

ITEM

3.1



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

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

Monday, May 20, 2024
6:00 PM

Board of Commissioners Special Meeting & Budget Workshop

The Oakland Housing Authority Board of Commissioners convened a Special 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 6:00 p.m.

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

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

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

Chair Griffith moved to approve Commissioner Montgomery's remote presence which was seconded by Commissioner Castillo. The motion Passed by the following vote:

Ayes - 5: Gregory D Hartwig, Lynette Jung-Lee, William J Mayes, Anne Griffith, Janny Castillo
Nays - 0: None
Excused - 1: Barbara Montgomery
Absent - 0: None

- 3. Approval of Minutes**

3.1 Approval of the minutes of the Regular Board of Commissioners Meeting of April 22, 2024.

Attachments:

[Board Minutes April 22 2024](#)

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

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

Nayes - 0: None

Excused - 1: Barbara Montgomery

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 Informational Presentation of the Grant Application for the Department of Justice Office for Victims of Crime Fiscal Year 2024 Anti-Trafficking Housing Assistance Program Grant Opportunity.

Attachments:

[Anti-Trafficking Housing Assistance Program Staff Report](#)

Chief Officer of Social Impact, Dominica Henderson, gave an informational presentation on the grant application for the Department of Justice Office for Victims of Crime Fiscal Year 2024. Ms. Henderson provided background on human trafficking being a modern-day form of slavery where perpetrators profit from control and exploitation of adults and children for labor and sex through force, fraud, or coercion.

To address this issue in Oakland, Ms. Henderson explained the Oakland Housing Authority (Authority) plans to submit an application for the United States Department of Justice Office for Victims of Crime (OVC) Fiscal Year 2024 Anti-

trafficking Housing Assistance Program grant. The grant will support organizations to implement collaborative, coordinated, and comprehensive housing models that provide trafficking survivors with safe, stable housing and appropriate trauma-informed, victim-centered, and culturally responsive services. The Authority will apply for an award of up to \$600,000 for a 36-month period of performance beginning on October 1, 2024.

The Authority has received support letters from the MISSEY, Family Violence Law Center and the Alameda County Family Justice Center. Kelli Dillion and Latoya Gix from Back to The Basics spoke to how Back To The Basics will be assisting by creating trainings and curriculum.

Commissioners and staff engaged in discussion regarding the potential program and grant. There were no further comments from the commissioners.

- 7.2 Adopt a resolution authorizing the Executive Director to execute an extension of Housing Assistance Payment Contract Number CA003-PBV-010 with JLG Senior Housing, L.P., an affiliate of East Bay Asian Local Development Corporation, for up to fifteen (15) years, for up to fifty-five (55) Section 8 Project Based Vouchers at Jack London Gateway Senior Housing.

Attachments:

[Jack London Gateway Staff Report](#)

[JLG Senior Housing PBV values](#)

[Jack London Gateway - original HAP contract](#)

[HAP_Contract_Extension_Request_-_JLG_Senior_Housing_-_CA003-PBV-010 BoardReso_OriginalHAPcontract](#)

Jack_London_Gateway_-_BOC_Reso_-_5-20-24 TD

Chief Officer of Real Estate Development, Tom Deloye, and Chief Officer of Social Impact, Dominica Henderson, presented this item asking the Board of Commissioners to Adopt a resolution authorizing the Executive Director to execute an extension of Housing Assistance Payment Contract Number CA003-PBV-010 with JLG Senior Housing, L.P., an affiliate of East Bay Asian Local Development Corporation, for up to fifteen (15) years, for up to fifty-five (55) Section 8 Project Based Vouchers at Jack London Gateway Senior Housing.

Mr. Deyole highlighted that there are currently seven (7) vacant PBV units at the property, five (5) of which on average have been vacant for over four (4) months. As a means of maximizing the Authority's resources to assist as many eligible families as possible, staff recommends reducing the number of units covered by the HAP Contract Number CA003 -PBV-010 to up to fifty-five (55) units in alignment with the property's leasing trends. Mr. Deloye said that staff recommends the approval and authorization of an extension up to fifteen (15) years to the HAP Contract Number CA003-PBV-010 for up to fifty-five (55) PBVs in alignment with Board and Authority policy as well as with HOTMA to assist JLG Senior Housing, L.P.

Commissioners and staff engaged in discussion regarding the potential program and grant.

There were no further comments from the Commissioners.

Commissioner Jung-Lee 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, Barbara Montgomery, Lynette Jung-Lee, William J Mayes, Janny Castillo

Nayes - 0: None

Excused - 0: None

Absent - 0: None

7.3 Fiscal Year 2025 Oakland Housing Authority Annual Budget Workshop Discussion.

Attachments:

[FY 2025 Budget Staff Report](#)

[FY 2025 Annual Budget Workshop](#)

[FY 2025 Staffing Summary](#)

[FY2025 Consol OHA](#)

The Oakland Housing Authority's Fiscal Year 2025 (FY 2025) Operating Budget was presented by Duane Hopkins, Chief Officer of Program and Finance Administration and Victor Madamba, Director of Finance. During this portion of the presentation several members of the leadership team were called upon to respond to questions by the Commissioners to discuss operating assumptions and proposed program funding for the coming fiscal year.

