



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, July 22, 2024
6:00 PM

Zoom Information

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

Under AB2449, Commissioner Montgomery and Commissioner Castillo called in via Zoom to meet remotely.

Present - Chair Anne Griffith Vice Chair Gregory D Hartwig Commissioner William J Mayes Commissioner Lynette Jung-Lee Commissioner Janny Castillo Commissioner Barbara Montgomery

- 3. Approval of Minutes**

- 3.1 Approval of the minutes of the Regular Board of Commissioners Meeting of June 24, 2024.

Attachments:

[Minutes for June 24, 2024 Board of Commissioners Meeting](#)

Commissioner William J Mayes moved to Approve the minutes 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

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

There were no persons wishing to address the Commission.

5. **Old or Unfinished Business**

There was 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 authorizing the Executive Director to execute a two-year contract with three one-year option terms with Lighthouse Public Affairs, LLC in an amount not to exceed \$180,000 per year for the initial two-year term, and \$130,000 per year for each one-year option term, in a total amount not to exceed \$750,000.

Attachments:

[Lighthouse Staff Report](#)
[BOC Reso Advocacy Consultant - Lighthouse Public Affairs LLC](#)
[Resolution #5269 Lighthouse Staffing](#)

Dominica Henderson, Chief Social Impacts Officer presented this item that requests approval to execute a contract for government relations, advocacy, public affairs, and professional services for \$180,000 per year for the initial two-year term and \$130,000 per year for each one-year option term, in an amount not to exceed \$750,000 with Lighthouse Public Affairs, LLC (Lighthouse).

Ms. Henderson spoke to Oakland Housing Authority's (Authority) need for expert support and expertise in the governmental relations advocacy arena. Ms. Henderson said that this need has arisen from the Authority's increased legislative activity across the state of California. Lighthouse presented the winning proposal to provide the support the Authority needs to conduct advocacy across all levels with its various elected official partners. Specifically, Lighthouse will assist with staff and Commissioner training on how to conduct advocacy, letter writing campaigns and meeting coordination. Ms. Henderson highlighted August Advocacy Month and that the Authority and its partners will be sending 500 letters a week to Congress during the month of August. Lighthouse will be assisting in this endeavor.

Secretary Patricia Wells introduced Lighthouse's Shereda Nosakhare, Robert Ogilvie, Steve Hansen. Ms. Nosakhare spoke to Lighthouse's ability to help the Authority create a platform and advocacy toolkit that will be used to showcase the work the Oakland Housing Authority does.

Chair Anne Griffith asked what is unique about providing advocacy to housing authorities as compared to other affordable housing organizations? Lighthouse's Steve Hansen responded that housing authorities are unique due to the role the

Department of Housing and Urban Development plays, and the unique programs they administer. In contrast an affordable housing developer deals with a different set of circumstances from a housing authority.

There were no further questions from the Commissioners.

Commissioner William J Mayes moved to Approve Item 7.1 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

- 7.2 Adopt a resolution authorizing the Executive Director to amend and increase a loan to Oakland Housing Initiatives, Inc., by \$875,000 from \$1,500,000 to \$2,375,000 to finance the predevelopment expenses of the rehabilitation of Foothill Family Apartments.

Attachments:

[Foothill Family Apartments Staff Report](#)
[Foothill Family Apartments Rehab Refinancing](#)
[Resolution 5163 Foothill Family Apartments Rehab](#)
[Resolution 5200 Foothill Predevelopment Loan to OHI](#)
[Increase to Predev Loan to OHI Resolution](#)
[Resolution #5270 Foothill Predevelopment Loan](#)

Thomas Deloye, Chief Officer of Real Estate Development presented this item. Mr. Deloye gave a brief history of Foothill Family Apartments (Foothill) stating that it is a 65-unit property located in the Eastmont neighborhood of East Oakland. Foothill is a "Mixed Finance" property that was acquired by the Oakland Housing Authority (Authority) to be an offsite component of the Coliseum Gardens/Lion Creek Crossings HOPE VI redevelopment project.

Mr. Deloye continued to explain that on October 23, 2023, the Authority and OHI entered into a predevelopment loan agreement, a predevelopment loan promissory note, and a predevelopment loan assignment of collateral documents, each in connection with the Predevelopment Loan Tax Credit application. In fall 2023, staff hired an architecture, engineering team, and general contractor to design and price the rehabilitation of Foothill. The additional project due diligence demonstrated the need for a greater scope of work than previously planned hence more funding being required. It is estimated that an additional \$875,000 is needed for predevelopment costs.

Mr. Deloye stated that Staff is recommending that the existing \$1,500,000 predevelopment loan to OHI be amended and increased by \$875,000 to \$2,375,000 to cover the additional predevelopment costs. This request for an increase to the predevelopment loan would be repaid from the \$15,000,000

approved pursuant to Resolution No. 5163.

