



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, January 26, 2026
6:00 PM

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

Vice-Chair Gregory Hartwig was excused from this meeting. Pursuant to Assembly Bill (AB) 2449 virtual exception for just cause, Commissioner Castillo and Commissioner Dartis called into the Board of Commissioners Meeting via Zoom.

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

Excused – Vice Chairperson Gregory Hartwig.

Commissioner Mayes moved to Approve Commissioner Castillo's and Commissioner Dartis' remote presence. which was seconded by Commissioner Montgomery. The motion Passed by the following vote:

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 1: Gregory Hartwig

- 3. Approval of Minutes**

3.1 Approval of the minutes for the December 8, 2025 Special Board of Commissioners Meeting

Attachments:

[Draft Minutes For The December 8, 2025 Special Board of Commissioners Meeting](#)

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

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

There were no modifications to the agenda.

7. New Business

7.1 A resolution approving a three-year Master Agreement between the Oakland Housing Authority and Local 1021, SEIU Maintenance Unit.

Attachments:

[Staff Report - Master Agreement Local 1021, SEIU Maintenance Unit Resolution - 1021 Cost of Living Adjustment Maintenance Resolution 5435](#)

Senior Director of Human Resources and Employee Experience, Drew Felder, presented this item to adopt a resolution approving a three-year Master Agreement between the Oakland Housing Authority and Local 1021, SEIU Maintenance Unit.

Mr. Felder explained that this is approving a new Memorandum of Understanding (MOU) with SEIU Local 1021 Maintenance Unit. The MOU provides a 3% cost-of-living adjustment retroactive to July 1, 2025, and a 1% increase effective March 2026, based on market comparisons, Bureau of Labor Statistics data, and federal adjustments. A salary review found the crew chief classification below market, resulting in a 0.7% increase to that pay range, and the agreement also adds one step to the top of the SEIU maintenance pay ranges to better align with market standards. The MOU further includes a one-time \$2,500 signing bonus for all maintenance staff. The agreement was overwhelmingly ratified by the SEIU maintenance employees.

Mr. Felder noted a typographical error in the resolution referencing a 7% increase to the Crew Chief pay scales which should have read as a .7% increase. The resolution was amended to reflect the correct percentage increase of .7%.

Staff answered questions from the Commissioners.

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

7.2 A Resolution Authorizing Cost-of-living Adjustments for employees of the Authority not subject to a Memorandum of Understanding.

Attachments:

[Staff Report - Unrepresented Positions Cost-of-living Adjustments Resolution - Cost of Living Adjustment Unrepresented Resolution 5436](#)

Senior Director of Human Resources and Employee Experience, Drew Felder, presented this item to adopt a resolution authorizing Cost-Of- Living Adjustments (COLA) for employees of the Authority not subject to a Memorandum of Understanding (MOU).

Mr. Felder explained that this a resolution to approve compensation adjustments and an equity bonus for unrepresented employees, consistent with the The Oakland Housing Authority's practice of maintaining pay equity with represented employee groups. The proposed action includes a 3% cost-of-living adjustment effective July 1, 2025, a 1% cost-of-living adjustment effective March 1, 2026, and a one-time \$2,500 equity bonus for all unrepresented and junior-level employees. Adjustments to pay scales for certain unrepresented positions will be brought forward for Commission consideration at a future meeting.

Staff answered questions from the Commissioners.

Commissioner Montgomery moved to Approve item 7.2 which was seconded by Commissioner Dartis. The motion Passed by the following vote:

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

7.3 A Resolution approving a three-year Master Agreement between the Oakland Housing Authority and Local 1021 SEIU Assistant Property Administrator (APA), Housing Assistance Representative (HAR), and Housing Eligibility Specialist (HES) Unit.

Attachments:

[Staff Report - Master Agreement Local 1021 SEIU Assistant Property Administrator Resolution - Cost of Living Adjustment 1021 APA HAR HES Resolution 5437](#)

Senior Director of Human Resources and Employee Experience, Drew Felder, presented this item to adopt a resolution approving a three-year Master Agreement between the Oakland Housing Authority and Local 1021 SEIU Assistant Property Administrator (APA), Housing Assistance Representative (HAR), and Housing Eligibility Specialist (HES) Unit.

