

ITEM

3.1



**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, January 22, 2024
Regular Meeting

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 6:02 p.m.

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 6 – Anne Griffith (Chair), Janny Castillo (Vice-Chair), Lynette Jung-Lee, Barbara Montgomery, Mark Tortorich, William Mayes

Excused 1 – Greg Hartwig

Under AB2449, Commissioner Mayes called in via Zoom to meet remotely.

Commissioner Castillo motioned to approve Commissioner Mayes' remote presence, which Commissioner Tortorich seconded. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

Excused 1 – Hartwig

3. Approval of Minutes

- 3.1 Approval of the minutes of the Special Meeting from December 4, 2023.

Attachment(s)

[Minutes of the December 4, 2023 Special Meeting](#)

Chair Wells made the following modifications to the minutes of the Special Meeting from December 4, 2023:

- Item 7.5 has been amended from “Chair Griffith moved to approve the item as amended, which was seconded by Commissioner Jung-Lee.” to “Commissioner Montgomery moved to approve the item as amended, which was seconded by Commissioner Jung-Lee.”
- Item 7.7 has been amended from “Chair Griffith moved to approve the item as amended, which was seconded by Commissioner Jung-Lee.” to “Commissioner Castillo moved to approve the item as amended, which was seconded by Commissioner Jung-Lee.”

Commissioner Jung-Lee moved to approve the minutes of the Special Meeting of December 4, 2023, as amended, which was seconded by Commissioner Tortorich. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

- 3.2 Approval of the minutes of the Special Meeting from December 14, 2023.

Attachment(s)

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

Chair Wells made the following modifications to the minutes of the Special Meeting from December 14, 2023:

- Item 9 has been amended from “Board directs the ED to continue to negotiate on item 8.2 consistent with terms that were discussed in closed session.” to “No action to report from item 8.1. The Board directs the ED to continue to negotiate item 8.2 consistent with terms that were discussed in closed session.”
- Item 10.1 has been amended from “No vote was necessary as this is an informational item.” to “Chair Griffith opened the public hearing for public comment. No member of the public presented any public comment so the Chair closed the public hearing.”

- Item 10.3 is now included in the minutes and states as follows:

“10.3 Adopt a Resolution Authorizing the Executive Director to Execute Documents to Allow for the Re-syndication and Rehabilitation of Lion Creek Crossings Phase I and II

Commission Castillo moved to table the item, which was seconded by Vice Chair Hartwig. The item passed with the following votes:

Ayes 5 – Griffith, Hartwig, Castillo, Montgomery, Jung-Lee”

- Item 16 has been amended from “Commissioner Griffith motioned to adjourn, which was seconded by Commissioner Montgomery.” to “Commissioner Castillo moved the item, which Commissioner Montgomery seconded.”

Commissioner Castillo moved to approve the minutes of the Special Meeting of December 14, 2023, as modified, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

Excused 1 – Hartwig

- 3.3 Approval of the minutes of the Special Meeting from December 19, 2023.

Attachment(s)

[BOC Special Meeting December 19, 2023 Minutes](#)

Chair Wells made the following modifications to the minutes of the Special Meeting from December 14, 2023:

- Item 9 has been amended from “The Board indicated there was nothing to report from Closed Session.” to “The Board Chair indicated there was no action taken and nothing to report from Closed Session.”
- Item 12.1 has incorrect punctuation after the date and has been amended from “Secretary Wells noted that the Director’s report regarding the previous two board meetings would be presented at the January 22. 2024 meeting.” to “Secretary Wells noted that the Director’s report regarding the previous two board meetings would be presented at the January 22, 2024 meeting.”
- Item 16 has been amended from:

“Adjournment to Public Session 6:54 PM

Commissioner Griffith motioned to adjourn, which was seconded by Commissioner Hartwig.”

to

“Adjournment 6:54 PM
Commissioner Jung-Lee motioned to adjourn, which was seconded by Commissioner Hartwig.”

Commission Tortorich moved to approve the minutes of the Special Meeting of December 19, 2023, as modified, which was seconded by Commissioner Mayes. The motion passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

4. Recognition of people wishing to address the Commission

At the start of the meeting, there were no persons wishing to address the Board.

5. Old or Unfinished Business

None

6. Modifications to the Agenda

Secretary Wells requested a modification to the agenda so that Item 3. Approval of Minutes was moved down after item 7.8.

7. New Business

- 7.1 Presentation of the National Association of Housing & Redevelopment Officials Award of Merit.