Commissioner Castillo asked about the surety of securing the Tax Credit and what will the Authority do if it doesn't receive the credit? Mr. Deloye answered that internal scoring shows that the Authority is very competitive for the Tax Credit and he is confident the Authority will be successful in this round. Mr. Deloye said alternative programs being considered are Recycled Bonds and 501(c)(3) bonds.

Commissioner Castillo asked if there is a risk that by the time funding is secured that renovation cost will go up? Mr. Deloye answered that the funding being asked for include projected future costs.

Commissioner Jung-Lee inquired about how urgent fixes would be done if the Tax Credit is not received? Secretary Patricia Wells answered that all exigent health and safety as well as quality of life fixes would continue to be done whether the Tax Credit is received or not. Ms. Wells stated that cosmetic or major upgrades would not be done until approval of the Tax Credit.

There were no further questions from the Commissioners.

Vice Chair Gregory D Hartwig moved to Approve Item 7.2 which was seconded by Commissioner 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

- 7.3 Adopt a resolution authorizing the Executive Director, subject to National Environmental Policy Act approval, to execute agreements to provide a loan in an amount not to exceed \$15,000,000, previously authorized for Foothill Family Apartments LP, now redirected to an affiliated limited partnership, to finance the rehabilitation of Foothill Family Apartments and to repay the Hanmi Bank mortgage on the property.

Attachments:

[Foothill Family Apartments \\$15 Million Staff Report](#)

[Resolution 5163 Foothill Family Apartments Rehab](#)

[Resolution 5200 Predevelopment Loan to OHI](#)

[Resolution](#)

[Form of OHA Commitment Letter for Tax Credit Application](#)

[Resolution #5271 Foothill 15 Million](#)

Thomas Deloye, Chief Officer of Real Estate Development presented this item. Mr. Deloye explained that staff is asking the Board to adopt a resolution authorizing the Executive to execute agreements to provide a loan in an amount not to exceed \$15,000,000, previously authorized for Foothill Family Apartments LP, now redirected to an affiliated limited partnership, to finance the rehabilitation of Foothill

Family Apartments and to repay the Hanmi Bank mortgage on the property.

The \$15,000,000 loan would be used to finance hard and soft costs related to the rehabilitation of Foothill. At the discretion of the Executive Director, the loan could be structured in two or more phases to finance loan repayment, predevelopment soft costs, and rehabilitation construction costs, and to release loan funds as the costs for each phase are determined with more precision. Mr. Deloye explained that it is currently estimated that with a reservation of tax credits, the Authority loan is needed to fill a gap of approximately \$11,000,000. Authorization for a \$15,000,000 million loan to the New Partnership provides a \$4 million contingency that will be returned to the Authority if not needed for the resyndication.

There were no further questions from the Commissioners.

Commissioner Jung-Lee moved to Approve Item 7.3 which was seconded by Commissioner Montgomery. 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 Adopt a resolution authorizing and approving an amendment to the Oakland Housing Authority Procurement Policy.

Attachments:

[Procurement Policy Staff Report](#)

[Amended OHA Procurement Policy](#)

[Reso 5160 OHA Procurement Policy 04.24.23.](#)

[BOC Procurement Policy Amendment Resolution](#)

[Resolution #5272 Procurement Policy](#)

General Counsel Jhaila Brown presented this item. Ms. Brown said this item was being brought to correct an administrative error in the Oakland Housing Authority's (Authority) procurement policy. This item clarifies what the Board of Commissioners has already acknowledged, that the Executive Director has the authority to execute contracts that are \$250,000 or below. Ms. Brown stated this is consistent with the US Department of Housing and Urban Development (HUD) as well as the Authority's procurement policies.

Ms. Brown explained that the administrative error was in section 17 of the current procurement policy. The error is that the policy did not state the person who has the authority to sign agreements \$250,000 or below. Ms. Brown said the Board of Commissioners intent was for the Executive Director to be able to sign agreements \$250,000 or below and that this amendment makes it clear the Executive Director has the authority to do so. The amendment to the policy reads (changed language is highlighted):

The Board of Commissioners has approved this Procurement Policy. All procurement actions below the small purchase threshold do not require Board approval. The Board has delegated authority to the Executive Director to execute any contracts in the not to exceed amount of \$250,000, or below HUD's small purchase limit.

Approval by the Board of Commissioners is required for any procurement action of \$250,000 or more, or above HUD's small purchase limit. It is the responsibility of the Executive Director to ensure that all procurement actions are conducted in accordance with the policies contained herein.

There were no further questions from the Commissioners.