The Oakland Housing Authority (OHA) leadership team then presented their individual departments' prior year accomplishments, FY 2025 goals and proposed programs, as well as trends in program and operations metrics. Presenters included: Victor Madamba, Director of Finance; Michelle Hasan, Chief Housing Operations Officer; Dominica Henderson, Chief Social Impacts Officer; Drew Felder, Sr. Director of Human Resources & Employee Experience; Thomas Deloye, Chief Officer of Real Estate Development; Alan Love, Chief of Police; Nicole Thompson, Director of Family & Community Partnerships; Anna Kaydanovskaya, Director of Asset Management; Brandon White, Director of Information Technology; Cha Yang, Director of Enterprise Risk Management; Teela Carpenter, Assistant Director of Leased Housing.

Presentations included:

- Program Operations (Lease Housing, Capital Improvements, Property Management, Asset Management)
- Community Engagement (Family and Community Partnerships, OHA Police Department)
- Office of Real Estate Development
- Central Office Cost Center (Finance, Information Technology, Risk Management, Human Resources)

Questions From The Board:

The Board and staff engaged in dialogue regarding various topics including: staff vacancies, staff and recruitment, insurance coverage, the increase in both hard and soft costs for capital improvements and development, incentives for supporting property owners under the HCV program, IT services, and tenant programs.

There were no further comments from the Commissioners.

8. Consent Agenda

- 8.1 Adopt a resolution authorizing the Executive Director to purchase general liability insurance, and excess law enforcement liability insurance from the HAI Group, and to make payment of the annual insurance premiums in the amount not to exceed \$234,000 for the renewal term of June 1, 2024, to May 31, 2025.

Attachments:

[HAIFY General Liability Insurance Staff Report](#)
[HAIFY2025 General Liability Insurance quote](#)
[Excess Police Professional Liability Insurance](#)
[General_Liability_Insurance_Renewal_Resolution](#)

Commissioner Castillo moved to Approve Item 8.1 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

Ayes - 6: Anne Griffith, Gregory D Hartwig, Barbara Montgomery, Lynette Jung-Lee, William J Mayes, Janny Castillo

Nayes - 0: None

Excused - 0: None

Absent - 0: None

9. Written Communications Departments' Monthly Report

Dominica Henderson, Chief Social Impacts Officer, briefed the Commissioners on the Department Monthly Reports for the month of April 2024.

- 9.1 Written Communications Departments' Monthly Report for April 2024

Attachments:

[01- FCP Monthly Report April 2024](#)
[02 - Leased Housing Monthly Report April 2024](#)

[03 - Office Of Property Management Monthly Report April 2024](#)
[04- Capital Improvements Monthly Report April 2024](#)
[05- Office Of Real Estate Development Monthly Report April 2024](#)
[06 - Asset Management Monthly Report April 2024](#)

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

10.1 Update On Upcoming Elections For OHA Board of Commissioners and OHA Affiliates.

Attachments:

[OHA BOC OHA Affiliates Terms Staff Report OHA BOC and OHA Affiliates Terms and Directors](#)

Dominica Henderson, Chief Social Impacts Officer briefed the Commissioners on the upcoming elections for OHA Board of Commissioners and OHA Affiliates taking place at the next Board of Commissioners meeting on June 24, 2024.

10.2 May 10, 2024, Brooklyn Basin - Foon Lok East Tour with Chair Griffith and Commissioner Castillo.

Attachments:

[Brooklyn Basin Tour Staff Report](#)
[Brooklyn Basin "Foon Lok East Tour May 10 2024](#)

Dominica Henderson, Chief Social Impacts Officer briefed the Commissioners on the tour of Brooklyn Basin - Foon Lok East, that Executive Director Wells, Chair Griffith and Commissioner Castillo took.

10.3 Recognition of Oakland Housing Authority Police Department for National Peace Officers Week and Peace Officer Memorial Day.

Attachments:

[OHAPD Recognition Staff Report](#)
[Recognition of OHAPD For National Peace Officers Week](#)

Dominica Henderson, Chief Social Impacts Officer, recognized the Oakland Housing Authority's Police Department as part of National Peace Officers Week and Peace Officer Memorial Day.

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 was seconded by Commissioner Castillo. The motion by the following vote:

Ayes - 6: Anne Griffith, Gregory D Hartwig, Lynette Jung-Lee, William J Mayes, Janny Castillo, Barbara Montgomery

Nayes - 0: None

Excused - 0: None

Absent - 0: None