



**MINUTES OF THE SPECIAL 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, December 9, 2024  
6:00 PM

**Zoom Information**

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

All Commissioners were present and in person for the meeting.

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

- 3. Approval of Minutes**

3.1 Approval of the draft minutes of the Regular Board of Commissioners Meeting of October 28, 2024.

**Attachments:**

[Draft Minutes For The October 28, 2024 Board of Commissioners Meeting](#)

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

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nays - 0:** None

**Excused - 0:** None

**Absent - 0:** None

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

There were no people wishing to address the Commission.

## 5. Old or Unfinished Business

There was no old or unfinished business.

## 6. Modifications to the Agenda

The following modifications were made to the agenda:

1. Item 7.4 on the agenda was moved to Item 7.2;
2. Item 7.2 on the agenda was moved to Item 7.3;
3. Item 7.3 on the agenda was moved to Item 7.4; and
4. The Closed Session, item 14 on the agenda was moved to after Item 7.2.

William J Mayes moved to Approve the modifications to the agenda, which was seconded by Gregory D Hartwig. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

## 7. New Business

7.1 Presentation of a Lifetime Achievement Award to a distinguished, long serving, and accomplished Oakland Housing Authority Employee.

### **Attachments:**

#### [Staff Report - Presentation of Lifetime Achievement Award](#)

Special Advisor to the Executive Director, and the former Chief of the Oakland Housing Authority's Police Department, Carel Duplessis, received a Lifetime Achievement Award for his dedicated service to the Oakland Housing Authority, and the Oakland community at large. Mr. Duplessis was presented with a Congressional Certificate from Congresswoman Barbara Lee's Office, and a Proclamation from the Chair of the Board of Commissioners, recognizing his many accomplishments over his 30-plus years of service, and accolades from colleagues and friends.

In addition, Executive Director Patricia Wells was also presented with a Congressional Certificate from Congresswoman Barbara Lee's Office for her local and national service.

7.2 Presentation of the unaudited Financial Status Report for the 1st Quarter of Fiscal Year 2025, ending September 30, 2024.

### **Attachments:**

#### [Staff Report - First Quarter Fiscal Year 2025](#)

#### [Oakland Housing Authority's FY 2025 1st Quarter Financial Presentation](#)

Director of Finance, Victor Madamba, provided a summary of the unaudited Financial Status Report for the 1st quarter of Fiscal Year 2025, ending September 30, 2024.

There were no questions from the Commissioners.

- 7.3 Authorize the Executive Director to accept a grant award of \$600,000 from the United States Department of Justice (DOJ) Office of Justice Programs, specifically to be used for the DOJ Anti-Trafficking Housing Assistance Program.

**Attachments:**

[Staff Report - Department of Justice Grant Award](#)  
[DOJ Grant Award Document](#)  
[DOJ Grant Acceptance Resolution](#)  
[Resolution #5320](#)

Nicole Thompson, Director of Family and Community Partnerships, and Melissa Benik, Fair Housing Specialist, presented this item to authorize the Executive Director to accept a grant from the United States Department of Justice (DOJ) to be used for the DOJ Anti-Trafficking Housing Assistance Program.

Ms. Thompson explained that Alameda County is the third-highest hotspot for human trafficking in the United States. To help combat this, the Oakland Housing Authority (Authority) submitted an application for the DOJ's Office for Victims of Crime FY 2024 Anti -trafficking Housing Assistance Program grant. The DOJ awarded the Authority with the grant. Ms. Thompson said funds from this grant and partnerships with the support organizations identified in the Authority's grant proposal will seek to collaborate, coordinate, and implement, comprehensive housing model that provides trafficking survivors with safe, stable housing and services.

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

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

- 7.4 Authorize the Executive Director to execute a grant agreement with Oakland Affordable Housing Preservation Initiatives (OAHPI) utilizing the United States Department of Housing and Urban Development (HUD) held Housing Choice Voucher Housing Assistance Payments Reserve account to provide housing assistance and support to serve at least 50 low -income families as part of the implementation of Building Bridges: Hospital to Home, a partnership with UCSF Benioff Children's Hospital, in the amount of \$1,080,000, per year, for a maximum of five (5) years, for a total amount not to exceed \$5,400,000.



