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Oakland Housing Authority

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

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

Monday, December 4, 2023

Regular Meeting

The Oakland Housing Authority Board of Commissioners convened a Special Meeting in-person and via Zoom software platform online/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 6:02PM

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.

   Present 7 – Anne Griffith, Gregory Hartwig, Janny Castillo, Lynette Jung-Lee, Barbara Montgomery, Mark Tortorich, and William J. Mayes.

3. **Approval of Minutes**

   3.1 December 4, 2023 **Special Meeting - Draft Minutes**

Commissioner Hartwig moved to approve the minutes of the October 23, 2023, Regular Meeting which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

4. Recognition of people wishing to address the Commission

Three people addressed the Commission.

Janis Rasar - Discussion of a non-agenda item related to a personnel issue.

Laine ValRaye Discussion of a non-agenda item related to a personnel and operations issue.

Florence Joel - Discussion of a non-agenda item related to a personnel and operations issue.

5. Old or Unfinished Business

There was none.

6. Modifications to the Agenda

There are none.

7. New Business

7.1 Informational presentation from the Office of the City Clerk intended to inform and increase Board and Commission Member's compliance with the timely filing of all Statement of Economic Interest Statements known as Form 700

Staff from the Office of the City Clerk gave a breakdown of responsibilities as a required filer commencing before you participate in public meeting. They explained that the Form 700 is intended to alert public officials and members of the public of any potential financial conflicts, then gave an overview of the form and how to fill it out.

Lastly, they gave an overview of types of financial interests that need to be disclosed and when the form must be filed, how to file, and the consequences of not filing.

7.2 Informational presentation and acceptance of the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association

Director of Finance Victor Madamba gave an informational presentation honoring the Finance Team and their tenth year in a row receiving the award.

7.3 Adopt a resolution authorizing the ED to execute a contract with Aervivo Inc. to install and provide high-speed wireless internet to residents at Lockwood Gardens, Peralta Village, Palo Vista Gardens, and Campbell Village in an amount not to exceed $2,395,391 with a 5-year term

Special Advisor to the Executive Director, Carel Duplessis, presented the terms of the contract and explained the importance and value that this item will provide for residents. This contract will provide 1,015 households with 10-gigabit high-speed internet at zero cost, for three years, with two option years, which is an essential utility in today's digital economy. The goal of this effort is to improve employment, health, happiness, and other important outcomes for OHA residents, and is expected to be completed by June 2024.

Commissioner Jung-Lee moved to approve the item, which was seconded by Vice Chair Hartwig. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

7.4 Adopt a resolution authorizing the ED to execute a contract with Convergint Technologies LLC for software, equipment, and servicing of security systems throughout the Authority, in a total contract amount not to exceed $434,638

Mark Schiferl provided a presentation regarding the security systems, which provide light, surveillance, and security to OHA properties. Based on the most recent resident survey and areas identified by OHA staff, staff recommends executing a contract with the vendor to address the short-and long-term needs of the properties.

Mr. Schiferl also provided an overview of the need for cameras and the process for identifying sites and installing cameras. Further, mentioned the collaboration that occurs between OHA departments and OHAPD to review footage.

Vice Chair Hartwig moved to approve the item, which was seconded by Commissioner Jung-Lee. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

7.5 Adopt a resolution authorizing the Executive Director to increase the Protiviti Government Services contract by $950,000 in a total not to

exceed the amount of $1,450,000

Drew Felder provided a presentation illustrating the "perfect storm" as enumerated in the agenda memo that led to the overcharge of the contract. This was discovered by a voluntary internal audit.

Director Felder mentioned that while the overall number seems high, the costs were significantly lower than they could have been. Also stated that the Authority is completing an RFP that will supplement the extraneous services which this contract was used to cover and that positions which were covered by Temporary employees are filled or are in the process of being filled.

Commissioners questioned how this occurred, if the funding was budgeted for this. Director Felder answered that the money was used which would have covered the salary of a permanent position. Commissioners also requested a follow-up regarding similar "not to exceed" contracts and policy solutions to these issues.

