

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

**[Most meetings are recorded.  
A copy of the recorded meetings can be made available  
by contacting the Executive Office at 510-874-1517]**

**Monday, March 22, 2021  
Regular Meeting**

***NOTE:** In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

The Oakland Housing Authority Board of Commissioners convened a Special Meeting at 1619 Harrison Street, Oakland, California in accordance with the March 17, 2020 Alameda County Shelter in Place Order which limited public gatherings and required social distancing. Attendees in the meeting room were limited to seven (7) persons. The meeting was held through the Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by phone and/or by email.

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

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Mark Tortorich, Bettye Lou Wright, Barbara Montgomery, Lynette Jung Lee – joined at 6:06 PM

III. Approval of Minutes

Approval of Minutes of the Regular Meeting of February 22, 2021.

A motion was made by Bettye Lou-Wright, seconded by Barbara Montgomery for the approval of the February 22, 2021 Regular Meeting. The motion carried by the following vote:

**Aye:** 6 – Hartwig, Griffith, Castillo, Lou-Wright, Montgomery, Tortorich

**Excused:** 1 – Jung-Lee

IV. Recognition of people wishing to address the Commission

Mr. Lenard Nordeman with Montgomery Samson addressed the Commission. Mr. Nordeman's virtual microphone was not functioning properly and the Commission was unable to hear the comments of Mr. Nordeman. Commissioner Castillo stated that due to technology difficulties, she suggested that Mr. Nordeman address the Commission at the next board meeting to ensure the Commission can hear him clearly. Legal Counsel, Jennifer Bell stated that as the speaker submitted something in writing, Ms. Bell stated that staff should check-in with Mr. Nordeman to verify that it was sufficient information and determine if Mr. Nordeman should come back to the next meeting. Chair. Hartwig stated that the public is always welcomed back to speak to the Commission at any board meeting.

V. Old or Unfinished Business

None

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 of the Executive Director to execute a Memorandum of Understanding with Alameda County Health Care Services Agency, and other entities as necessary, to administer the Building Bridges.

Special Assistant to the Executive Director/Director of PIC, Dominica Henderson provided details

Approval of the Authority's participation in a Memorandum of Understanding with Alameda County Health Care Services Agency to participate in a randomized control trial on short and medium term outcomes for homeless families. The Housing Authority has the available housing resources to assist homeless families with children. The county has a list of approximately 200-500 families that are on the coordinated entry list with a need for stable affordable housing. Alameda County will provide referrals to the Leased Housing Department and OAPHI will conduct property management services.

A motion was made by Anne Griffith, seconded by Bettye Lou-Wright for the approval of item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- B. Authorization to submit the FY 2022 Making Transitions Work Annual Plan and Certifications of Compliance to the US Department of Housing and Urban Development.

The public commented period began on February 28, 2021 and remained open until March 10, 2021. Two modifications were recommended to the MTW Annual Plan during the comment period including an amendment to the single fund flexibility: inclusion of a one-time payment of \$200 for property owners and residents as an incentive to enroll in the online portal system; and, the addition of program flexibility to include clinical co-responders during Police Department response to implement harm reduction supportive services alternatives. The action item also approved the submission of the required HUD forms at the conclusion of the public comment period.

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

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- C. Authorization of the Executive Director to purchase ten (10) electric golf cart vehicles from Turf & Industrial Equipment utilizing OMNIA Partners cooperative agreement with Club Car, LLC in an amount not to exceed \$200,000.

This item requests to replace electric fleet vehicles for Lockwood Gardens and Peralta Village public housing properties in an effort to support OHA's "green" initiatives. A cooperative agreement will be used for pricing and purchase with funds included in the CARES Act budget for the Agency.

A motion was made by Lynette Jung-Lee, seconded by Bettye Lou-Wright for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- D. Authorization for the Executive Director to amend the contract with Helen Dunlap Consulting for Real Estate Development Consulting Services to add \$150,000 in hourly consulting services, which will increase the total contract amount to \$350,000.

A resolution was previously passed to procure real estate development and strategic planning consulting services to support ongoing real estate projects. This amendment to the contract will provide an additional 9 months of consulting services to support notable projects such as Mandela Station, Lion Creek Crossing and Harrison Towers. The additional scope will focus on project underwriting as well as coaching and skill-building for the development team and key members who assist with development projects.

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

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- E. Authorization of the Executive Director to execute a legal services contract for up to \$150,000 with BC Davenport.

The legal contact will assist with the Mandela Gateway project which is nearing the end of its tax credit compliance period.

A motion was made by Anne Griffith seconded by Lynette Jung-Lee for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- F. Creation of an Ad Hoc Committee of the Board of Commissioners.

Chair Hartwig stated that it is important to establish an additional Ad Hoc Committee that is short-term and related to the financing of Harrison Towers. It was recommended that Commissioners Tortorich, Jung-Lee, and Hartwig be appointed to the Ad Hoc committee.

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

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

- G. 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. Authorization for the Executive Director to execute a contract amendment with A-1 Protective Services Inc., to increase the contract to an amount not to exceed \$320,000 for the duration of the first Option term and \$320,000 per year for each additional Option term, if exercised.
2. Authorization for the Executive Director to continue Services with Nova Commercial Co., Inc. for Janitorial Services for One Year during the COVID-19 Pandemic.
3. Authorization for the Executive Director to continue Services with Nova Commercial Co., Inc. and Able Building Maintenance, Inc. for Day Porter Services for One Year during the COVID-19 Pandemic.

A motion was made by Lynette Jung-Lee seconded by Bettye Lou-Wright for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

VIII. Written Communications.

Executive Director Wells provided a brief summary on of the Departmental Monthly Report for the month of February 2021.

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

Executive Director noted the following:

- COVID Tracking Dashboard
- Letter to the CDC, HUD, and The White House to prioritize vaccinations for residents and staff.
- Statement of Emergency Rental Assistance
- Bring CA Home Coalition
- OHAPD Camera Purchase
- 2021 NAHRO Agenda
- OHA Vaccination Update for Residents and Staff

X. Reports of Commission Committees

Commissioner Castillo stated that the Special Needs Committee met; however, the Committee did not get a chance to review goals. The Committee will meet again and will report back at the next meeting.

Chair Hartwig provided a summary of the Development Committee that met stating that the purpose is to update the Development policy and produce a development strategy for the Agency. The Committee completed review of the inventory of projects in the pipeline, and these projects will be the launching pad to build the multi-year strategy.

XI. Announcements by Commissioners

There were no announcements by Commissioners.

XII. Adjournment to Closed Session

A motion was made by Lynette Jung-Lee seconded by Barbara Montgomery for the approval of the item. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich

The meeting adjourned at 7:17pm.

XIII. Closed Session

A motion was made by Mark Tortorich, seconded by Lynette Jung-Lee for adjournment of closed session and back to public session. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich  
Closed Session adjourned at 8:15pm

XIV. Adjournment of public session

A motion was made by Mark Tortorich, seconded by Lynette Jung-Lee for adjournment of closed session and back to public session. The motion carried by the following vote:

**Aye:** 7 – Hartwig, Griffith, Castillo, Jung-Lee, Lou-Wright, Montgomery, Tortorich  
Public Session adjourned at 8:25pm

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



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Gregory D. Hartwig, Chair of the Commission



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Patricia Wells, Secretary/Executive Director