**Attachments:**

[Staff Report - Building Bridges Grant Agreement Building Bridges Resolution Resolution #5319](#)

Nicole Thompson, Director of Family and Community Partnerships, and Melissa Benik, Fair Housing Specialist, presented this item to authorize the Executive Director to execute a grant agreement with the Oakland Affordable Housing Preservation Initiatives (OAHPI) to provide housing and support to at least 50 low-income families as part of the implementation of the Building Bridges: Hospital to Home, in partnership with UCSF Benioff Children's Hospital (BCH).

Ms. Thompson explained the partnership with BCH is structured for OAHPI to offer the families apartments, the Oakland Housing Authority (Authority) will provide housing assistance, and BCH refer families to the initiative. OAHPI will make available 50 two-and/or three-bedroom apartments for program participant families for up to five years. The Authority will commit \$5,400,000 of reserves to provide housing assistance support at \$1,080,000 per year for the grants two-year duration with three years of additional housing assistance up to a maximum of five years to offset the cost of the full rent for the family.

Commissioner Jung-Lee moved to Approve item 7.2 which was seconded by Commissioner Castillo. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

7.5 Presentation of Oakland Housing Authority Insurance programs.

**Attachments:**

[Staff Report - Oakland Housing Authority Insurance Program BOC Insurance Presentation Dec 2024](#)

Director of Enterprise Risk Management, Cha Yang, presented this item to provide information to the Board of Commissioners regarding current and upcoming Oakland Housing Authority (OHA) insurance policies and premiums, including OHA's worker's compensation insurance, the Bay Area Housing Authority Risk Management Agency (BAHARMA), which was established under a Joint Powers Agreement (JPA) between the Oakland Housing Authority and the San Francisco Housing Authority.

Staff answered questions from the Commissioners.

7.6 Adopt a resolution authorizing the Executive Director to purchase comprehensive insurance policies during the period of January 1, 2025, to June 30, 2025, in a total aggregate amount not to exceed \$4,560,000.

**Attachments:**

[Staff Report - Comprehensive Insurance Purchase  
Resolution for Purchase of Insurance from January 2025 through June 30,  
2025 Resolution #5321](#)

Director of Enterprise Risk Management, Cha Yang, presented this item to provide information to the Board of Commissioners regarding current and upcoming Oakland Housing Authority (OHA) insurance policies and premiums, including OHA's worker's compensation insurance, the Bay Area Housing Authority Risk Management Agency (BAHARMA), which was established under a Joint Powers Agreement (JPA) between the Oakland Housing Authority and the San Francisco Housing Authority.

Staff answered questions from the Commissioners.

Gregory D Hartwig moved to Approve item 7.6 which was seconded by William J Mayes. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

**8. Consent Agenda**

- 8.1 Adopt a resolution authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development (HCD) for the Shelter Plus Care (S+C) Single-Room Occupancy (SRO) program, in an amount not to exceed \$800,000, for the term November 1, 2024, to October 31, 2025.

**Attachments:**

[Staff Report - Shelter Plus Care Single Room Occupancy  
Shelter Plus Care Single Room Occupancy Resolution  
2024 Resolution #5322](#)

Gregory D Hartwig moved to Approve item 8.1 which was seconded by William J Mayes. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

- 8.2 Adopt a resolution authorizing the Executive Director to execute a grant agreement renewal with the City of Oakland for the Sponsor-Based Housing Assistance Program (SBHAP) in an amount not to exceed \$12,629,079 for the

initial three year term, and \$4,209,693 for the first one -year option term and \$4,209,693 for the second one-year option term, for a total renewal amount not to exceed \$21,048,465.

**Attachments:**

[Staff Report - Sponsored Based Housing Assistance Program Sponsor-Based Housing Assistance Program Resolution Resolution #5323](#)

Gregory D Hartwig moved to Approve item 8.2 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None

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

9.1 Written Communications Departments' Monthly Report

**Attachments:**

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

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

10.1 Commissioners Tour of Oakland Affordable Housing Preservation Initiative (OAHPI) Properties - October 29, 2024

**Attachments:**

[OAHPI Property Tour](#)

Secretary Patricia Wells briefed the Commissioners with a summary of Commissioner Jung-Lee's and Commissioner Mayes' tour of Oakland Affordable Housing Preservation Initiative Properties on October 29, 2024.

10.2 Foon Lok East Ribbon Cutting Event - November 8, 2024

**Attachments:**

[Foon Lok East Ribbon Cutting Event](#)



Secretary Patricia Wells briefed the Commissioners on the Foon Lok East Ribbon Cutting Event that took place on November 8, 2024.

