

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

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**Monday, October 24, 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 Anne Griffith presided and called the meeting to order at 6:02 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 7** – Anne Griffith, Gregory Hartwig, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, Mark Tortorich, and William J. Mayes.

III. Approval of Minutes:

A. Approval of Minutes of the Regular Meeting of September 26, 2022

Commissioner Hartwig moved to approve the minutes, which was seconded by Commissioner Jung-Lee. The motion passed by the following vote:

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

IV. Recognition of people wishing to address the Commission

Public comment opened at 6:05 pm and concluded at 6:31 pm. Eleven (11) individuals spoke during public comment regarding SEIU negotiation concerns.

Chair Griffith thanked the public for the information provided.

V. Old or Unfinished Business

There were no old or unfinished business items.

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.*

There were no modifications to the agenda.

VII. New Business:

- A. Adopt a resolution authorizing the Executive Director to allocate \$15 million in HCV reserves to support project proposals submitted by the City of Oakland in response to State Homekey Round III competition subject to clearance under the National Environmental Policy Act (NEPA).

Director of Leased Housing, Michelle Hasan, led the presentation on the request for Board support for the State Homekey Round III competition. Ms. Hasan provided background on the City of Oakland proposals for the 2022 Homekey program. The proposals include interim housing, supportive housing, and permanent housing applications. Ms. Hasan also reviewed the differences between Homekey II and Homekey III.

Having no further questions from the Commission, Vice-Chair Hartwig moved to approve the item, which was seconded by Commissioner Tortorich. The motion passed by the following vote:

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

- B. Adopt a resolution authorizing the Executive Director to (i) consider the environmental effects of the execution of a non-binding Term Sheet, Development and Loan Agreement, and award of Project-Based Vouchers for the development of affordable housing at the West Oakland BART Transit-Oriented Development, also referred to as Mandela Station Affordable, and (ii) adopt mitigation measures and findings regarding the project pursuant to the California Environmental Quality Act (CEQA).

Chief Officer of Real Estate Development, Tom Deloye, presented the item by providing background on the Mandela Station Affordable Units at West Oakland BART. Mr. Deloye added that if the development is approved, there will be more density in West Oakland, which will benefit Mandela Gateway as there will be retail storefront at the proposed location.

Mr. Deloye recommended adopting the California Environmental Quality Act (CEQA) findings related to Mandela Station Affordable. Mr. Deloye noted that the work has been completed related to the CEQA findings through the City of Oakland and, as the Oakland Housing Authority is the Responsible Entity for this project, it is recommended to adopt the City of Oakland's findings as our own.

Having no further questions from the Commission, Vice-Chair Hartwig moved to approve the item, which was seconded by Commissioner Mayes. The motion passed by the following vote:

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

- C. Adopt a resolution authorizing the Executive Director to execute a non-binding Term Sheet and, after receiving NEPA approval, execute agreements related to the financing and development of the Mandela Station Affordable development by providing one or more loans of MTW funds and a commitment of Project-Based Section 8 Vouchers.

Chief Officer of Real Estate Development, Tom Deloye, led the presentation on the non-binding MSA Term Sheet and authorization for the Executive Director to enter into Development and Loan agreements to effectuate the completion of the exclusive negotiating agreement stage two. Mr. Deloye noted the following: 1) OHA typically acquires or already owns partnership development land; 2) BART will not sell a MSA site; 3) After reviewing the ground lease “sandwich” structure, the development site was determined to be problematic; and 4) Alternative ownership interest and control structure proposed where OHA will be a Special Limited Partner in the development partnership and OHA’s regulatory agreement will be recorded on the land or leasehold interest.

Having no further questions from the Commission, Commissioner Jung-Lee moved to approve the item, which was seconded by Commissioner Hartwig. The motion passed by the following vote:

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

- D. Adopt a resolution authorizing the Executive Director to execute an Option Agreement, and, subject to NEPA approval, all other documents required to purchase 1600 Harrison Street, including, but not limited to a Purchase and Sale Agreement, from Carolanne Montgomery, Trustee, Trust One under Lee and Carolanne Montgomery Living Trust, Dated December 7, 2000, for \$3,300,000, as seller, with total expenditures including due diligence and closing costs not to exceed \$3,700,000.

Chief Officer of Real Estate Development, Tom Deloye, led the presentation noting that through earlier discussion the Board authorized the Executive Director to take actions for consideration of acquisition of 1600 Harrison Street and a letter of intent was issued to the seller. The seller counter offered, which was accepted by the Oakland Housing Authority. The option agreement would mirror the letter of intent coupled with the terms of a thirty-day real estate due diligence that OHA would undertake to protect the Agency.

