaneous projects.

Mr. Deloye provided an example using the specialty area of land use and zoning; explaining that the Agency may want a firm that specializes in entitlements or strategic planning to best assist with one development that may not be required for another.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- F. Authorizing the Executive Director to execute a contract with California Housing Partnership Corporation for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by

Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- G. Authorizing the Executive Director to execute a contract with Collabo, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- H. Authorizing the Executive Director to execute a contract with CTY Housing, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- I. Authorizing the Executive Director to execute a contract with DCG Strategies, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- J. Authorizing the Executive Director to execute a contract with Dahlin Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- K. Authorizing the Executive Director to execute a contract with David Baker Architects, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- L. Authorizing the Executive Director to execute a contract with Devine & Gong, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- M. Authorizing the Executive Director to execute a contract with Dominion Due Diligence Group, Inc. for professional real estate development consulting and advisory services for a total not to exceed amount of \$2,250,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- N. Authorizing the Executive Director to execute a contract with Economic Consultants Oregon, LTD, DBA Eco Northwest for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- O. Authorizing the Executive Director to execute a contract with EJP Consulting Group, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- P. Authorizing the Executive Director to execute a contract with Kobler Development Consulting for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- Q. Authorizing the Executive Director to execute a contract with Recap Advisors LLC, DBA Recap Real Estate Advisors for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- R. Authorizing the Executive Director to execute a contract with TAG Associates, Inc., for professional real estate development consulting and advisory services for a total not to exceed amount of \$750,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- S. Authorizing the Executive Director to execute a contract with Urban Focus, LLC for professional real estate development consulting and advisory services for a total not to exceed amount of \$1,500,000.

Having no further questions from the Commission, a motion was made by Commissioner Tortorich to approve Items E-S, and seconded by Commissioner Griffith. The motion passed by the following vote:

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

- T. Authorizing the Executive Director to execute a grant agreement with the City of Oakland for the Sponsor-Based Housing Assistance Program (SBHAP) in a total amount not-to- exceed \$4,209,693 for the initial one-year term and \$4,209,693 for each of the two one-year option terms.

Director of Leased Housing, Michelle Hasan, stated this request would offer

additional services to the homeless community as an extension of the programs funded under the Authority's sponsor-based program that began in 2010. The request for increased funding is included in the FY 2023 operating budget presented on May 9, 2022 and funding for the option terms will be in future FYI budget requests if the Authority decides to exercise the option terms. This MTW initiative establishes service-rich housing programs for a variety of vulnerable communities through partners with services expertise through the Authority's partnership with the City of Oakland department of Human Services for the Permanent Access to Housing (PATH) Strategy. The PATH initiative for homelessness was created and supported by the City of Oakland. The program has evolved since its creation in response to shifting trends in the needs for services and growing barriers to housing. This has also resulted in the Authority's Board approving funding increases over the years to continue the local subsidy program to reduce the number of homeless families. Ms. Hasan was pleased to report that all forty slots for homeless families with children have been filled and the families are exiting cabin communities and filling the units.

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

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

U. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Authorizing the Executive Director to renew the commercial general liability insurance policy and to make payment of the annual premium in the amount not to exceed \$323,559.
3. Authorizing the Executive Director to execute a contract with Mikko Design for graphic design services for a total amount not to exceed \$225,000.
4. Authorizing the Executive Director to execute a contract with Percolate for graphic design services for a total amount not to exceed \$225,000.
5. Authorizing the Executive Director to amend the current IT consulting services contract with Cobra Technology by extending the contract for six months and increasing the total amount not to exceed \$440,000.

6. Authorizing the Executive Director to execute an agreement with Sun Ridge Systems, Inc. for the purchase and implementation of a computer-aided dispatch and records management system in an amount not to exceed \$571,000

Having no questions from the Commission, a motion was made by Commissioner Tortorich, and seconded by Commissioner Montgomery. The motion passed 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 April 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 highlights:

- Bettye Lou Wright Mayor's Proclamation
- Owner's Appreciation Day for Landlords
- Captain Dupree's Anti-Bullying Workshop for St. Leo the Great School
- Mayor's and CEO's meeting with the Deputy Assistant Secretary and other officials in the White House Executive Building
- Swearing-In of Newest Police Officer Justin Nunez
- Reference to the Home Together 2026 Report
- Reference to the Authority's Waiver Request approval from HUD
- Response to Advocacy Efforts by Senator Padilla
- Award Announcement for the Homekey projects
- Acknowledgement of the attendance of RAB Member Mr. William Mayes
- Welcomed New Assistant Director of Property Operations, Tia Ramirez

X. Reports of Commission Committees.

There were no reports by Commission Committees.

XI. Announcements by Commissioners.

There were no announcements by Commissioners.

XII. Adjournment of Public Session.

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

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

The meeting adjourned at 8:43 p.m.

DocuSigned by:

Gregory Hartwig

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Gregory D. Hartwig, Chair of the Commission

DocuSigned by:

Patricia Wells

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Patricia Wells, Secretary/Executive Director