

ITEM

3.1



Oakland Housing
Authority

**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

Monday, April 22, 2024
6:00 PM

Zoom Information

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting in person and via Zoom software online and via teleconference, providing access to the public and enabling submission of public comment by Zoom, phone and/or by email.

Secretary Wells called the meeting to order at 6:03 p.m.

1. Pledge of Allegiance

2. Roll Call

Present - Chair Anne Griffith, Vice Chair Gregory D. Hartwig, Commissioner William J. Mayes, Commissioner Lynette Jung-Lee

Absent - Commissioner Barbara Montgomery

3. Approval of Minutes

3.1 Approval of Minutes

Attachments:

[Board of Commissioners Draft March 18 2024 Minutes](#)

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

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

4. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

5. Old or Unfinished Business

There were no old or unfinished business items to address.

6. Modifications to the Agenda

There were no modifications to the Agenda.

7. New Business

- 7.1 Adopt a resolution to proclaim the Month of May as Affordable Housing Month for the Housing Authority of the City of Oakland, California.

Attachments:

[Proclamation of May as Affordable Housing Month Staff Report](#)

[Resolution Proclamation of May as Affordable Housing Month](#)

[Resolution #5242 Proclamation of May as Affordable Housing Month](#)

Chief Officer of Social Impact, Dominica Henderson, presented the resolution to proclaim the month of May as Affordable Housing Month for the Housing Authority of the City of Oakland, California. The Authority holds the title of being the largest provider of affordable housing in the City of Oakland, assisting approximately 18,000 households and almost 35,000 residents. During its 85-year legacy it has developed over 2,000 new affordable homes for low-income families through forming countless partnerships. These partnerships include the longstanding connection with and support of East Bay Housing Organizations (EBHO).

The proclamation commemorates the month of May as Affordable Housing Month, recognizing the importance of the work of both the Authority and EBHO to ensure that housing is affordable and accessible to a Palo Vista Gardens resident, Karen Smulevit, who is a Resident Advisory Board member and a member of the East Bay Housing Organizations (EBHO), accepted the proclamation on behalf of EBHO.

Commissioner Castillo moved to Approve Item 7.1 which was seconded by Commissioner Jung- Lee. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 0: None

7.2 Presentation of the unaudited Financial Status Report for the six-months ending December 31, 2023.

Attachments:

[2nd Quarter FY-2024 Staff Report](#)
[2nd Quarter FY-2024 Financial Presentation](#)

Chief Officer of Program and Finance Administration, Duane Hopkins, provided a presentation on the quarterly financial report for July 1, 2023 through December 31, 2023. Mr. Hopkins provided an overview of the operating revenue, operating expenses, and non-operating (revenues) expenses, mentioning that year to date the Authority is seeing fairly significant underspending in administrative salary line and in tenant services, largely due to the vacancies across the organization.

Commissioner Hartwig inquired what the Authority is doing to mitigate risks due to the vacancies across the organization. Senior Director of HR, Drew Felder advised that the Authority is bringing on a new group of temp services to help bring in staff quickly for critical positions. Mr. Felder also noted that HR is looking to get outside recruiters to bolster the recruitment process.

Commissioner Jung Lee inquired if the Housing Authority does exit interviews. Mr. Felder responded that the Authority does conduct exit interviews and three consistent topics come out of them: 1) the option to work remotely, 2) mental health and wellness struggles, and 3) the distance traveling/commuting that can cause childcare and dependent care issues. To try and address some of these topics, the Authority has brought on board the new mental health and wellness benefits as well as some support with childcare and dependent care. The HR team is looking to add on benefits directly related to physical health.

There were no further comments from the Board of Commissioners.

7.3 Adopt a resolution authorizing the Executive Director to enter into a one (1) year contract with Macias Gini & O'Connell, LLP in the amount of \$307,516, for a period not to exceed April 30, 2025, for financial auditing services.

Attachments:

[MGO Staff Report](#)
[BOC MGO Resolution](#)
[Resolution #5243 MGO](#)

Chief Officer of Program and Finance Administration, Duane Hopkins, provided a summary of the request to enter into a one (1) year contract with the current audit team, Macias Gini & O'Connell, LLP, in the amount of \$307,516, for a period not to exceed April 30, 2025, for financial auditing services. Commissioner Castillo asked if moving forward it will get more expensive. Mr. Hopkins confirmed that with inflation it will likely increase.

