

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

**[Meetings are recorded and are accessible through our website: [www.oakha.org](http://www.oakha.org)]**

**Monday, January 24, 2022**

**Regular Meeting**

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Chair Gregory Hartwig presided and called the meeting to order at 6:00 PM.

I. Pledge of Allegiance

II. Roll Call

**Present 6** – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung Lee, Barbara Montgomery, Mark Tortorich

**Excused 1** – Bettye Lou Wright

III. Approval of Minutes:

A. Meeting minutes for the December 6, 2021, December 27, 2021, and January 24, 2022 will be presented at the February 28, 2022 Board Meeting for review and approval.

A motion was made by Janny Castillo, seconded by Anne Griffith for the for the delaying the presentation of Minutes of the Meetings for December 6, 2021, December 27, 2021, and January 24, 2022 until the February 28, 2022 Board Meeting. The motion carried by the following vote:

**Present 6** – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung Lee, Barbara Montgomery, Mark Tortorich

**Excused 1** – Bettye Lou Wright

IV. Recognition of people wishing to address the Commission

Renee Terrel, Amber Lewis, and Sajida Garay addressed the Commission regarding delays in implementing a Cost of Living Adjustment (COLA) ratified by SEIU 1021 in July 2021.

V. Old or Unfinished Business

There were no old or unfinished business items.

VI. Modifications to the Agenda

*(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.)*

There were no modifications to the agenda.

VII. New Business

A. Authorization for the Executive Director to Execute a Cost of Living Adjustment for All Alameda Building and Trades Council Positions, Effective July 1, 2021

Director of Human Resources Drew Felder gave a presentation that detailed the methodology used to calculate a Cost of Living Adjustment (COLA) based on using averages of the Bay Area Consumer Pricing Index ratings. A floor of 2.5% COLA was agreed upon and in the event the average fell below 2.5%, a re-opener negotiation would be triggered. Mr. Felder noted that a tentative agreement was reached with all Unions for a 2.5% COLA adjustment. This methodology was the same for Items VII.A – VII.E. All members of the groups described in Items VII.A – VII.E will receive a retroactive COLA effective July 1, 2021. No change in the budget is required to execute the COLA described in Items VII.A – VII.E.

A motion was made by Anne Griffith, seconded by Janny Castillo for the approval of Item VII.A. The motion carried by the following vote:

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

B. Authorization for the Executive Director to Execute A Cost Of Living Adjustment for All OPEIU Local 29 Positions, Effective July 1, 2021

A motion was made by Anne Griffith, seconded by Mark Tortorich for the approval of Item VII.B. The motion carried by the following vote:

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

C. Authorization for the Executive Director to Execute a Cost of Living Adjustment for All SEIU Local 1021 APA/HAR/HES Positions, Effective July 1, 2021.

A motion was made by Mark Tortorich, seconded by Barbara Montgomery for the approval of Item VII.C. The motion carried by the following vote:

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

- D. Authorization for the Executive Director to Execute a Cost of Living Adjustment for All SEIU Local 1021 Maintenance Positions, retroactively effective July 1, 2021.

A motion was made by Lynette Jung Lee, seconded by Anne Griffith for the approval of Item VII.D. The motion carried by the following vote:

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

- E. Authorization for the Executive Director to Execute a Cost of Living Adjustment for All Unrepresented Positions, Effective July 1, 2021.

A motion was made by Lynette Jung Lee, seconded by Mark Tortorich for the approval of Item VII.E. The motion carried by the following vote:

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

- F. Staff Briefing on the Oakland Housing Authority Methodology to Support the State of California *Brining California Home Program*.

Michelle Hasan, Director of Leased Housing and Duane Hopkins, Chief Officer of Program and Finance Administration presented the overarching methodology created to support Round II of the *State Homekey* program in an innovative way. A Notice of Funding Availability (NOFA) was issued in September 2021 and will remain open until funding is exhausted. The methodology includes a new underwriting process for Homekey projects.

- G. Approval of the Conditional Award of Housing Choice Voucher Reserves to Fund Capitalized Operating Reserves for State Homekey Round II applicant Oakland Coliseum Way LP for Homekey Project, Coliseum Way and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

Michelle Hasan, Director of Leased Housing and Duane Hopkins, Chief Officer of Program and Finance Administration presented the Coliseum Way Homekey Project and recommended authorizing a Local MTW Capitalized Operating Reserve Agreement for a 15-year term. Commissioner Castillo spoke in support of the project selection methodology.

A motion was made by Mark Tortorich, seconded by Lynette Jung Lee for the approval of Item VII.G. The motion carried by the following vote:

**Ayes 6** – Hartwig, Griffith, Tortorich, Castillo, Jung Lee, Montgomery  
**Excused 1** – Wright

- H. Approval of the Conditional Award of Housing Choice Voucher Reserves to Fund Capitalized Operating Reserves for State Homekey Round II applicant Bay Area Community Services Housing Corp. for Homekey project, Piedmont Place and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating

Reserve Agreement for a 15-year term Homekey.

