



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

Meetings are recorded and accessible through our website [www.oakha.org](http://www.oakha.org)

Monday, January 27, 2025  
6:00 PM

**Zoom Information**

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

Pursuant to Assembly Bill (AB) 2449, Commissioner Mayes called into the Board of Commissioners Meeting via Zoom.

Vice-Chair Gregory Hartwig was excused from the meeting.

**Present** - Chair Anne Griffith, Commissioner Lynette Jung-Lee, Commissioner Barbara Montgomery, Commissioner William Mayes, Commissioner Janny Castillo.

**Absent** - Vice Chair Gregory Hartwig.

Commissioner Jung-Lee moved to Approve Commissioner William Mayes' remote presence, which was seconded by Commissioner Montgomery. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 3. Approval of Minutes**

3.1 Approval of the draft minutes of the Special Board of Commissioners Meeting of December 9, 2024

**Attachments:**

### [Draft Minutes For December 9, 2024 Board of Commissioners Special Meeting](#)

Commissioner Castillo moved to Approve item 3.1 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

#### 3.2 Approval of the draft minutes of the Special Board of Commissioners Meeting of December 16, 2024

##### **Attachments:**

### [Draft Minutes For The December 16, 2024 Board of Commissioners Special Meeting](#)

Commissioner Jung-Lee moved to Approve item 3.2 which was seconded by Commissioner Montgomery. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

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

**Commission** There were no persons wishing to address the Commission.

#### **5. Old or Unfinished Business**

There was no old or unfinished business.

#### **6. Modifications to the Agenda**

There were no modifications to the agenda.

#### **7. New Business**

7.1 Informational presentation and acceptance of the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority by the Government Finance Officers Association for the Fiscal Year that ended on June 30, 2023.

##### **Attachments:**

## Staff Report - Certificate of Achievement for Excellence in Financial Reporting

[Award of Financial Reporting Achievement](#)  
[Announcement of GFOA Certificate of Achievement For Excellence in Financial Reporting Award](#)  
[Government Finance Officers Association News Release](#)  
[Certificate of Achievement for Excellence In Financial Reporting](#)

Chief Officer of Program and Finance Administration, Duane Hopkins, and Director of Finance, Victor Madamba, presented this item to accept the Certificate of Achievement for Excellence in Financial Reporting to the Oakland Housing Authority (Authority) by the Government Finance Officers Association for the Fiscal Year that ended on June 30, 2023.

Mr. Madamba explained that this was the eleventh consecutive year the Authority has received this award. He highlighted the efforts of the Authority's Finance Department, and the efforts and partnerships of all OHA Departments to earn the award. Mr. Hopkins noted that less than 50 housing authorities across the country received this award.

- 7.2 Informational Presentation on the Publication of the Alameda County Regional Analysis of Impediments to Fair Housing and Announcement of public comment period from January 17, 2025 through February 17, 2025.

**Attachments:**

[Staff Report - Alameda County Regional Analysis of Impediments to Fair Housing Regional Analysis of Impediments to Fair Housing Presentation](#)

Chief Social Impact Officer, Dominica Henderson, and Research Associate, Ellen Robertson, presented this item on the publication of the Alameda County Regional Analysis of Impediments to Fair Housing and Announcement of Public Comment period from January 17, 2025, through February 17, 2025.

Dr. Robertson presented a PowerPoint presentation summarizing the regional analysis of impediments to fair housing. She explained the goal of the regional analysis was to identify barriers to equitable access to housing and to address those barriers. The County of Alameda, as lead agency, together with multiple participating jurisdictions—the cities of Alameda, Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Newark, Oakland, Piedmont, Pleasanton, San Leandro, and Union City; the housing authorities for the cities of Alameda, Berkeley, Livermore, and Oakland; and the Housing Authority of the County of Alameda—have formed a regional collaborative to complete an Analysis of Impediments to Fair Housing Choice (Regional Analysis of Impediments). This Regional Analysis of Impediments helps to meet the partners' obligation to affirmatively further fair housing, which is a requirement of recipients of funding from the US Department of Housing and Urban Development (HUD).