Commissioner Jung-Lee moved to Approve Item 7.3 which was seconded by Vice

Chair Gregory D. Hartwig. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 7.4 Adopt a resolution authorizing the Executive Director to approve a twenty (20) year extension of a Housing Assistance Payment (HAP) contract with Fox Courts L.P., in the approximate amount of \$758,400, with a total contract amount of approximately \$15,168,000, authorized by the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

Attachments:

[Fox Courts HAP Extension Request Staff Report](#)

[Resolution #3679 December 3, 2004](#)

[Fox Courts HAP Extension Request Revised](#)

[Fox Courts - BOC Resolution](#)

[Resolution #5244 Extension Fox Courts Contract](#)

Chief Officer of Real Estate Development, Tom Deloye, presented this request to approve a twenty (20) year extension of a Housing Assistance Payment (HAP) contract with Fox Courts, L.P., in the approximate amount of \$758,400, with a total contract amount of approximately \$15,168,000, authorized by the Housing Opportunity Through Modernization Act of 2016 (HOTMA).

Secretary Wells asked Chief Officer of Social Impact, Dominica Henderson, to explain the various acronyms that were used in the presentation, including PBV (project-based vouchers), HAP (housing assistance payment), and HOTMA (Housing Opportunity Through Modernization Act).

At 6:59, Ms. Wells accepted a public comment from Jean DiMaria from Resources for Community Development (RCD).

Ms. DiMaria clarified that the reason for the 20-year extension is due to a plan to re-syndicate the property with a new tax credit syndication but in order to secure a new loan for the property, there needs to be 15 years remaining on the HAP contract at the time of closing on the re-syndication.

Vice Chair Gregory D Hartwig moved to Approve Item 7.4 which was seconded by Commissioner William J Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 7.5 Adopt a resolution authorizing the Executive Director to execute documents to

allow for the resyndication, rehabilitation and RAD conversion of Lion Creek Crossings Phase I and II.

Attachments:

[Lions Creek Staff Report](#)
[Resolution No. 5210](#)
[Resolution No. 5229](#)
[Resolution No. 5231](#)
[Resolution](#)
[Resolution #5245 Lions Creek Crossing Rysyndication](#)

Chief Officer of Real Estate Development, Tom Deloye, presented the request authorizing the Executive Director to execute documents to allow for the re-syndication, rehabilitation and RAD conversion of Lion Creek Crossings Phase I and II.

Commissioner Jung-Lee moved to Approve Item 7.5 which was seconded by Vice Chair Gregory D Hartwig. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 7.6 Adopt a resolution authorizing the Executive Director to execute a one-year contract, with four (4) option terms with Nan McKay & Associates Inspections, LLC (NMAI, LLC) to perform inspection services, in an amount not to exceed \$2,500,000.

Attachments:

[Nan McKay Staff Report](#)
[23-025 CCGS Review Memorandum](#)
[BOC Draft Resolution - HQS NSPIRE](#)
[Resolution #5246 HQS NSPIRE](#)

Secretary Wells made an amendment to packet submission so that the title reads as follows, "Adopt a resolution authorizing the Executive Director to execute a one-year contract, with four (4) one-year option terms with Nan McKay & Associates Inspections, LLC (NMAI, LLC) to perform inspection services, in an amount not to exceed \$2,500,000."

Chief Officer of Social Impact, Dominica Henderson, along with Assistant Director of Leased Housing, Teela Carpenter, presented the request to execute a one-year contract, with four (4) one-year option terms with Nan McKay & Associates Inspections, LLC (NMAI, LLC) to perform inspection services, in an amount not to exceed \$2,500,000. Ms. Carpenter explained the services that come with the contract.

Commissioner Jung-Lee moved to Amend Item 7.6, approved as amended which was seconded by Commissioner William J Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 7.7 Adopt a resolution authorizing the Executive Director to execute a Memorandum of Understanding with The Regents of the University of California ("The Regents"), to establish a partnership to assist residents in Public Housing to voluntarily adopt a smoke-free home and to provide Housing Authority staff with the training to provide referrals and support residents.

Attachments:

[Healthy Homes Staff Report](#)
[Healthy Home Presentation](#)
[BOC Healthy Homes Resolution](#)
[Resolution #5247 Healthy Homes](#)

Chief Housing Operations Officer, Michelle Hasan, presented Dr. Maya Vijayaraghavan, Associate Professor of Medicine from the University of California, San Francisco and Director of the Smoking Cessation Leadership Center, to provide a summary of the request to execute a Memorandum of Understanding with The Regents of the University of California ("The Regents"), to establish a partnership to assist residents in Public Housing to voluntarily adopt a smoke-free home and to provide Housing Authority staff with the training to provide referrals and support residents.

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

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 7.8 Adopt a resolution authorizing the Executive Director to amend the existing contract with CVR Associates, Inc. (CVR) by redistributing \$1,000,000 of unspent contract authority from the initial three-year budget period of the two (2) one-year optional extension terms (July 21, 2024, to July 20, 2025; and July 21, 2025, to July 20, 2026) from \$400,000 to a not to exceed amount of \$900,000 for each term.

