



Oakland Housing
Authority

**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 18, 2026
6:00 PM

1. Pledge of Allegiance

2. Roll Call

Vice Chairperson Hartwig and Commissioner Montgomery were excused from the meeting

Present - Chair Chairperson Anne Griffith, Commissioner Lynette Jung-Lee, Commissioner Janny Castillo, Commissioner William Mayes, Commissioner Carla Dartis.

Excused- Vice Chairperson Gregory Hartwig, Commissioner Barbara Montgomery.

3. Approval of Minutes

3.1 Approval of the minutes of the April 27, 2026 regular Board of Commissioners meeting.

Attachments:

[Draft Minutes For The April 27, 2026 Board of Commissioners Meeting](#)

Commissioner Mayes moved to Approve item 3.1 which was seconded by Commissioner Dartis. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nays - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

3.2 Approval of the minutes of the May 5, 2026 Special Board of Commissioners meeting.

Attachments:

[Draft Minutes For The May 5, 2026 Special Board of Commissioners Meeting](#)

Commissioner Dartis moved to Approve item 3.2 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

4. Recognition of people wishing to address the Commission

There were no people wishing to address the Commission.

5. Old or Unfinished Business

There was no old or unfinished business.

6. Modifications to the Agenda

Secretary Patricia Wells modified the agenda by cancelling the Closed Session, item 14.1.

Commissioner Castillo moved to Approve modification of the agenda, which was seconded by Commissioner Mayes. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

7. New Business

7.1 Adopt a resolution approving an Oakland Housing Authority Investment Policy.

Attachments:

[Staff Report - Oakland Housing Authority Investment Policy](#)

[OHA Investment Policy](#)

[HUD Notice - Investment PIH Guidelines](#)

[Resolution - Investment Policy](#)

Director of Finance, Victor Madamba, and Andrew Brown, Senior Portfolio Manager at PFAM Asset Management, presented this item to adopt a resolution approving an Oakland Housing Authority Investment Policy.

Mr. Madamba explained that the proposed Investment Policy Statement (IPS) will govern all current and future investments conducted by the Oakland Housing Authority in accordance with HUD cash management and investment policies and procedures issued under PIH Notice 95 -27 and the State of California Investment Guidelines. He stated that the IPS is a formal written document outlining the agency's investment goals, objectives, risk tolerance, and constraints, serving as a long-term framework for asset allocation, security selection, evaluation, and consistency in investment practices. Mr. Madamba further explained that the policy establishes guidelines for the prudent investment of public funds, with the primary objectives of safeguarding agency funds, maintaining sufficient liquidity to meet operational needs, and achieving appropriate investment returns within prudent risk management parameters. He emphasized that all investment proceeds will be used to further the mission of the Oakland Housing Authority, including the preservation and production of affordable housing.

Staff answered questions from the Commissioners on topics of socially responsible investing, investment policy compliance, Federal and State regulations and fiduciary responsibilities.

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

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

7.2 Adopt a resolution approving a 115 Pension Pre-Funding Trust Investment Policy.

Attachments:

[Staff Report - 115 Pension Pre-Funding Trust Investment Policy](#)

[Presentation - 115 Pension Trust](#)

[Investment Policy Statement - 115 Pension Trust](#)

[Investment Strategy PEB-Pension](#)

[Resolution - Investment Policy Statement \(IPS\)](#)

Director of Finance, Victor Madamba, along with Andrew Brown, Senior Portfolio Manager at PFAM Asset Management, and Rachel Sanders, Vice President of Consulting at Public Agency Retirement Services, presented this item to adopt a

resolution approving a 115 Pension Pre-Funding Trust Investment Policy.

Mr. Brown provided an overview of the PARS Section 115 Trust Prefunding Investment Policy Statement, noting that the Board of Commissioners previously approved the establishment of the Section 115 Trust with PARS and PFM Asset Management Company in May 2025, and that the trust was funded in October 2025. He explained that the trust was established to invest funds designated for the Oakland Housing Authority's unfunded pension liability with the California Public Employees' Retirement System (CalPERS). Mr. Brown stated that adoption of the policy strengthens fiduciary governance by documenting prudent oversight and decision-making standards, provides clear benchmarks for accountability and evaluation of performance and risk, and supports the long-term financial security of Oakland Housing Authority staff.