Mr. Felder explained that this resolution would approve a Memorandum of Understanding (MOU) with SEIU Local 1021 covering the NPA, HAR, HDS, and HES classifications. Under this MOU, employees receive the same cost-of-living adjustments, pay range changes, and signing bonus approved for the maintenance unit. A market comparison identified the Housing Eligibility Specialist classification as 1.6% below market, resulting in a 1.6% wage increase to bring the position within 5% of the market average. The agreement was ratified by all SEIU-represented employees in these classifications.

Staff answered questions from the Commissioners.

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

7.4 Adopt a resolution authorizing and approving amendments to the Oakland Housing Authority Technology Usage and Security Policy.

Attachments:

[Staff Report - Technology Usage and Security Policy Proposed Technology Usage and Security Policy Draft Resolution - Technology Policy \(Amended January 26, 2026\) Resolution 5438](#)

Senior Director of Human Resources and Employee Experience, Drew Felder, and Director of Information Technology, Brandon White, presented this item to adopt a

resolution authorizing and approving amendments to the Oakland Housing Authority Technology Usage and Security Policy.

Mr. Felder explained that, as part of the Authority's ongoing comprehensive review and update of agency policies, the subject policy—most recently updated in December 2023—requires further revision to better reflect current practices related to cybersecurity, device management, and related operational issues. The updated policy incorporates guidance on cybersecurity standards, vendor access and system governance, risk management, and subgroup monitoring. Following approval, new and revised procedures will be developed and distributed through the Aspire SLP system to ensure employees are properly informed and trained.

Staff answered questions from the Commissioners.

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

- 7.5 Adopt a resolution authorizing the Executive Director to execute a two-year contract, with two (2) one-year option terms with Quisitive LLC, through a General Services Administration Multiple Award Schedule (MAS) in an amount not to exceed \$322,295.94 for the initial term, and \$161,147.97 for each one-year option term, for an amount not to exceed \$644,591.88, for a term not to exceed January 31, 2030.

Attachments:

[Staff Report - Quisitive LLC](#)

[Quisitive CCGS Memo](#)

[Quisitive LLC GSA Pricing](#)

[Resolution - Quisitive](#)

[Resolution 5439](#)

Director of Information Technology, Brandon White, presented this item to adopt a resolution authorizing the Executive Director to execute a two-year contract, with two (2) one-year option terms with Quisitive LLC, through a General Services Administration Multiple Award Schedule (MAS).

Mr. White explained that the Oakland Housing Authority (Authority) has utilized Quisitive LLC under Board Resolution Number 5260 to provide ongoing Microsoft product support and professional services related to Office 365, SharePoint, Microsoft Teams, OneDrive, and other Microsoft-based platforms. These services support multiple projects and the continued operation of the Authority's Microsoft product stack. Staff recommends adoption of the resolution to extend the contract with Quisitive LLC in order to maintain continuity of support and services.

Staff answered questions from the Commissioners.

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

- 7.6 Adopt a resolution authorizing the Executive Director to execute a contract amendment with SPARQ Holding Inc., utilizing unspent funds in an amount not to exceed \$480,000, from the current SPARQ Holding Inc. contract (Resolution #5326), and extending the contract for a term not to exceed December 31, 2026.

Attachments:

[Staff Report - Contract Amendment With SPARQ Holding Inc](#)

[Resolution #5326](#)

[Resolution - SPRAQ Amendment](#)

[Resolution 5440](#)

Director of Contracts Compliance and General Services, Josh Roben, presented this item to adopt a resolution authorizing the Executive Director to execute a contract amendment with SPARQ Holding Inc., utilizing unspent funds.

