

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

**[Most meetings are recorded.
A copy of the recorded meetings can be made available
by contacting the Executive Office at 510-874-1517]**

**Monday, July 26, 2021
Regular Meeting**

NOTE: In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting at 1619 Harrison Street, Oakland, California in accordance with the March 17, 2020 Alameda County Shelter in Place Order which limited public gatherings and required social distancing. Attendees in the meeting room were limited to seven (7) persons. The meeting was held through the Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by phone and/or by email.

Chair Gregory Hartwig presided and called the meeting to order at 6:00 PM.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Bettye Lou Wright, Barbara Montgomery and Lynette Jung Lee. Mark Tortorich and Janny Castillo joined at 6:11 PM

III. Approval of Minutes of the Annual Meeting of June 28, 2021

A motion was made by Lynette Jung-Lee, seconded by Anne Griffith for the approval of the minutes of the June 28, 2021 Annual Meeting. The motion carried by the following vote:

Ayes: 5 – Hartwig, Griffith, Wright, Montgomery, Jung-Lee

Excused: 2 – Castillo, Tortorich

IV. Old or Unfinished Business

- A. Update on the Memorandum of Understanding with three local Housing Authorities and with the Alameda County Continuum of Care to administer the American Rescue Plan Emergency Housing Vouchers.

Director of Leased Housing, Michelle Hasan, and Sr. Policy Analyst, Julie Christiansen provided an update on the item. Ms. Hasan stated that the Housing Authority was allocated 515 vouchers and staff are working diligently with partners to ensure the Housing Authority meets their deadline. Ms. Christiansen updated the board on milestones and achievements, which included the MOU signed and executed by the four Alameda County Public Housing Authorities with the County. The Alameda County collaborative created a joint intake application as well as detailed workflows to help with a smooth process. The MOU had a portability and absorption agreement between the Housing Authorities to not absorb each other's ports for the first quarter.

Commissioner Montgomery asked for clarification on the role of the other Housing Authorities in this process. Secretary Wells stated that each Housing Authority will receive vouchers; however, OHA will receive the majority of the vouchers. Each Housing Authority will be responsible for administering the allocation of their vouchers. Ms. Hasan stated that the agreement between the Housing Authorities is that for the first quarter, PHAs will not absorb port residents from the other jurisdictions.

Chair Hartwig asked what the difference was between acceptance and absorption. Ms. Hasan stated that the difference is that when a Public Housing Authority (PHA) cannot absorb a voucher, meaning the family is not included in that PHA's voucher allocation; the PHA will bill OHA. The family is still counted for OHA. Thus, the family lives in the other PHA's jurisdiction but the HAP is billed to OHA.

Ms. Christiansen detailed the incentives created for new owners such as sign-on bonuses that "reward" existing owners who contribute additional units to the OHA program. Additionally, there is an incentive based on speed of leasing for both the landlord and the participants in order to meet the deadline. Welcome baskets will be provided to new tenants along with meeting a first-year lease anniversary incentive.

Ms. Hasan outlined the process to lease-up units noting that applicants will be briefed at voucher issuance, units will be verified through inspection, and each owner will be paid after the contract execution.

V. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.)

Secretary Wells stated for the record the acknowledgment that Item IV. Recognition of people wishing to address the Commission came out of order of the agenda, after Old & Unfinished Business. Ms. Tobey Colston addressed the Commissioners stating she is in public housing and her manager is at the Lockwood office. Ms. Colston stated that there are continuous issues with maintenance as she waits weeks to two months for repairs. Ms. Colston stated she called up the chain of the command with no call back.

Secretary Wells stated to Ms. Colston that Ms. Kris Warren, Interim Chief Operating Officer will reach out to her to address her concerns.

VI. New Business

- A. Authorization for the Executive Director to execute a three-year contract with two one-year option terms with Daikin Applied Americas, in an amount not to exceed \$1,658,000.

Secretary Wells introduced the item, Director of Capital Improvements; Bruce Brackett provided details stating that CID is seeking a contract with Daikin Applied Americas that will include purchase of equipment, installation services, and maintenance of HVAC equipment at all Administrative owned buildings.

Commissioner Castillo asked if we are specific as to which Administrative buildings that will be covered throughout the three years. Ms. Wells stated that the buildings include 1805 Harrison, 1801 Harrison, 1619 Harrison, Lockwood, Peralta, 1540 Webster, Service Center Administrative offices.

A motion was made for approval of item VI.A. moved by Mark Tortorich, seconded by Anne Griffith. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- B. 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. Authorization for the Executive Director to issue a blanket purchase order to Dell Technologies to purchase IT equipment and as needed services in an amount not to exceed \$325,000.

A motion was made for approval of Item VI.B. moved by Lynette Jung-Lee, seconded by Barbara Montgomery. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VII. Written Communications.

Executive Director Wells provided a brief summary of the Departmental Monthly Report for the month of June 2021.

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

Executive Director noted the following:

- COVID Tracking Dashboard
- U.S. House of Representatives Housing Infrastructure Fact Sheet
- PHADA Public Housing Infrastructure Bill
- Congress of the U.S. Infrastructure Letter
- Congresswoman Maxine Waters Groundbreaking Legislative Housing Package

Secretary Wells further stated that August is Advocacy month and will send an e-mail to the board of each week's focus of advocacy.

Commissioner Montgomery commented on the youth that went to camp in Mendocino and asked if it was a success. Ms. Wells stated that she will send an e-mail update on the success of the youth camp.

IX. Reports of Commission Committees

There were no reports from the Commissioner Committees

X. Announcements by Commissioners

Commissioner Wright asked to keep OHA staff in prayer and reported details as to the situation for that staff member and others. Secretary Wells stated that Leadership team continues to work diligently with staff to be more aware of health and safety measures.

XI. Adjournment to Closed Session

A motion was made by Bettye Lou-Wright and seconded by Barbara Montgomery for the meeting to adjourn to closed session. The motion carried by the following vote:

Aye: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

The meeting adjourned at 7:04 PM.

XII. Adjournment of Public Session

The public session resumed at 7:35pm. Chair Hartwig stated that there were no items to report from closed session.

A motion was made by Bettye Lou-Wright, seconded by Anne Griffith for adjournment. The motion carried by the following vote:

Aye: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

The meeting adjourned at 7:38pm

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary/Executive Director