Ms. Sanders explained that the Oakland Housing Authority's Section 115 Trust, administered by PARS, U.S. Bank, and PFM Asset Management, was established to prefund pension obligations and support CalPERS-related expenses. Ms. Sanders noted that the trust serves as a financial safeguard against future CalPERS cost fluctuations and that the Oakland Housing Authority's CalPERS funding status was approximately 105% funded as of June 30, 2025.

Staff answered commissioners' questions on topics of the irrevocable nature of the Section 115 Trust, permitted uses of trust funds, tax-exempt status of trust earnings, investment diversification, and the Oakland Housing Authority's conservative pension funding approach.

Commissioner Jung-Lee moved to Approve item 7.2 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

- 7.3 Adopt a resolution authorizing the Executive Director to continue negotiating, finalize, and execute a Memorandum of Understanding (MOU) with Oakland Unified School District (OUSD) to facilitate data sharing and support the Promise Plus education initiative, for a five-year term expiring June 30, 2031.

Attachments:

[Staff Report - Oakland Unified School District Data Sharing Memorandum of Understanding - Draft Resolution - OUSD Data Sharing](#)

Chief Social Impact Officer, Dominica Henderson, presented this item to adopt a

resolution authorizing the Executive Director to continue negotiating, finalize, and execute a Memorandum of Understanding (MOU) with Oakland Unified School District (OUSD) to facilitate data sharing and support the Promise Plus education initiative.

Ms. Henderson explained that since 2010, the Oakland Housing Authority (OHA) and Oakland Unified School District (OUSD) have partnered through the Promise Plus initiative to support OHA students and families at 12 partner schools. She stated that the proposed five-year renewal of the Memorandum of Understanding (MOU), extending through 2031, would continue data-sharing efforts used to address chronic absenteeism, improve academic outcomes, identify scholarship opportunities, and connect families with supportive services. Ms. Henderson noted that the updated MOU would also provide access to student grades, GPA verification, and credit information to better target tutoring and academic supports. Participation in the data sharing portion of the MOU is voluntary for families that choose to opt in. She reported that there is no immediate fiscal impact, though staff may explore funding for a dedicated program position and transportation partnerships to reduce barriers to attendance. Ms. Henderson further stated that staff will continue analyzing program data and return to the Board of Commissioners with recommendations for the initiative's future direction prior to the next school year.

Staff answered questions on topics related to program outreach and family engagement, including efforts to increase participation in OHA education events, and recruitment, training, and deployment of education ambassadors. Discussion also addressed ambassador roles in supporting schools, maintaining confidentiality requirements, and strengthening education and workforce pathways in partnership with the school district.

Commissioner Mayes moved to Approve item 7.3 which was seconded by Commissioner Castillo. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nays - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

- 7.4 Adopt a resolution authorizing the Executive Director to execute a Memorandum of Understanding (MOU) with the City of Oakland to accept and install a fiber-optic communication line at Lockwood Gardens, Peralta Village, Palo Vista Gardens, Campbell Village, and Harrison Towers, and continue the support of providing free wireless internet to residents.

Attachments:

[Staff Report - Fiber-Optic Communication Line Memorandum of Understanding](#)
[Resolution - Fiber Acceptance MOU](#)
[Resolution 5458](#)

Executive Director of the Oakland Housing Authority, Patricia Wells, presented this

item to adopt a resolution authorizing the Executive Director to execute a Memorandum of Understanding (MOU) with the City of Oakland to accept and install a fiber-optic communication line at Lockwood Gardens, Peralta Village, Palo Vista Gardens, Campbell Village, and Harrison Towers.

Ms. Wells explained that the Oakland Housing Authority (Authority) is partnering with the City of Oakland to leverage the City's Broadband Master Plan project to expand fiber infrastructure in public housing communities, including East Oakland, West Oakland, Fruitvale, and Harrison Towers. She stated that the project, funded through a California Public Utilities Commission grant, will construct a city-owned middle-mile and last-mile hybrid fiber network connecting to the state broadband system, with installation expected to be operational by 2027. Ms. Wells noted that the Authority will receive fiber connections at no cost under the agreement, improving resident services and agency operations, though the Authority will assume maintenance responsibility at designated connection points. She further explained that the initiative builds on prior OHA investments in site-based Wi-Fi and aligns with broader efforts to reduce the digital divide for residents, while continuing collaboration with city partners to expand affordable broadband access.

There were no questions from the Commissioners.