Attachment(s)

[NAHRO Award of Merit Presentation Memo](#)

On October 5, 2023, the Oakland Housing Authority (OHA) received two (2) awards of Merit from the National Association of Housing & Redevelopment Officials (NAHRO) for “Administrative Innovation”. Secretary Wells presented the awards in the following categories:

Emergency Housing Voucher Implementation: When OHA was awarded 515 Emergency Housing Vouchers in May 2021, they executed an MOU with the local Continuum of Care to receive eligible referrals and an agreement with other Alameda County PHAs to collaborate, creating referral and portability efficiencies. Secretary Wells acknowledged the inter-departmental teams that made this great feat for OHA possible, including members of Leased Housing, Family & Community Partnerships, and Policy Implementation & Compliance.

Assistant Directors of Leased Housing, Teela Carpenter and Joetta Farrow, Nicole Thompson, Director of Family & Community Partnerships, accepted the award on behalf of colleagues and thanked Secretary Wells and the Board for the opportunity to be a part of an amazing team.

Video Camera Monitoring System: OHA created the Video Camera Monitoring Center, a central monitoring hub connected to onsite cameras at OHA properties. The monitoring system is a collection of LED display monitors that work as one screen and allow the user to monitor multiple properties simultaneously or focus on one location and enables staff to monitor properties in real time and quickly dispatch police, maintenance workers, or other staff. Secretary Wells acknowledged the inter-departmental teams that made this possible, including members of Property Operations and OHAPD.

Director of Property Operations, Mark Schiferl and, Chief of Police, Alan Love, accepted the award on behalf of the team.

- 7.2 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](#)

Drew Felder, Senior Director of Human Resources and Employment, provided an overview of the Social Media Policy. In using any social media method, the OHA should establish policies on how and what information to disseminate from the OHA regarding meetings, activities, and events to members of the public, while protecting the integrity of the information posted on its social media sites, and the content that is attributed to OHA and its officials.

Commissioner Tortorich inquired if the Social Media Policy would apply to OHA contractors and consultants. Mr. Felder clarified that the policy applies only to OHA employees although for contractors and consultants, standard conduct of behavior is included in their contracts with OHA.

Having no further questions from the Board, Commissioner Tortorich motioned to approve item 7.2, which Commissioner Montgomery seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

- 7.3 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](#)

Director of Finance, Victor Madamba, provided a presentation on the quarterly financial report for July 1, 2023, through September 30, 2023. Mr. Madamba provided an overview of the operating revenue, operating expenses, and non-operating (revenues) expenses for the Fiscal Year 2024.

There were no further comments from the Board of Commissioners.

7.4 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.](#)

Secretary Wells presented this item, noting that pursuant to the Chestnut Linden, inc. bylaws, the Board of Commissioners should appoint two (2) OHA representatives to serve on the Chestnut Linden Inc. Board of Directors for a two-year term. OHA staff recommends that the two positions be filled by the Executive Director and the Chair of the Board of Commissioners (BOC), with the BOC Chair serving as Vice President of the Board of Directors for Chestnut Linden Inc.

Commissioner Griffith inquired if a resolution was required for this item and Jhaila Brown, General Counsel, advised that a vote from the board would suffice.

Having no further questions from the Board, Commissioner Jung Lee motioned to approve item 7.4, which Commissioner Montgomery seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

Excused 1 – Hartwig

7.5 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](#)

Dominica Henderson, Chief Social Impact Officer, presented on the item. The Oakland Housing Authority (OHA) must submit a mid-year technical

amendment to the FY 2024 Moving to Work/Making Transitions Work (MTW) Annual Plan to the U.S Department of Housing and Urban Development (Department). The technical amendment modifies the MTW Plan that was approved by the Department on June 8, 2023, and includes information necessary to explain the OHA's intention to submit a Rental Assistance Demonstration/Section 18 (RAD/S18) application for multiple public housing sites.

Ms. Henderson noted that the technical amendment was posted for public comment for thirty (30) days, and one public comment was receiving on January 11, 2024. It was a non-substantive comment from a member of the public and is included in the administrative section of the MTW plan. The public comment period has now closed.

There were no further comments from the Board of Commissioners.

Having no further questions from the Board, Commissioner Tortorich motioned to approve item 7.5, which Commissioner Castillo seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

- 7.6 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](#)

Brandon White, Director of IT, and Duane Hopkins, Chief of Program and Finance Administration, presented on this item, requesting authorization for the Executive Director to execute a piggyback contract with CDW Government LLC. to purchase software, software licenses, and equipment utilizing the cooperative agreement issued by the City of Mesa, AZ, Contract #2018011-01.