Mr. Roben explained that the purpose of the SPARQ Holding Inc. (SPARQ) contract amendment is to allow for the continuation of expert project management services, the configuration of the Cobblestone Procurement System, style guide instructions, technical staff assistance, and other related projects that support agency procurement processes. The current contract term ends on January 31, 2026; however, due to ongoing staffing and operational constraints, continued contracting with SPARQ is necessary to maintain procurement operations and software support for the Oakland Housing Authority's (Authority) current procurement and contract management solution, Cobblestone. SPARQ provides consulting services focused on process improvements and technical support.

Staff answered questions from the Commissioners.

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

7.7 Update on installation of high-speed wireless internet (Wi-Fi) at Adel Court, a 30-unit public housing development designated for seniors.

Attachments:

[Staff Report - Adel Court Wireless Internet Installation Update](#)

Director of Asset Management, Anna Kaydanovskaya, presented an update on installation of high-speed wireless internet (Wi-Fi) at Adel Court, a 30-unit public housing development designated for seniors.

Ms. Kaydanovskaya presented an update on the procurement process to provide free high-speed wireless internet service to residents at Adel Court. The presentation summarized the proposed three-year contract with Aervivo Inc., including two one-year option terms, for a total amount not to exceed \$130,412, and outlined the associated fiscal impacts. Ms. Kaydanovskaya explained the need to extend Wi-Fi service to Adel Court to ensure equity across public housing sites, highlighted the evaluation and selection process. She noted that while the contract qualifies as a small purchase, the Authority's staff, in the interest of transparency, is informing the board that this contract will result in an increase in Aervivo Inc.'s aggregate contract amount.

Staff answered questions from the Commissioners.

7.8 Informational Presentation of the Year in Review: 2025

Attachments:

[Staff Report - 2025 Year In Review](#)
[2025 Year in Review](#)

Director of Planning Implementation & Compliance, Nicole Thompson, presented a 2025 year in review presentation to the Commissioners.

Ms. Thompson summarized notable achievements across programs, properties, people served, and administration for the Oakland Housing Authority (Authority) in 2025. She emphasized progress in housing assistance, resident services, and self-sufficiency initiatives, along with expanded food, youth, senior, and community engagement programs. She also noted significant work in property operations, capital improvements, and the development and preservation of affordable housing. Administrative highlights included financial reporting awards, compliance and policy efforts, staff development, and technology and operational improvements. The presentation reflected the Authority's continued commitment to effective service delivery and community impact and was presented for informational purposes.

Staff answered questions from the Commissioners.

8. Consent Agenda

- 8.1 Adopt a resolution authorizing the Executive Director to execute a renewal of a Housing Assistance Payment (HAP) contract with 401 Fairmount, L.P., a California nonprofit public benefit corporation, for up to 15 years, for up to 16 Project-based Vouchers (PBV) units, in an estimated annual amount of \$350,976, and a total contract amount of \$5,264,640 at Fairmount Apartments, on the approved form and subject to the current conditions prescribed by the Department, and in accordance with the regulatory requirements of Housing Opportunity Through Modernization Act (HOTMA).

Attachments:

[Staff Report - Housing Assistance Payment Renewal For 401 Fairmount, L.P Resolution Fairmount Apartments - Housing Assistance Payment Contract Renewal](#)

- 8.2 Adopt a resolution authorizing the Executive Director to write off \$80,666 in Tenant Account Receivables deemed uncollectable for public housing tenants who vacated third-party-managed properties during the period between July 1, 2025, and December 31, 2025.

Attachments:

[Staff Report - Third Party Tenant Account Receivables Write Off Tenant Account Receivables Details Tenant Account Receivables Resolution](#)

- 8.3 Adopt a resolution authorizing the Executive Director to write off \$184,284.73 in Tenant Account Receivables deemed uncollectable for public housing tenants who vacated Authority managed properties during the period between July 1, 2025, and December 31, 2025.

Attachments:

[Staff Report - Authority Managed Tenant Account Receivables Write Off Resolution Delinquent Account Write off December 2025](#)

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

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

9. Written Communications Departments' Monthly Report

- 9.1 Written Communications Departments' Monthly Reports For November 2025

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 Commissioners on the November 2025 monthly departments monthly reports.