Commissioner Castillo moved to Approve item 7.4 which was seconded by Commissioner Dartis. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

- 7.5 Adopt a resolution authorizing and approving an amendment to the Oakland Housing Authority's Procurement Policy to align with State and U.S. Department of Housing and Urban Development (HUD) requirements.

Attachments:

[Staff Report - Procurement Policy Amendment](#)
[Presentation - Amendment Procurement Policy Amended](#)
[OHA Procurement Policy May 18, 2026 Revised HUD](#)
[Procurement Handbook Chapter 5 Amended OHA](#)
[Procurement Policy May 18, 2026 Redlined Procurement](#)
[Policy Resolution Resolution 5459](#)

Director of Contract Compliance and General Services, Josh Roben, presented this item to adopt a resolution authorizing and approving an amendment to the Oakland Housing Authority's Procurement Policy to align with State and U.S. Department of Housing and Urban Development (HUD) requirements.

Mr. Roben explained that staff has updated the agency's procurement policy to reflect recent U.S. Department of Housing and Urban Development (HUD) revisions and ongoing efforts to improve efficiency, compliance, and service delivery. He noted that HUD's March updates to its procurement handbook— among the most significant since 2007—prompted staff review in consultation with industry groups and General Counsel. Key revisions include clarifying definitions, increasing the simplified acquisition threshold from \$250,000 to \$ 350,000, and adjusting micro-purchase and small purchase thresholds, including a \$50,000 self-certified micro-purchase threshold and an increase of the single-quote threshold from \$10,000 to \$15,000. He also summarized updates to procurement procedures such as price and cost analysis requirements, Davis-Bacon provisions, and the introduction of an eProcurement portal to enhance vendor access and efficiency. Mr. Roben further outlined bonding requirements—bid, performance, and payment bonds—as measures to reduce financial and legal risk, ensure contract performance, and protect public funds.

Staff answered Commissioners' questions on topics of bid, performance, and payment bond requirements; subcontractor payment protections; Davis- Bacon wage requirements; micro-purchase thresholds; construction versus non-construction procurement requirements; and procurement flexibility for emergency purchases.

Commissioner Jung-Lee moved to Approve item 7.5 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nays - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent – 0:

- 7.6 Adopt a resolution authorizing and approving a new Oakland Housing Authority (OHA) Privacy Policy.

Attachments:

[Staff Report - Privacy Policy](#)

[Privacy Policy](#)

[Resolution - Privacy Policy](#)

[Resolution 5460](#)

Senior Director of Human Resources and Employee Experiences, Drew Felder, presented this item to adopt a resolution authorizing and approving a new Oakland Housing Authority (OHA) Privacy Policy.

Mr. Felder explained that the privacy policy was intended to provide transparency regarding the Oakland Housing Authority's (Authority) collection, use, protection, and retention of confidential information, while establishing a framework for standard operating procedures, staff training, and system development to support

proper information management practices. He noted that the policy included specific exceptions for the Oakland Housing Authority Police Department due to the unique legal requirements governing law enforcement records and information sharing, and for the Human Resources Department due to federal and state laws regulating employment-related records, healthcare information, consumer reporting, and public records requirements. He added that the policy would guide the Authority's efforts to appropriately collect, maintain, and retain information only as long as necessary.

There were no questions from the Commissioners.

Commissioner Castillo moved to Approve item 7.6 which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nays - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

7.7 Adopt a resolution authorizing and approving a new Oakland Housing Authority Website Policy.

Attachments:

[Staff Report - Website Policy](#)

[OHA Website Policy](#)

[Resolution - Website Policy](#)

[Resolution 5461](#)

Senior Director of Human Resources and Employee Experiences, Drew Felder, presented this item to adopt a resolution authorizing and approving a new Oakland Housing Authority Website Policy.

Mr. Felder explained that the website policy was developed to establish clear guidelines and structure for websites managed by the Oakland Housing Authority, including standards for website content, domain management, and external links. He emphasized that the policy also addressed accessibility requirements to ensure website information is accessible and understandable to all users regardless of ability. Mr. Felder noted that the policy does not currently include social media platforms, but future updates may either introduce a separate social media policy or expand the existing policy to cover both websites and social media. He further stated that the policy was being brought forward in conjunction with the launch of the Oakland Housing Authority's new website to support future content management, maintenance, and operational procedures.

Staff answered Commissioner questions on topics of website accessibility, including multilingual translation features, availability of language options through website tools, and accessibility accommodations such as dyslexia-friendly viewing and other assistive design features.