Commissioner Jung-Lee moved to Approve Item 7.4 which was seconded by Vice Chair 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

8. Consent Agenda

- 8.1 Adopt a resolution authorizing the Executive Director to execute a contract with Dell, LLC, for the purchase of computers, peripherals and hardware for the Oakland Housing Authority (OHA) in an amount not to exceed \$500,000 for a term not to exceed June 30, 2025.

Attachments:

[Dell LLC Staff Report](#)

[Dell Resolution](#)

[Resolution #5273 Dell](#)

Commissioner Jung-Lee moved to Approve Item 8.1 which was seconded by Vice Chair 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

- 8.2 Adopt a resolution authorizing the Executive Director to pay Protiviti Government Solutions, Inc., (Protiviti) an amount of \$117,196.11 for temporary employee services with non-federal funds for past Invoice #30616 dated December 22,

2023.

Attachments:

[Protiviti Payment Staff Report](#)
[Resolution 5223 Ratification Protiviti Gov. Sol. 12.04.23](#)
[Protiviti Resolution July 22, 2024](#)
[Resolution #5274 Protiviti 117k](#)

Commissioner Jung-Lee moved to Approve Item 8.2 which was seconded by Vice Chair 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

- 8.3 Adopt a resolution authorizing the Executive Director to approve a contract for Protiviti Government Services, Inc. (Protiviti) for temporary employee services in an amount not to exceed \$350,000 for a three-year contract term.

Attachments:

[Protiviti Temporary Employment Services Staff Report](#)
[Resolution 5223 Ratification Protiviti Gov Sol 12.04.23](#)
[Protiviti Three Year Contract Resolution](#)
[Resolution #5275 Temporary Employment Services](#)

Commissioner Jung-Lee moved to Approve Item 8.3 which was seconded by Vice Chair 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

Nays - 0: None

Excused - 0: None

Absent - 0: None

- 8.4 Adopt a resolution ratifying and authorizing the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Sponsor Based Assistance (SRA) program in an amount not to exceed \$1,400,000 for the term May 1, 2024 to April 30, 2025.

Attachments:

[Shelter Plus Care Staff Report](#)
[Resolution - Shelter Plus Care SRA Contract](#)
[Resolution #5276 Shelter Plus Care SRA](#)

Commissioner Jung-Lee moved to Approve Item 8.4 which was seconded by Vice

Chair 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

- 8.5 Adopt a resolution ratifying and approving the Executive Director to execute an agreement with the County of Alameda Department of Housing and Community Development for the Shelter Plus Care (S+C) Tenant Rental Assistance (TRA) in the amount of \$3,200,000 for the term March 1, 2024 to February 29, 2025.

Attachments:

[Shelter Plus Care TRA Staff Report](#)
[Shelter_Plus_Care_Resolution TRA](#)
[Resolution #5277 Shelter Plus Care TRA](#)

Commissioner Jung-Lee moved to Approve Item 8.5 which was seconded by Vice Chair 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

- 8.6 Adopt a resolution authorizing the Executive Director to continue the Authority's participation in the Employment Risk Management Agency (ERMA) insurance pool and to issue payment of the annual premium invoice in an amount of \$264,579.

Attachments:

[Employment Risk Management Agency Insurance Pool Staff Report](#)
[ERMA Resolution FY2025](#)
[Resolution #5278 ERMA](#)

Commissioner Jung-Lee moved to Approve Item 8.6 which was seconded by Vice Chair 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

9. Written Communications Departments' Monthly Report

- 9.1 Written Communication Departments' Monthly Reports

Attachments:

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

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

10.1 Casa Suenos Ribbon Cutting Event: Wednesday, June 26, 2024

Attachments:

[Case Suenos.pdf](#)

Secretary Wells briefed the Commissioners on the Casa Suenos Ribbon Cutting Event.

10.2 Oakland Connect - Approval of 15 Million Dollar Grant Proposal

Attachments:

[Oakland Connect.pdf](#)
[Press Release 7.11.24 Oakland Connect FFA Award](#)

Secretary Wells briefed the Commissioners on approval of the Oakland Connect 15 million dollar grant proposal.

10.3 Oakland Housing Authority Participation in National Night Out on August 6, 2024.

Attachments:

[National Night Out](#)
[National Night Out Picture.pdf](#)

Secretary Wells briefed the Commissioners on the Oakland Housing Authority's participation in National Night Out.

11. Reports of Commission Committees

There were no reports.

12. Announcements by Commissioners

There were no announcements by Commissioners

13. Adjournment

Commissioner Jung-Lee moved to Approve Adjournment which was seconded by Vice Chair 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

Nays - 0: None

Excused - 0: None

Absent - 0: None