



Board of Commissioners

ANNE GRIFFITH
GREGORY HARTWIG
LYNETTE JUNG-LEE
BARBARA MONTGOMERY
WILLIAM MAYES
JANNY CASTILLO
CARLA DARTIS

Executive Director

Patricia Wells

In accordance with Article III, Section 1 and 2, of the Oakland Housing Authority Bylaws, NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Commissioners has been called. The meeting will be held as follows:

**HOUSING AUTHORITY
OF THE CITY OF OAKLAND, CALIFORNIA**

Regular Meeting

**Monday, January 22, 2024 at 6:00 PM
1619 Harrison Street
Oakland, CA 94612**



AGENDA
Regular Meeting
January 22, 2024, 6:00 PM

Zoom Information

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/81365328477?pwd=aalsQDhb60s3EbaDI2br1a4wcHsU7O.1>

Meeting ID (access code): 813 6532 8477 Meeting Password: 549242
Closed Caption – provided through the link.

To participate by Telephone: 1 669 219 2599 or +1 213 338 8477 or +1 206 337 9723
Meeting ID (access code): 813 6532 8477 Meeting Password: 549242

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.

3. Approval of Minutes

31. 24-1082 Approval of the minutes of the Special Meeting from December 4, 2023.

Attachment(s)

[Minutes of the December 4, 2023 Special Meeting Amended Board Minutes December 4, 2023.pdf](#)

32. 24-1083 Approval of the minutes of the Special Meeting from December 14, 2023.

Attachment(s)

[BOC Special Meeting December 14, 2023 Minutes.docx](#)
[Amended Board Minutes December 14, 2023.pdf](#)

33. 24-1084 Approval of the minutes of the Special Meeting from December 19, 2023.

Attachment(s)

[BOC Special Meeting December 19, 2023 Minutes](#)
[Amended Board Minutes December 19, 2023.pdf](#)

4. Recognition of people wishing to address the Commission

If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - Raise-Hand-In-Webinar.
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> - Joining-a-meeting-by-phone.

5. Old or Unfinished Business

6. 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.

7. New Business

71. 24-1085 Presentation of the National Association of Housing & Redevelopment Officials Award of Merit.

Attachment(s)

[NAHRO Award of Merit Presentation Memo](#)

72. 24-1086 Adopt a resolution authorizing the Executive Director to approve and implement the new Oakland Housing Authority Social Media Policy.

Attachment(s)

[Social Media Policy Memo](#)

[Draft Social Media Policy](#)

[Social Media Policy Resolution](#)

[Resolution #5230 Social Media Policy.pdf](#)

73. 24-1087 Presentation of the unaudited Financial Status Report for the three-month period ending September 30, 2023.

Attachment(s)

[Financial Status Memo, 2024 1st Quarter Report](#)

[Fiscal Year 2024 1st Quarter Financial Report](#)

74. 24-1088 Nomination and Election of Directors for Chestnut Linden Inc.

Attachment(s)

[Chestnut Linden Election of Directors Memo](#)

[First Amended and Restated By-Laws Chestnut Linden Inc.](#)

75. 24-1090 Adopt a resolution authorizing the Executive Director to submit to the United States Department of Housing and Urban Development a technical amendment to the Fiscal Year 2024 Making Transitions Work Annual Plan

Attachment(s)

[FY 2024 MTW Plan Memo](#)

[DRAFT FY 2024 Annual MTW Plan TA](#)

[Resolution - FY 2024 MTW Annual Plan Technical Amendment.docx](#)

[Resolution #5231 MTW Technical Ammendment.pdf](#)

76. 24-1089 Adopt a resolution authorizing the Executive Director to execute a contract with CDW Government LLC., for software, software licenses, and equipment in an amount not to exceed \$1,300,000.

Attachment(s)

[CDW Government Memo](#)

[CDW Government LLC Resolution](#)

[Resolution #5232 Contract with CDW Government, LLC.pdf](#)

77. 24-1092 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between the Oakland Housing Authority (Authority) and West Coast Arborists, Inc. (WCA), increasing each of the three option terms from \$100,000 per term to \$200,000, with a total contract amount from \$574,755 to an amount not to exceed \$874,755.

Attachment(s)

[WCA Tree Trimming Memo
Resolution No. 5156
WCA Tree Trimming Contract Amendment Resolution
Resolution #5233 Contract between the Oakland Housing Authority
and WCA.pdf](#)

78. 24-1091 Informational Presentation of the Year in Review: 2023

Attachment(s)
[2023 Year in Review Memo
CY 2023 Accomplishments](#)

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.

81. 24-1093 Adopt a resolution authorizing the Executive Director to write off \$17,739 in Tenant Account Receivables for public housing tenants who vacated third party-managed properties from July 1, 2023, through December 31, 2023.

Attachment(s)
[Third Party Management Property Tenant Write-off Memo
TARS balances for vacated tenants
Delinquent Account Write-off Resolution
Resolution #5234 Write off \\$17,739 in Tenant Account Receivables
\(Third Party Managed\).pdf](#)

82. 24-1094 Adopt a resolution authorizing the Executive Director to write off Tenant Account Receivables incurred by the Authority-managed public housing properties for vacated tenants and deemed to be uncollectible from September 1, 2023, to December 31, 2023, in an amount not to exceed \$39,997.00.

Attachment(s)
[Office of Property Operations Tenant Write-off Memo
Office of Property Operations Write-Off Request Detail
Office of Property Operations Delinquent Account Write-Off Request
Resolution
Resolution #5235 Write off \\$39,997.00 in Tenant Account
Receivables.pdf](#)

9. Written Communications Departments' Monthly Report

91. 24-1096 Written Communications Departments' Monthly Report for November 2023

Attachment(s)
[01 - Family Community Partnerships](#)

[02- Leased Housing](#)
[03 - Office of Property Operations.docx](#)
[04 - Capital Improvements](#)
[05 - Office of Real Estate Development](#)
[06 - Asset Management](#)

92. 24-1097 Written Communications Departments' Monthly Report for December 2023

Attachment(s)

[01 - Family Community Partnerships](#)
[02 - Leased Housing](#)
[03 - Office of Property Operations](#)
[04 - Capital Improvements](#)
[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

101. 24-1098 Oakland Housing Authority Annual Winter Wonderland Celebration for OHA Families

Attachment(s)

[Winter Wonderland Pictures](#)

11. Reports of Commission Committees

12. Announcements by Commissioners

13. Adjournment to Closed Session

14. Closed Session

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): Alameda Building and Trades Council

15. Adjournment