Attachments:

[CVR Contract Amendment Staff Report](#)
[CVR Resolution Number 5134](#)
[CVR Contract Amendment Resolution](#)
[Resolution #5248 CVR Associates Contract Amendment](#)

Secretary Wells provided a summary of the accomplishments that CVR has completed during their current tenure with OHA and the request to amend the existing contract with CVR Associates, Inc. (CVR) by redistributing \$1,000,000 of unspent contract authority from the initial three-year budget period of two (2) one-year optional extension terms (July 21, 2024, to July 20, 2025, to July 20, 2026) from \$400,000 to a not to exceed amount of \$900,000 for each term.

Senior Vice President of CVR, Kris Warren, was also present to answer questions.

Vice Chair Gregory D Hartwig moved to Approve Item 7.8 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D Hartwig, Janny Castillo, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

8. Consent Agenda

- 8.1 Adopt a resolution authorizing the Executive Director to purchase commercial automobile insurance from the HAI Group, and to make payment of the annual premiums in the amount not to exceed \$700,000 for the renewal period of May 1, 2024, to April 30, 2025.

Attachments:

[Auto Insurance Renewal Staff Report](#)
[Auto Renewal Insurance Resolution thru April 30, 2025](#)
[Resolution #5249 Automobile Renewal Insurance Purchase](#)

Vice Chair Gregory D Hartwig moved to Approve all items in the consent calendar which was seconded by Commissioner William J Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D Hartwig, Janny Castillo, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 8.2 Adopt a resolution authorizing the Executive Director to apply a retroactive Cost of Living Adjustment (COLA) to all Alameda Building and Trades Council (BTC) positions effective July 1, 2022, and July 1, 2023, to issue a cost of living increases effective July 1 2024, and to apply a wage equity adjustment for

Electricians and Plumbers.

Attachments:

[BTC Cost of Living Adjustment Staff Report](#)
[BTC Cost of Living Adjustment Resolution](#)
[Resolution #5250 BTC Cost of Living Adjustment](#)

Vice Chair Gregory D. Hartwig moved to Approve all items in the consent calendar which was seconded by Commissioner William J Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D Hartwig, Janny Castillo, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 8.3 Adopt a resolution adopting the the 2024 Administrative Plan for the Housing Choice Voucher Program.

Attachments:

[Adoption of Admin Changes Staff Report](#)
[Administrative ACOP Public Hearing Presentation March 18 2024](#)
[Attachment 1 - Administrative Plan Revisions](#)
[Adoption of Admin Plan Changes Resolution](#)
[Resolution #5251 Adoption of Admin Plan Changes](#)

Vice Chair Gregory D. Hartwig moved to Approve all items in the consent calendar which was seconded by Commissioner William J Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D Hartwig, Janny Castillo, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

- 8.4 Adopt a resolution adopting the 2024 Admissions and Continued Occupancy Policy for the Public Housing program.

Attachments:

[Adoption of ACOP Changes Staff Report](#)
[Administrative ACOP Public Hearing Presentation March 18 2024](#)
[Att. 2 ACOP Revisions](#)
[Adoption of ACOP Changes Resolution](#)
[Resolution #5252 Adopt Changes To Public Housing Program Admissions and Continued Occupancy Policy.](#)

Vice Chair Gregory D. Hartwig moved to Approve all items in the consent calendar which was seconded by Commissioner William J. Mayes. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D. Hartwig, Janny Castillo, Lynette Jung-Lee, William J. Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery

9. Written Communications Departments' Monthly Report

9.1 Written Communications Department Monthly Reports

Attachments:

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

Secretary Wells briefed the Commissioners on the Department Monthly Reports for the month of March 2024.

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

10.1 March 13, 2024, visit from Richard J. Monocchio, Principal Deputy Assistant Secretary (PDAS) of the Office of Public and Indian Housing (PIH) of the U.S. Department of Housing and Urban Development (HUD)

Attachments:

[PDA Visit Staff Report](#)
[March 13, 2024 PDAS Visit Visual Presentation](#)

Secretary Wells briefed the Board of Commissioners on the visit from Richard J. Monocchio, Principal Deputy Assistant Secretary (PDAS) of the Office of Public and Indian Housing (PIH) of HUD, noting that the PDAS spent an engaging day with OHA's leadership team which was followed up real resident engagements.

10.2 Informational memorandum establishing a payment standard for all voucher programs effective February 1, 2024.

Attachments:

[Voucher Program Payment Standard Staff Report](#)

Secretary Wells provided a brief summary of the informational memorandum about

the establishment of a payment standard for all voucher programs that went into effect as of February 1, 2024.

11. Reports of Commission Committees

No reports made.

12. Announcements by Commissioners

No announcements made.

13. Adjournment

Commissioner William J. Mayes moved to Recommend for approval adjournment which was seconded by Vice Chair Gregory D. Hartwig. The motion Passed by the following vote:

Ayes - 5: Anne Griffith, Gregory D Hartwig, Janny Castillo, Lynette Jung-Lee, William J Mayes

Nayes - 0: None

Excused - 0: None

Absent - 1: Barbara Montgomery