

**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, May 24, 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 Regular 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 PM.

I. Pledge of Allegiance

II. Roll Call

Present 7 – Gregory Hartwig, Anne Griffith, Janny Castillo, Lynette Jung Lee
Barbara Montgomery and Mark Tortorich. Bettye Lou Wright joined
at 6:10 PM

III. Approval of Minutes of the Regular Meeting of April 26, 2021

A motion was made by Anne Griffith, seconded by Lynette Jung-Lee for the approval of the minutes of the April 26, 2021 Regular Meeting. The motion carried by the following vote:

Ayes: 5 – Hartwig, Griffith, Castillo, Jung-Lee, Tortorich

Excused: 1 – Bettye Lou Wright

Abstain: 1 – Barbara Montgomery

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

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. Presentation of Quarterly Financial Status Report for the period of July 1, 2020 through March 31, 2021.

Chief Officer of Program and Finance Administration, Duane Hopkins, presented on the item, highlighting the strategic goals of OHA and its Affiliates as well as the cash flow produced. Actions that will be implemented to meet the policies set by the board will include a detailed analysis and summary by the Leadership team to ensure organizational function and operations align with the policies. Mr. Hopkins noted the third quarter revenues emphasizing a surplus of \$4.8M, operating revenues are on target and operating expenditures were lower than budget due to staffing vacancies and lower operating expenses. There were no further questions from the board.

B. Authorization for the Executive Director to increase the remaining of the one-year option term (ending September 29, 2021) to a not-to-exceed amount of \$65,155, for a new not-to-exceed amount of \$345,611 for business enhancement and consultation services by Laserfiche, Inc.

Director of Leased Housing, Michelle Hasan requested the amendment to the existing contract with Laserfiche Inc. to enhance work processes via electronic form. Laserfiche will be enhanced by the creation of electronic workflows that the public can access to seek assistance and to track work tasks for several program functions including reasonable accommodations, ownership changes, move out contracts and contract cancellations. The requested amount will allow Leased Housing to complete the creation of the

workflow processes and include additional components in preparation for the department re-opening this summer.

A motion was made for approval of Item B moved by Lynette Jung-Lee, seconded by Janny Castillo. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- C. Authorization for the Executive Director to renew the general commercial liability insurance policy and to make payment of the annual premium.

Risk Manager, Artesia Dupree detailed that the item request is a standard annual renewal of the Authority's insurance policy with a difference of a slight increase due to the increase in the market for commercial liability. Ms. Dupree noted that newly appointed Chief Officer of Program and Finance Administration, Duane Hopkins, will be assisting to manage all insurance policies to ensure they are in compliance with the requirements of the Authority.

A motion was made for approval of Item C moved by Bettye Lou-Wright, seconded by Barbara Montgomery. The motion carried by the following vote:

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

- D. Authorization to increase each remaining one-year option term with four law firms to provide legal services for the Office of Property Operations at Authority owned and managed properties by \$50,000 per option term increasing the not-to-exceed amount from \$200,000 to \$250,000 per option term.

Director of Property Management, Mark Schiferl presented on the item requesting an increase in legal services for the office of property operations. The increase includes working with the law firms, staff training, updating of resident notices, leased compliance actions and working with residents for negotiated settlement agreements. There were no further questions from the board.

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

Ayes: 7 – Hartwig, Griffith, Castillo, Jung-Lee, Wright, Montgomery, Tortorich

VIII. Written Communications.

Executive Director Wells provided a brief summary of the Departmental

Monthly Report for the month of April 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
- OAHPI PBV Waitlist Opening 2021
- NAHRO Letter to Support Robust Funding for FY22 Transportation-HUD
- National Police Appreciation Week – Thank you to the OHA Police Department Staff for their service to the OHA community.
- PIH Waiver Notice and Internal Requirements, OHA was the recipient of 504 emergency housing vouchers.

Vice Chair Griffith noted that the OHA website descriptions for east and deep east are the same and suggested that it be modified. Secretary Wells stated that the changes will be made.

X. Reports of Commission Committees

Chair Hartwig updated the board on the development committee meeting which focused on the Mandela Station project. Items that were noted were the proposed average cost per unit was in the middle or slightly below the historical average, and that requested OHA investment in the project including PBV is also in the median or slightly below the average of OHA's historical projects.

XI. Announcements by Commissioners

There were no announcements by Commissioners.

XII. Adjournment

A motion was made by Mark Tortorich and seconded by Anne Griffith for the meeting to adjourn. The meeting adjourned at 6:49 PM.

THE HOUSING AUTHORITY OF THE CITY OF OAKLAND, CALIFORNIA



Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary/Executive Director