There was a modification to the resolution, which amended it to include ratifying any previous payments made to the contract, as well as authorizing the increase to the contract.

Commissioner Montgomery moved to approve the item as amended, which was seconded by Commissioner Jung-Lee. The motion passed with the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

7.6 Adopt a resolution authorizing the ED to submit a Rental Assistance Demonstration Program Application to HUD including a Certification of Board Approval, for the conversion of Public Housing units in Foothill Family Apartments to RAD PBVs and Section 18 Tenant Protection Vouchers

Tom Deloye gave a presentation regarding this resolution to move forward with a RAD application, gave an overview of RAD, RAD blend, impact on tenants, and the impact on the Authority.

Mr. Deloye went into the details of how the RAD/Section 18 would increase the subsidy received by the Authority, while maintaining the same rent for residents

Commissioners asked regarding the competitive nature of the program, how the process will occur, Mr. Deloye gave an explanation as well how the MTW designation gives us the flexibility to pursue this.

Commissioners questioned the length of the process and how the cost analysis factored in the increase of cost over time, Mr. Deloye gave some additional details about the process but conceded that this is an early estimate of cost, but costs will likely be higher.

Commissioner Tortorich moved to approve the item, which was seconded by Commissioner Castillo. The motion passed on the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

7.7 Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Personnel Policy

Drew Felder gave a presentation regarding this resolution, going over the updates that will bring the Authority into compliance with federal and state law, as well as an update to the procedure to create Standard Operating Procedures and how that can positively impact the Authority.

Commissioners questioned if this would apply to OHAPD, how that would interact, Chief Love gave some clarification, and an amendment was added to allow for OHAPD officers to carry a firearm.

Commissioner Castillo moved to approve the item, which was seconded by Commissioner Jung-Lee. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

7.8 Adopt a resolution authorizing and approving amendments to the OHA Technology Usage and Security Policy

Drew Felder and Brandon White gave a presentation regarding these items, giving an overview for why it was separated out as its own plan and how it will benefit managers and staff.

Vice Chair Hartwig moved to approve the item, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and Mayes

8. Consent Agenda

8.1 Adopt a resolution authorizing the ED to make a payment to CALPERS in the amount not to exceed $27,713,000

Vice Chair Hartwig moved to approve the item, which was seconded by Commissioner Tortorich. The motion passed by the following vote:

Ayes 7 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee, Tortorich, and

Mayes

9. Written Communications Departments' Monthly Report

Secretary Wells briefed the Commissioners on the Departmental Monthly Report for the month of October 2023.

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

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

- Secretary Wells briefed the commission on the following topics:
  - Mayor Thao's Token of Appreciation
  - OHA Thanksgiving Eve Dream Team
  - Family Community Partnerships Office Hours
  - NAHRO Action Center Submission
  - OHA 2024 Calendar
  - 2024 Commissioner Travel & Training Schedule
  - 2024 Board of Commissioners meeting schedule

11. Reports of Commission Committees

11.1 Public Safety Ad Hoc Committee

a. Chair Griffith reported that Executive Director Wells provided an overview OHA public safety response program, Chief Michelle Hasan gave an update on the Resident Retention Program, Senior Director Drew Felder provided an overview of OHA's response to trauma and wellness programs for employees, Chief Alan Love provided an update on CPTED analysis, OHA command staff gave an update on crime in Oakland and Authority crime prevention efforts, and Lieutenant Paul Malech gave an overview of OHAPD recruitment and retention strategies.

12. Announcements by Commissioners

12.1 Commissioner Castillo gave an invitation to the homeless memorial at St. Mary's Center at 11PM on Thursday, December 7th.

13. Recess to Closed Session at 8:18PM

13.1 Threat to Public Services or Facilities, Consultation with: Patricia Wells, Drew Felder, and General Counsel Jhaila R. Brown

13.2 Public Employee Performance Evaluation, Title: Executive Director

14. Adjournment of Public Session

OID Changes highlites in yellow

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