9.2 Written Communications Departments' Monthly Reports For December 2025

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 Commissioners on the December 2025 monthly 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 2025 Winter Wonderland Extravaganza - December 17, 2025

Attachments:

[2025 Winter Wonderland Extravaganza](#)

Secretary, Patricia Wells, briefed the Commissioners on the 2025 Winter Wonderland Extravaganza that took place on December 17, 2025.

10.2 Oakland Housing Authority Employee Association's Holiday Gathering - December 11, 2025

Attachments:

[Oakland Housing Authority Employee Association's Holiday Gathering](#)

Secretary, Patricia Wells, briefed the Commissioners on the Oakland Housing Authority Employee Associations Holiday Gathering, that took place on December 11, 2025.

10.3 Coro Fellows Program in Public Affairs Housing Week

Attachments:

[Coro FFPA Housing Week](#)

Secretary, Patricia Wells, briefed the Commissioners on the Coro Fellows Program

in Public Affairs Housing Week.

10.4 Oakland Housing Authority Police Department's 17th Annual Three Wise Men Toy Giveaway - January 6, 2026

Attachments:

[17th Annual OHAPD Toy Giveaway](#)

Secretary, Patricia Wells, briefed the Commissioners on the Oakland Housing Authority Police Department's 17th Annual Three Wise Men Toy Giveaway that took place on January 6, 2026.

10.5 2026 Point-in-Time Count - January 22, 2026

Attachments:

[2026 Point-in-Time](#)

Secretary, Patricia Wells, briefed the Commissioners on the 2025 Point-in-Time Count that took place on January 22, 2026.

11. Reports of Commission Committees

There were no reports of Commission Committees.

12. Announcements by Commissioners

There were no announcement by Commissioners.

13. Adjournment to Closed Session

Commissioner Jung-Lee moved to Approve adjourn to Closed Session. which was seconded by Commissioner Montgomery. The motion Passed by the following vote:

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:

14. Closed Session

14.1 Closed Session regarding labor negotiations pursuant to California Government Code Section 54957.6

Oakland Housing Authority Negotiators:

- Drew Felder, Senior Director of Human Resources and Employee Experience;
- Dominica Henderson, Chief of Social Impacts;
- Victor Madamba, Director of Finance;

- Patricia Wells, Executive Director; and
- Jhaila Brown, General Counsel

Employee Organizations:

- Building and Trades Council (BTC); and
- Local 29, Office and Professional Employees Union

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

One potential case

14.3 Conference with Real Property Negotiations (Government Code 54956.8)

Property: 805 North 71st, Oakland, CA, 94621

APN: 041-4166-054

Agency Negotiation: Patricia Wells, Executive Director, Tom Deloye, Chief Officer of Real Estate Development, Jhaila Brown, General Counsel, Drew Felder, Senior Director of Human Resources and Employee Experience, Dominica Henderson, Chief of Social Impacts; Victor Madamba, Director of Finance.

Negotiating Parties: Coliseum Transit Village One, LP

Under Negotiation: Price and terms of payment.

Chair Anne Griffith recused herself from this item.

15. Adjournment

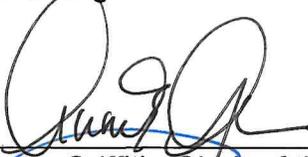
Commissioner Jung-Lee moved to Approve adjournment. which was seconded by Commissioner Dartis. The motion Passed by the following vote:

Ayes - 6: Anne Griffith, Lynette Jung-Lee, Janny Castillo, Barbara Montgomery, William Mayes, Carla Dartis

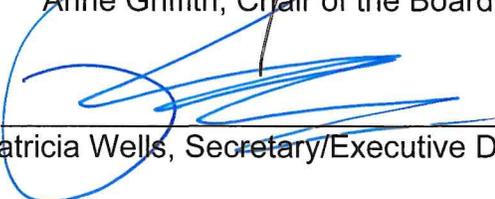
Nayes - 0: None

Excused - 1: Gregory Hartwig

Absent - 0:



Anne Griffith, Chair of the Board



Patricia Wells, Secretary/Executive Director