Commissioner Castillo moved to Approve item 7.7 which was seconded by Commissioner Mayes. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:

7.8 Informational Briefing on the Draft Revision of the OHA Emergency Operations Plan

Attachments:

[Staff Report - OHA Emergency Operations Plan DRAFT Emergency Operations Plan](#)

Senior Director of Human Resources and Employee Experiences, Drew Felder, and Chief of the Oakland Housing Authority's Police Department, Luther DuPree, presented an informational briefing on the draft revision of the Emergency Operations Plan.

Mr. Felder explained that the draft revision of the Emergency Operations Plan is a comprehensive redevelopment of the Housing Authority's prior emergency response framework, developed after staff review of recent policies and actions and in reflection of lessons learned during the 2019–2021 pandemic period. He noted that the updated plan is intended to provide an overarching, flexible framework for emergency preparedness rather than detailed incident-specific procedures, focusing instead on communications, roles, and decision-making structures. Mr. Felder further explained that detailed operational responses will be addressed through training and implementation protocols developed under the plan. He emphasized that the approach will allow the agency to respond more effectively to a wide range of both anticipated and unforeseen emergencies and that the plan will remain a living document, regularly updated based on training, exercises, and lessons learned.

Staff answered Commissioners' questions on topics including emergency response to recent events such as the COVID-19 pandemic and wildfires, Incident Command System (ICS) training and implementation, flexibility of incident command roles, and coordination and collaboration with staff, residents, and partner agencies during emergencies.

8. Consent Agenda

There were no items on the Consent Agenda.

9. Written Communications Departments' Monthly Report

9.1 Written Communications Departments' Monthly Reports

Attachments:

- 01- Family & Community Partnerships
- 02- Leased Housing
- 03 - Office of Property Operations
- 04 - Capital Improvements Department
- 05 - Office of Real Estate Development
- 06 - Asset Management

Secretary, Patricia Wells briefed the board on the written communications departments' monthly reports.

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

10.1 Affordable Housing Month Kickoff Celebration - May 6, 2026

Attachments:

[Affordable Housing Month Kickoff Celebration](#)

Secretary, Patricia Wells briefed the board on the Affordable Housing Month Kickoff Celebration that took place on May 6, 2026.

10.2 8th Annual State Capitol Explorer Challenge - April 25, 2026

Attachments:

[8th Annual State Capitol Explorer Challenge](#)

Secretary, Patricia Wells briefed the board on the 8th Annual State Capitol Explorer Challenge which took place on April 25, 2026.

11. Reports of Commission Committees

There were no reports of Commission Committees.

12. Announcements by Commissioners

There were no announcements by Commissioners.

13. Adjournment to Closed Session

14. Closed Session

14.1 Conference with Legal Counsel-Anticipated Litigation: Anticipated litigation pursuant to subdivision (d)(4) of Government Code Section 54956.9:

One potential case

The Closed Session was cancelled as referenced in item 6 "Modifications to the Agenda."

15. Adjournment

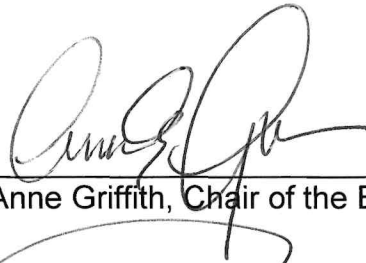
Commissioner Mayes moved to Approve to adj the meeting which was seconded by Commissioner Jung-Lee. The motion Passed by the following vote:

Ayes - 5: Chairperson Anne Griffith, Lynette Jung-Lee, Janny Castillo, William Mayes, Carla Dartis

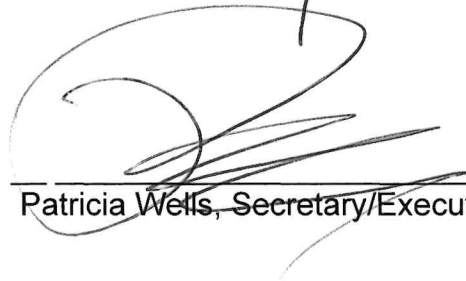
Nayes - 0: None

Excused - 2: Vice Chairperson Gregory Hartwig, Barbara Montgomery

Absent - 0:



Anne Griffith, Chair of the Board



Patricia Wells, Secretary/Executive Director