Having no further questions from the Commission, Commissioner Tortorich moved to approve the item, which was seconded by Commissioner Jung-Lee. The motion passed by the following vote:

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

- E. Adopt a resolution authorizing the Executive Director to execute a three-year contract with two one-year option terms with Elegant Enterprise-Wide Solutions, Inc. for Information Technology-related services in a total amount not to exceed \$2,200,000.

Chief of Program and Finance Administration, Duane Hopkins introduced Director of Information Technology, Brandon White, who presented on the item. Mr. White provided an overview of the scope of service for the consultant services, which provided for hands-on, project support for windows, network, VMWare, and data base administration, business continuity implementation, and security consulting.

Having no further questions from the Commission, Commissioner Hartwig moved to approve the item, which was seconded by Commissioner Tortorich. The motion passed by the following vote:

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

- F. Adopt a resolution authorizing the Executive Director to execute a three-year contract with two one-year option terms with Urban Policy Development, LLC, dba UPD Consulting, in an amount not to exceed \$381,540.

Director of Policy Implementation and Compliance, Dominica Henderson presented on the item noting that the contract with Urban Policy Development, LLC, dba UPD Consulting, specializes in diversity, equity inclusion, and accessibility (DEI), which meets the Executive Director's strategic goals. Ms. Henderson noted that the goal is to guide the Authority to an action-oriented position that focuses on DEI and Accessibility. Additionally, the consultant would support the Authority's efforts to change DEI policies and to improve the Authority's outcome with internal programs in order to offer an inclusive and welcoming environment for individuals and families who are assisted by the Authority as well as for recruitment and retention of talent.

Having no further questions from the Commission, Commissioner Hartwig moved to approve the item, which was seconded by Commissioner Mayes. The motion passed by the following vote:

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

- G. 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. Adopt a resolution authorizing the Executive Director to Continue Remote

Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

2. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 001 Unrepresented Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
3. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 002 Alameda Co Bldg Construct Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)
4. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 004 Loc 1021 SEIU MAINT Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
5. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 005 Loc 1021 SEIU APA/HAR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).
6. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 006 Loc 29 OPEIU Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)
7. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 701 Unrepresented ICMA RETR Group, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)
8. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 702 Alameda Co Bldg ICMA RETR, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)
9. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 704 Loc 1021 SEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA)
10. Adopt a resolution authorizing the Executive Director to execute the Public Employees System (CalPERS) Resolution for the 706 Loc 29 OPEIU ICMA RETR Unit, Fixing the Authority's Contribution under the Public Employees' Medical and Hospital Care Act (PEMHCA).

Having no further questions from the Commission, Commissioner Jung-Lee moved to approve the item, which was seconded by Commissioner

Tortorich. The motion passed by the following vote:

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

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commission on the Departmental Monthly Reports for the month of September 2022.

IX. 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:

- OHAPD Coffee with a Cop event
- Lockwood Gardens Community event
- Conservation Education & Outreach led by OHA's Resource Conservation Manager, Faustina Mututa
- Property Operations Trunk or Treat
- Mayor Libby Schaaf's Final state of the City Address
- Invitation to join Vice-President Kamala Harris at Fort Mason Center
- OPD Advisory on arrest made for homicide investigation
- EBALDC Letter – PHX Accelerator

Commissioner Mayes announced that the Resident Advisory Board would be doing a Halloween give-away of backpacks filled with goodies to over 500 children at 10 sites throughout the Oakland Housing Authority. Mr. Mayes noted that the event is in collaboration with the Family Community & Partnerships Department.

X. Reports of Commission Committees.

Secretary Wells noted that two Commission Committees met regarding Development, which helped move forward some of the action items shared in today's Board meeting.

XI. Announcements by Commissioners.

There were no additional announcements by Commissioners.

XII. Recess to Closed Session

A. **Purpose: Pursuant to Government Code Section 54957.6 – Labor Negotiations.**

Conference with Labor Negotiations.

Authority Designated Representatives: Drew Felder, Director of Human Resources, and Patricia Wells, Executive Director

Employee Organization(s): SEIU Local 1021, OPEIU Local 29, Alameda Building and Trades Council, and Unrepresented.

**B. Purpose: Pursuant to Government Code § 54957 (a) - Threat to Public Services or Facilities**

Consultation with: Oakland Housing Authority Police Department, Chief of Police, Alan Love, Drew Felder Director of Human Resources, and Patricia Wells, Executive Director.

The meeting recessed to closed session at 8:00pm

**XIII. Adjournment of Public Session**

Public Session resumed at 9:55pm. Chair Griffith noted there was nothing to report out from closed session. Being there no further business to discuss, a motion was made by Commissioner Hartwig to move to adjournment, which was seconded by Commissioner Jung-Lee. The motion carried by the following vote:

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

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*Anne Griffith*  
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Anne Griffith, Chair of the Commission

DocuSigned by:  
*Patricia Wells*  
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Patricia Wells, Secretary/Executive Director