OHA currently requires a vendor who can provide service to IT's security systems, as well as provide equipment and software for systems to ensure operational readiness. Over the years, OHA has made significant investments in networks, desktop computers, monitors, peripherals, as well as many other IT equipment. IT systems constantly require updating and replacement to ensure systems remain operational. The proposed resolution would authorize the Executive Director to execute a contract with CDW Government LLC for the purchase of equipment, software, and related services in an amount not to exceed \$1,300,000, through February 28, 2025.

Commissioner Castillo asked if the amount of \$1.3 million is for the year and Mr. Hopkins clarified that it would cover expenses until the end date of February 28, 2025.

Having no further questions from the Board, Commissioner Castillo motioned to approve item 7.6, which Commissioner Jung Lee seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

Chair Griffith noted that the Board would take public comment from a public member who joined the meeting late at 6:20 p.m. Secretary Wells advised that a public member, Theresa Coleman, who represents a community in Oakland, joined the meeting and initially requested to address the Board to seek assistance from general counsel and the Executive Director. When Ms. Coleman was called to speak, she withdrew her request to address the Board. Secretary Wells noted that General Counsel, Jhaila Brown, will reach out to and continue to engage with Ms. Coleman to assist her and her community with helpful information on how she might want to move forward.

- 7.7 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](#)

Director of Property Operations, Mark Schiferl, presented this item which is being requested due to recent storms, reports from staff, and resident work orders for hazardous trees at the properties. Additional funds are needed to cover costs for emergency tree trimming services and removal at the properties to abase safety issues and continue beautification commitments to the properties.

Commissioner Montgomery inquired about tree replacement when trees are removed. Mr. Schiferl answered that an assessment is conducted on whether or not tree replacement is feasible, and trees are replaced when possible.

Having no further questions from the Board, Commissioner Castillo motioned to approve item 7.7, which Commissioner Mayes seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

7.8 Informational Presentation of the Year in Review: 2023.

Attachment(s)

[2023 Year in Review Memo](#)

[CY 2023 Accomplishments](#)

Dominica Henderson, Chief Social Impact Officer, gave a PowerPoint presentation on the milestones reached, major accomplishments, and challenges faced of each OHA department during the 2023 calendar year. The presentation included a short video that will be linked on the OHA website for all to view.

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.

- 8.1 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](#)

Commissioner Jung Lee motioned to approve item 8.1 which Commissioner Tortorich seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

- 8.2 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

Commissioner Jung Lee motioned to approve item 8.2, which Commissioner Tortorich seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

9. Written Communications Departments' Monthly Report

- 9.1 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](#)

Secretary Wells briefed the Commissioners on the Department Monthly Reports for the month of November 2023.

- 9.2 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](#)

Secretary Wells briefed the Commissioners on the Department Monthly Reports for the month of December 2023.

Commissioner Jung-Lee inquired about the PACT program and the new sheriff department's referral process. Michelle Hasan, Chief Housing Operations Officer, responded to the query, noting that the team has met with Sheriff Sanchez and her team to orient them and provide them with the history of the PACT program. A site visit was also provided to show them the property and that the meeting overall was positive, but the Sheriff still needs to evaluate her resources to see if it's a program ACSO can continue to support. OHA staff will follow-up with ACSO by May 15, 2024. OHA staff are also considering alternate programs that the property can be

used to support families in the community. During this time, OHA's Family and Community Partnership and Police Department staff will continue to visit the site to support the remaining families.

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

10.1 Oakland Housing Authority Annual Winter Wonderland Celebration for OHA Families

Attachment(s)

[Winter Wonderland Pictures](#)

Secretary Wells briefed the Board of Commissioners on the following topics:

- Highlights from the Winter Wonderland Event in December
- Encouraging responses received from President Biden, Senator Alex Padilla, and Representative Barbara Lee on OHA's advocacy work
- Advocacy work done with the Mayor's Office as well as industry groups such as NAHRO, CLPHA, PHADA

11. Reports of Commission Committees

None to report.

12. Announcements by Commissioners

No announcements were made.

13. Adjournment to Closed Session

At 7:36 p.m. Chair Griffith announced the board will need to adjourn into a closed session.

Commissioner Castillo motioned to adjourn into a closed session, which Commissioner Tortorich seconded. The item passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes

Excused 1 – Hartwig

14. Recess to Closed Session

15. 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

16. Adjournment to Public Session at 7:55 p.m.

Commissioner Tortorich moved the item, which Commissioner Jung-Lee seconded. This passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig

Chair Griffith stated that the Board did not have anything to report at this time from the closed session.

17. Adjournment of Public Session at 7:56 p.m.

Commissioner Castillo motioned to adjourn, which was seconded by Commissioner Mayes. This passed by the following vote:

Ayes 6 – Griffith, Castillo, Montgomery, Jung-Lee, Tortorich, Mayes
Excused 1 – Hartwig