10.3 The Council of Large Public Housing Authorities (CLPHA) 2024 Fall Meeting  
- November 14th - November 15th

**Attachments:**

[CLPHA Fall 2024 Conference](#)

Secretary Patricia Wells briefed the Commissioners on the CLPHA 2024 Fall Meeting which took place from November 14 - November 15, 2024.

10.4 Board of Commissioners Meeting schedule for the calendar year of 2025

**Attachments:**

[Board of Commissioners Meeting Schedule For Calendar Year 2025](#)

Secretary Patricia Wells presented the 2025 Board of Commissioners Meeting schedule to the Commissioners.

10.5 Board of Commissioners Meeting schedule for calendar year of 2026

**Attachments:**

[Board of Commissioners Meeting Schedule For Calendar Year 2026](#)

Secretary Patricia Wells presented the 2026 Board of Commissioners Meeting schedule to the Commissioners.

10.6 UCSF Benioff Homelessness and Housing Initiative's statement on potential impact of the 2024 Election on housing justice.

**Attachments:**

[UCSF Benioff Homelessness and Housing Initiative's Statement On The Potential Impact Of The 2024 Election On Housing Justice](#)

Secretary Patricia Wells briefed the Commissioners on the UCSF Benioff Homelessness and Housing Initiative's statement on the potential impact of the 2024 election on housing justice.

10.7 Faith Forward Event at Incredible Church - November 8, 2024

**Attachments:**

[Faith Forward at Incredible Church Event Photos - November 8, 2024](#)

Secretary Patricia Wells provided the Commissioners with a summary of the Faith Forward Event at Incredible Church on November 8, 2024.

10.8 Senior Splendor Event - October 24, 2024

**Attachments:**

[Senior Splendor Event](#)

Secretary Wells briefed the Commissioners on the Senior Splendor Event that took place on October 24, 2024.

10.9 District Six Turkey Give Away - November 23, 2024

**Attachments:**

[District Six Turkey Give Away](#)

Secretary Patricia Wells briefed the Commissioners on the District Six Turkey Giveaway that took place on November 23, 2024.

10.10 10th Annual Winter Wonderland Extravaganza - December 18, 2024

**Attachments:**

[10th Annual Winter Wonderland Extravaganza Flyer](#)

Secretary Wells briefed the 10th Annual Winter Wonderland Extravaganza that took place on December 18, 2024.

10.11 NorCal-Nevada NAHRO 2025 Annual Conference - January 26, 2025 - January 28, 2025

**Attachments:**

[NorCal-Nevada NAHRO 2025 Annual Conference](#)

Secretary Wells briefed the Commissioners on the upcoming NorCal-Nevada NAHRO 2025 Annual Conference in NAPA from January 26, 2025, to January 28, 2025.

**11. Reports of Commission Committees**

There were no reports from commission committees.

**12. Announcements by Commissioners**

There were no announcements by Commissioners.

**13. Adjournment to Closed Session**

**14. Closed Session**

14.1 Conference with Legal Counsel - Anticipated Litigation: Anticipated litigation pursuant to subdivision (d)(4) of Government Code Section 54956.9:



Two (2) potential cases.

**The Closed Session was moved to take place after item 7.2 per vote .**

**15. Adjournment of Closed Session**

**16. Adjournment**

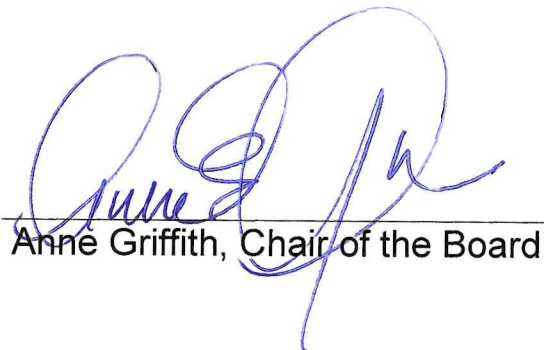
Gregory D Hartwig moved to Approve to Adjourn which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

**Ayes - 6:** Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, Barbara Montgomery, William J Mayes, Janny Castillo

**Nayes - 0:** None

**Excused - 0:** None

**Absent - 0:** None



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Anne Griffith, Chair of the Board



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Patricia Wells, Secretary/Executive Director