



Oakland Housing  
Authority

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, July 24, 2023

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.

Secretary Wells called the meeting to order at 6:02 P.M.

1. **Pledge of Allegiance**
2. **Roll Call**

*(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.*

**Present 6** – Anne Griffith, Gregory Hartwig, Janny Castillo, Barbara Montgomery, Mark Tortorich, and William J. Mayes.

**Abstention 1** – Lynette Jung-Lee

3. **Approval of Minutes**

**3.1 June 26, 2023, Regular Meeting - Draft Minutes**

Commissioner Hartwig moved to approve the minutes of the Annual Meeting of June 26, 2023, which was seconded by Commissioner Mayes. The motion passed by the following vote:

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

**4. Recognition of people wishing to address the Commission**

There were none.

**5. Old or Unfinished Business**

There was none.

**6. Modifications to the Agenda**

There was none.

**7. New Business**

**7.1 Presentation to Update the Board of Commissioner on the Oakland Housing Authority's Recruitment, Retention and Current Employee Engagement.**

Senior Director Drew Felder presented recruitment challenges and strategies OHA will use to overcome recruitment barriers including incentives, training, and benefits. Senior Director Felder commended the Board for their support and encouraged the Board to offer ideals, best practices, and experience to add to strategies.

Commissioners began discussions regarding employee recognition policies, childcare resignations, leaves, funding, and the impact of "The Great Resignation".

Executive Director Wells noted that the staff benefits are innovative and considered best practices to respond to the changes in the economy pre/post-covid. Benefits include the use of Urban Sitter, Task Human, and other vendors; researching policies around agency recognitions, mentoring and training, and a cost/benefit analysis of benefits, incentives, and resources.

There were no further questions from the Board of Commissioners.

**7.2 Adopt a resolution authorizing the Executive Director to enter into a Memorandum of Understanding with the Housing Authority of the City of Alameda, the Alameda County Continuum of Care, and the County of Alameda on behalf of its Alameda County Health Care**

### **Services Agency to administer Stability Vouchers.**

Chief Social Impact Officer, Dominica Henderson, presented details about the eighty-one Stability Vouchers that were awarded to the Authority in June of 2023. Ms. Henderson explained that as required by the Department of Housing and Urban Development (Department), the Authority must execute a Memorandum of Understanding with the Continuum of Care/Coordinated Entry partners in Alameda County. As with the Emergency Housing Vouchers, the MOU also includes the Housing Authority of the City of Alameda, to ensure coordination with regional partners and SV administrators. The stability vouchers do not have a sunset date, which provides real housing stability for low-income families.

Having no further questions from the Board, Commissioner Hartwig motioned to approve item 7.2., which was seconded by Commissioner Tortorich. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

## **8. 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.*

- 8.1 Consideration of a resolution authorizing the Executive Director to continue the Authority's participation in the Employment Risk Management Agency (ERMA) insurance pool and to issue payment of the annual premium invoice in an amount of \$260,107.

Having no further questions from the Board, Commissioner Jung-Lee motioned to approve item 8.1., which was seconded by Vice Chair Hartwig and Commissioner Tortorich. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

## **9. Written Communications Departments' Monthly Report**

- 9.1 Operational Departments July Monthly Reports

Secretary Wells briefed the Commissioner on the Departmental Monthly Report for the month of June 2023.

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

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

- Secretary Wells briefed the commission on the following topics:
- Board Retreat
- OHA Landlord Appreciation
- NAHRO at 90 Summer Symposium
- Deputy Secretary Ashley Sheriff
- OHAPD Bike Trip, Lockwood Gardens Block Party, and Oakland A's/Coliseum trip
- National Night Out
- Bulky Waste Block Party

**11. Reports of Commission Committees**

None to report

**12. Announcements by Commissioners**

Commissioner Mayes reported back conference highlights and his experience at the NAHRO Summer Symposium

**13. Adjournment to Public Session 7:34pm**

Commissioner Tortorich motioned to adjourn, which was seconded by Commissioners Mayes and Commissioner Montgomery. The item passed unanimously by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

DocuSigned by:  
  
A1B61C5D35602CE...  
Anne Griffith, Board of Commissioners Chair

DocuSigned by:  
  
722CF188EE194A1...  
Patricia Wells, Secretary / Executive Director