Staff answered questions from the Commissioners.

- 7.3 Adopt a resolution authorizing the Executive Director to execute a contract between the Oakland Housing Authority and HD Supply Facilities Maintenance,



Ltd., utilizing OMNIA cooperative agreement contract # 16154- RFP for the purchase of maintenance, repair, operating supplies, industrial supplies, and related products and services in an amount not to exceed of \$2,000,000, for a term not to exceed December 31, 2026.

**Attachments:**

[Staff Report - HD Supply Facilities Maintenance, Ltd.](#)  
[Omnia Partners Executive Summary](#)  
[CCGS Review Memo HD Supply](#)  
[HD Supply Resolution](#)  
[Resolution #5330](#)

Director of Property Operations, Mark Schiferl, presented this item to authorize the Executive Director to execute a contract between Oakland Housing Authority (Authority) and HD Supply Facilities Maintenance, Ltd., for the purchase of maintenance, repair, operating supplies, industrial supplies, and related products and services. Mr. Schiferl explained that the products and services were needed to respond effectively and efficiently to address preventative, planned, urgent, routine, and emergency work orders and complete capital funded projects.

There were no questions from the Commissioners.

Commissioner Jung-Lee moved to Approve item 7.3 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 7.4 Adopt a resolution authorizing the Executive Director to execute a contract between the Oakland Housing Authority and Home Depot U.S.A., Inc., utilizing OMNIA cooperative agreement contract #16154-RFP for the purchase of maintenance, repair, operating supplies, industrial supplies, and related products and services in an amount not to exceed of \$2,000,000 for a term not to exceed December 31, 2026.

**Attachments:**

[Staff Report - Home Depot U.S.A., Inc.](#)  
[Executive Summary MRO](#)  
[CCGS Review Memo Home Depot USA INC](#)  
[Resolution Home Depot](#)  
[Resolution #5331](#)

Director of Property Operations, Mark Schiferl, presented this item to authorize the Executive Director to execute a contract between the Oakland Housing Authority (Authority) and Home Depot U.S.A, Inc., for the purchase of maintenance, repair, operating supplies, industrial supplies, and related products. Mr. Schiferl explained

that the products and services were needed to respond effectively and efficiently to address preventative, planned, urgent, routine, and emergency work orders and complete capital funded projects.

There were no questions from the Commissioners.

Commissioner Castillo moved to Approve item 7.4 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 7.5 Adopt a resolution authorizing the Executive Director to amend the contract between the Oakland Housing Authority and Belfor USA Group, Inc. for Disaster and Non-Disaster Restoration of Operational Services for Authority managed Public Housing properties, and seven (7) administrative properties, increasing the maximum contract amount for the remaining term by a total of \$500,000, from \$140,000 to \$640,000, for an amended contract amount from \$560,000 to a total contract amount not to exceed \$1,060,000, for a contract term not to exceed April 30, 2025.

**Attachments:**

[Staff Report - Belfor USA Group, Inc.](#)

[Resolution 4990 Belfor USA Group Inc Contract Approval August 23, 2021](#)

[Omnia Executive Summary Belfor](#)

[OHA - BELFOR Partnership](#)

[Belfor CCGS Review Memo](#)

[Belfor Board of Commissioners Resolution](#)

[Resolution #5332](#)

Director of Property Operations, Mark Schiferl, presented this item to authorize the Executive Director to amend the contract between the Oakland Housing Authority (Authority) and Belfor USA Group Inc. (Belfor) for Disaster and Non-Disaster Restoration of Operational Services for Authority managed Public Housing properties, and seven (7) administrative properties.

Mr. Schiferl explained that the Authority has a need for Disaster and Non-Disaster Restoration of Operational Services at Authority owned and managed properties and administrative buildings to respond to water/ sewer damage restoration, fire & smoke damage restoration, and disaster related emergencies. Mr. Schiferl stated that without this service, staff will be unable to respond efficiently with a vendor to address emergencies to reduce further damage. The request for additional spending authorization is to address unforeseen work orders at Authority-owned and managed Public Housing properties and seven (7) administrative properties throughout the City of Oakland.