Michelle Hasan, Director of Leased Housing and Duane Hopkins, Chief Officer of Program and Finance Administration presented the Piedmont Place Homekey Project and recommended authorizing a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

A motion was made by Anne Griffith, seconded by Barbara Montgomery for the approval of Item VII.H. The motion carried by the following vote:

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

- I. Approval of the Conditional Award of Housing Choice Voucher Reserves to Fund Capitalized Operating Reserves for State Homekey Round II applicant Phoenix 801 Pine, LP for Homekey project, The Phoenix and Authorization of the Executive Director to Execute a Local MTW Capitalized Operating Reserve Agreement for a 15-year term Homekey.

Michelle Hasan, Director of Leased Housing and Duane Hopkins, Chief Officer of Program and Finance Administration presented the Phoenix Homekey Project and recommended authorizing a Local MTW Capitalized Operating Reserve Agreement for a 15-year term.

A motion was made by Anne Griffith, seconded by Mark Tortorich for the approval of Item VII.I. The motion carried by the following vote:

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

- J. Authorization to Extend the Initial Term of the Project-Based Voucher Housing Assistance Payment Contract for an Additional Five Years for a Maximum 20-Year Initial Term for Westlake Christian Terrace LP, Ratification and Approval the Housing Assistance Payment Contract, and Approval of Assignment of the HAP Contract Executed by Westlake Christian Terrace West LP to Citibank, N.A.

Michelle Hasan, Director of Leased Housing discussed the need for the Board to ratify the extension of the initial term of the Project-Based Voucher Housing Assistance Payment (HAP) Contract for Westlake Christian Terrace LP by an additional five years. This change was made to the contract but did not previously receive Board approval, which could pose obstacles to the HAP contract execution.

A motion was made by Lynette Jung Lee, seconded by Barbara Montgomery for the approval of Item VII.J. The motion carried by the following vote:

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

- K. Authorization of the Executive Director to Amend the Contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to Add \$130,000 in

Hourly Consulting Services, for a Total Contract Amount Not to Exceed \$480,000.to Brown Act Provisions, as amended by Assembly Bill Number 361.

Duane Hopkins, Chief Officer of Program and Finance Administration gave a presentation on the services provided by Helen Dunlap Consulting to support a number of OHA initiatives, including underwriting assistance, policy evaluation, and risk management.

A motion was made by Lynette Jung Lee, seconded by Anne Griffith for the approval of Item VII.K. The motion carried by the following vote:

**Ayes 6** – Hartwig, Griffith, Tortorich, Castillo, Jung Lee, Montgomery

**Excused 1** - Wright

L. Informational Presentation of the Year in Review: 2021

Executive Director Wells gave a presentation on the challenges faced, milestones reached, and major accomplishments of each OHA department during calendar year 2021. The presentation included a short video that will be posted online to the OHA website.

M. 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.*

1. Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361

A motion was made by Mark Tortorich, seconded by Barbara Montgomery for the approval of the Consent Agenda. The motion carried by the following vote:

**Ayes 6** – Hartwig, Griffith, Tortorich, Castillo, Jung Lee, Montgomery

**Excused 1** - Wright

VIII. Written Communications.

Executive Director Wells noted that the Written Communications included Departmental Monthly Reports for the months of November 2021 and December 2021. Given that Item VII.L touched on many of the details included in the Written Communications, Executive Director Wells did not provide an additional summary before opening the floor to questions from the Commissioners.

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

Executive Director provided summary information on the following:

- January 2022 update on the 515 Emergency Housing Vouchers and ongoing housing search/leasing issues faced by participants
- Unified Collaborative of National Industry Leaders to advocate for low-income housing tax credits in the Build Back Better Initiative.
- Notice from Department of Housing and Urban Development (HUD) on the continuing resolution funding for the Housing Choice Voucher (HCV) program
- New education initiatives and initiatives geared toward closing the digital divide launching in 2022 with community partners
- The Family and Community Partnerships (FCP) team was awarded two federal grants totaling \$100M for the Family Self-Sufficiency (FSS) Program.

X. Reports of Commission Committees:

There were no reports of Commission Committees.

XI. Announcements by Commissioners:

There were no announcements by the Commissioners.

XII. Adjournment of Public Session

A motion was made by Mark Tortorich, seconded by Barbara Montgomery for the meeting to adjourn. The motion carried by the following vote:

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

The meeting adjourned at 8:12 PM.

**THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA**

DocuSigned by:

*Gregory Hartwig*

Gregory D. Hartwig, Chair of the Commission

DocuSigned by:

*Patricia Wells*

Patricia Wells, Secretary/Executive Director