

ITEM 2.1



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TO: Board of Directors

FROM: Tom Deloye, Chief Officer of Real Estate Development

SUBJECT: Approval of the minutes for the August 8, 2024, Regular RAMP Housing, Inc. meeting

DATE: September 19, 2024

DocuSigned by:

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Type: Informational 24-1473

Attachments:

[Draft Minutes For The August 8, 2024, Regular RAMP Housing, Inc. Meeting](#)



**MINUTES OF THE REGULAR MEETING (AFFILIATE MEETING)
RAMP HOUSING INC.
HOUSING AUTHORITY OF THE
CITY OF OAKLAND, CALIFORNIA**

Meetings are recorded and accessible through our website www.oakha.org

Thursday, August 8, 2024
9:00 AM

1. Roll Call

Present – Director Patricia Wells, Director Lynette Jung-Lee, Director William J Mayes.

2. Approval of the Minutes

2.1 Approval of the RAMP March 27, 2024, Draft Minutes

Attachments:

[Draft Minutes March 27, 2024 Meeting](#)

Director Patricia Wells moved to Approve Item 2.1 which was seconded by Director William J Mayes. The motion Passed by the following vote:

Ayes - 1: Patricia Wells

Nayes - 0: None

Excused - 2: Lynette Jung-Lee, William J Mayes

Absent - 0: None

2.2 Approval of the RAMP May 10, 2024, Draft Minutes

Attachments:

[DRAFT RAMP BOD Minutes May 10, 2024](#)

Director Wells moved to Approve Item 2.2 which was seconded by Director William J Mayes. The motion Passed by the following vote:

Ayes - 1: Patricia Wells

Nayes - 0: None

Excused - 2: Lynette Jung-Lee, William J Mayes

Absent - 0: None

3. Modifications to the Agenda

There were no modifications to the agenda.

4. Recognition of people wishing to address the Board

There were no persons wishing to address the Board.

5. New Business

5.1 Appointment of RAMP Officers

Attachments:

[Staff Report Appointment of RAMP Officers](#)

[RAMP Housing, Inc. Bylaws](#)

Director Patricia Wells moved to Approve Director Lynette Jung-Lee as President of RAMP which was seconded by Director William J Mayes. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

Director Jung-Lee moved to Approve Director William J. Mayes as Vice-President of RAMP which was seconded by Director Patricia Wells. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

Director Patricia Wells moved to Approve Tom Deloye as Secretary of RAMP which was seconded by Director Lynette Jung-Lee. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

:

Director Patricia Wells moved to Approve Victor Madamba as Chief Financial Officer for RAMP which was seconded by Director Jung-Lee. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

5.2 Distribution of Annual Conflict of Interest Statement

Attachments:

[Staff Report Conflict of Interest Statement](#)

[RAMP Conflict of Interest Policy](#)

[RAMP Conflict of Interest Statement](#)

Chief Officer of Real Estate Development, Tom Deloye, provided an overview on the distribution of the Annual Conflict of Interest Statement.

There were no questions from the Directors.

5.3 Adopt a resolution authorizing an acceptance of Fiscal Year 2023 Audited Financial Statements for Oak Groves Senior Housing, L.P.

Attachments:

[Staff Report Acceptance of Fiscal Year 2023 Audit Report](#)

[Audited Financial Statements OGSHLP FY2023 Audited](#)

[Financials FY 2023 OGSLP Resolution Resolution#24-003](#)

Director of Finance, Victor Madamba, presented an overview of the Fiscal Year 2023 Audited Financial Statements for Oak Groves Senior Housing, L.P. (Oak Groves) and asked the Board to adopt a resolution authorizing an acceptance of the Fiscal Year 2023 Audited Financial Statements for Oak Groves.

There were no questions from the Directors.

Director William J Mayes moved to Approve Item 5.3 which was seconded by Director Patricia Wells. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

5.4 Adopt a resolution authorizing an acceptance of the Fiscal Year 2023 Reviewed Financial Statements for RAMP Housing, Inc.

Attachments:

[Staff Report Acceptance of the Fiscal Year 2023 Reviewed Financial Statements for RAMP Housing, Inc.](#)

[Reviewed Financial Statements FY2023 RAMP](#)

[Reviewed Financials FY 2023 RAMP Resolution](#)

[Resolution#24-004](#)

Director of Finance, Victor Madamba, gave an overview of the Fiscal Year 2023 Reviewed Financial Statements for RAMP Inc and asked the Board to adopt a resolution authorizing an acceptance of the Fiscal Year 2023 Financial Statements for RAMP Inc.

There were no questions from the Board.

Director William J Mayes moved to Approve Item 5.4 which was seconded by Director Patricia Wells. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

- 5.5 Adopt a resolution authorizing the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one (1) additional year from December 31, 2024, to December 31, 2025, and increasing the contract amount by \$75,000, from \$407,720 to a total contract amount not to exceed \$482,720.

Attachments:

[Staff Report Consulting Services For Oak Grove Senior Housing](#)

[Resolution 20-003.pdf](#)

[Resolution 22-011.pdf](#)

[Resolution 23-003.pdf](#)

[Resolution 23-011.pdf](#)

[RAMP Resolution Sanders Contract Amendment June 11, 2024](#)

[RAMP Resolution#24-005](#)

Chief Officer of Real Estate Development, Tom Deloye, presented this item asking the Board to adopt a resolution authorizing the Executive Director to execute an amendment to the contract between RAMP Housing, Inc., and Barbara Sanders for project management consulting services for the Oak Grove Senior Housing rehabilitation project extending the contract for one (1) additional year from December 31, 2024, to December 31, 2025, and increasing the contract amount by \$75,000, from \$407,720 to a total contract amount not to exceed \$482,720.

There were no questions from the Directors.

Director Patricia Wells moved to Approve Item 5.5 which was seconded by

Director William J Mayes. The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes
Nayes - 0: None
Excused - 0: None
Absent - 0: None

6. Reports

6.1 Oak Grove Senior Housing Property Management Report

Attachments:

[Staff Report Oak Grove Senior Housing Property Management Report](#)
[OGSH Property Management Report OGSH May 2024 Financial Statements](#)

Asset Manager, Jonathan Adler, provided an overview of the Oak Grove Senior Housing Property Management Report.

There were no questions from the Directors.

6.2 Oak Grove Senior Housing 1st Quarter Financial Report

Attachments:

[Staff Report Oak Grove Senior Housing 1st Quarter Financial Report](#)
[OGSH 1st Quarter Financial Report](#)

Asset Manager, Jonathan Adler, provided an overview of the Oak Grove Senior Housing 1st Quarter Financial Report.

There were no questions from the Directors.

6.3 Oak Grove Post Construction Update

Attachments:

[Staff Report Oak Grove Post Construction Update](#)

Asset Manager, Jonathan Adler, provided an update on post construction for Oak Grove Senior Housing and responding to questions from the Directors.

7. Adjournment

Director Patricia Wells moved to Approve Adjournment of the meeting which was seconded by Director William J Mayes.

The motion Passed by the following vote:

Ayes - 3: Patricia Wells, Lynette Jung-Lee, William J Mayes
Nayes - 0: None
Excused - 0: None
Absent - 0: None