Staff answered questions from the Commissioners.

Commissioner Castillo moved to Approve item 7.5 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 7.6 Adopt a resolution authorizing the Executive Director to execute a contract through noncompetitive negotiations with ESA Management, LLC. to provide emergency and maintenance related temporary lodging services for residents in Oakland Housing Authority (Authority) owned and managed properties for a contract amount not to exceed \$483,054.64, and to ratify and approve pending payments in an amount not to exceed \$16,945.36, for a total contract amount not to exceed \$500,000 for a term not to exceed December 31, 2025.

**Attachments:**

[Staff Report - ESA Management, LLC](#)  
[ESA Management Resolution](#)  
[Resolution #5333](#)

Director of Property Operations Mark Schiferl presented this item to authorize the Executive Director to execute a contract through noncompetitive negotiations with ESA Management, LLC. to provide emergency and maintenance related temporary lodging services for residents in Oakland Housing Authority (Authority) owned and managed properties.

Mr. Schiferl explained that the Authority has a need for temporary lodging for residents to respond effectively and efficiently when addressing preventative, planned, unplanned, urgent, routine, and emergency work orders, support for confidential client requests, Violence Against Women Act (VAWA), and incidents that require temporary relocation of residents. Examples include, but are not limited to: domestic violence incidents, confidential client requests, water line breaks, unit floods, sewer line replacements, deck repairs, dry rot repairs, seismic upgrades, and other capital improvement related projects.

There were no questions from the Commissioners.

Commissioner Jung-Lee moved to Approve item 7.6 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 7.7 Adopt a resolution authorizing the Executive Director to execute documents for OHA Development LLC to acquire the limited partner interest in Tassafaronga Partners, L.P., by December 31, 2025, for an amount not to exceed \$100,000 for the purchase price and other costs related to the transaction.

**Attachments:**

[Staff Report -Tassafaronga Partners, L.P. Buyout  
Authorization Resolution Tassa LP Buyout Authorization  
Extension Resolution #5334](#)

Chief Officer of Real Estate Development, Tom Deloye, presented this item to authorize the Executive Director to execute to acquire the limited partner interest in Tassafaronga Partners, L.P. by December 31, 2025.

Mr. Deloye explained that Tassafaronga Housing Corporation, a California nonprofit benefit corporation, (THC) is the general partner in Tassafaronga Partners, L.P., a California limited partnership (the Partnership), which is the leasehold owner of Tassafaronga Village Phase I (Tassa I) pursuant to a Ground Lease Agreement by and between the Housing Authority of the City of Oakland, California (Authority) and Tassafaronga Partners, L.P., entered into as of October 1, 2008. National Equity Fund Assignment Corporation (NEF), an Illinois not -for-profit corporation, invested equity in connection with the Low -Income Housing Tax Credit (LIHTC) program to help finance the construction of Tassa I. NEF is currently the Limited Partner of Tassafaronga Partners, L.P.

Mr. Deloye explained that the Authority intends to use OHA Development LLC, a California limited liability company, of which the Authority is the sole member, as the entity that will acquire NEF's interest and become the limited partner in the partnership.

There were no questions from the Commissioners.

Commissioner Montgomery moved to Approve item 7.7 which was seconded by Commissioner Castillo. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

- 7.8 Informational Presentation of the Year in Review: 2024

**Attachments:**

[Staff Report - 2024 Year In Review](#)

Chief Social Impact Officer, Dominica Henderson, presented a video that highlighted many of the events, activities, and community engagements the Oakland Housing Authority held during the 2024 Calendar Year.



Staff answered questions from the Commissioners.

## **8. Consent Agenda**

- 8.1 Adopt a resolution authorizing the Executive Director to write off \$16,495.38 in Tenant Account Receivables deemed uncollectable for public housing tenants who vacated third party-managed properties during the period between July 1, 2024, and December 31, 2024.

### **Attachments:**

[Staff Report- Tenant Account Receivables Write-Off  
TARS July 2024-December 2024  
Resolution Write-Offs  
Resolution #5335](#)

Commissioner Jung-Lee moved to Approve item 8.1 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

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

Secretary Patricia Wells presented a summary of the Oakland Housing Authority's departments monthly reports.

- 9.1 Written Communications Departments' Monthly Report For November 2024

### **Attachments:**

[01 - Family and Community Partnerships November 2024  
02 - Leased Housing November 2024  
03 - Office of Property Operations November 2024  
04 - Capital Improvements Department November 2024  
05 - Office of Real Estate Development November 2024  
06- Asset Management November 2024](#)

- 9.2 Written Communications Departments' Monthly Report for December 2024

### **Attachments:**

[01 - Family and Community Partnerships December 2024  
02 - Leased Housing December 2024  
03 - Office of Property Operations December 2024  
04 - Capital Improvements Department December 2024  
05 - Office of Real Estate Development December 2024](#)

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

10.1 Winter Wonderland Celebration - December 18, 2024

**Attachments:**

[Winter Wonderland Photos](#)

Secretary Wells briefed the Commissioners on the Winter Wonderland Celebration that took place on December 18, 2024

10.2 NAHRO Washington D.C. Conference - March 10, 2025 - March 12, 2025

**Attachments:**

[2025 NAHRO Washington DC Conference Flyer](#)

Secretary Patricia Wells briefed the Commissioners on the upcoming NAHRO conference in Washington D.C. from March 10-March 12, 2025.

10.3 Meeting With Oakland Interim Mayor Kevin Jenkins

**Attachments:**

[Meeting With Mayor Jenkins Photo](#)

Secretary Patricia Wells, briefed the Commissioners on the staff's meeting with the Interim Mayor of Oakland Kevin Jenkins on January 14, 2025.

10.4 Peralta Village Computer Lab Now Open

**Attachments:**

[Peralta Village Computer Lab Opening Flyer](#)

Secretary Wells briefed the Commissioners on the opening of the Peralta Village Computer Lab.

10.5 2025 Board of Commissioners Meeting Schedule

**Attachments:**

[2025 Board of Commissioners Meeting Schedule](#)

Secretary Wells briefed the Commissioners on the upcoming Board of Commissioners meeting scheduled for 2025.

10.6 Oakland Housing Authority Housing Choice Voucher Waitlist - January 6, 2025  
- January 26, 2025

**Attachments:**

[Housing Choice Voucher Waitlist Closing](#)

Secretary Wells briefed the Commissioners on the closing of the Oakland Housing Authority's Housing Choice Voucher Waitlist.

**11. Reports of Commission Committees**

There were no reports of Commission Committees.

**12. Announcements by Commissioners**

Commissioner William Mayes noted the great turnout by Oakland Housing Authority staff at the 2025 Napa NorCal Conference.

**13. Adjournment to Closed Session**

Commissioner Castillo moved to Approve Adjournment to Closed Session which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig

**14. Closed Session**

**14.1 Conference with Real Property Negotiations** (Government Code § 54956.8) **Property:** 401 Santa Clara Avenue, Oakland, CA 94610

**APNs:** 0100823-015-05 and 010-0823-039-02

**Agency Negotiation:** Patricia Wells, Executive Director; Tom Deloye, Chief Officer of Real Estate Development; Jhaila Brown, General Counsel; Isabel Brown, General Counsel

**Negotiating Parties:** Humangood Norcal, a California nonprofit public benefit corporation

**Under Negotiation:** Price and terms of payment.



**15. Adjournment**

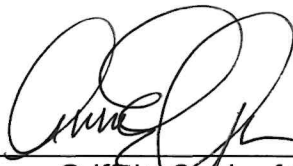
Commissioner Mayes moved to Approve Adjournment of the meeting which was seconded by Commissioner Montgomery. The motion Passed by the following vote:

**Ayes - 5:** Anne Griffith, Lynette Jung-Lee, Barbara Montgomery, William Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 1:** Gregory Hartwig



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Anne Griffith, Chair of the Board



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Patricia Wells, Secretary/Executive Director