

**MINUTES OF THE REGULAR/ANNUAL 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 510-874-1512]**

**Monday, July 27, 2020**

**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 July 27, 2020 meeting was conducted 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 6:01 p.m.

I. Pledge of Allegiance

II. Roll Call

- Chair Hartwig and Bettye Lou Wright attended in person.
- Vice-Chair Griffith, Mark Tortorich, Janny Castillo, Barbara Montgomery, and Lynette Jung-Lee attended via Zoom teleconference.

III. Approval of Minutes:

Approval of Minutes of the Annual Meeting of June 22, 2020.

Commissioner Montgomery moved to approve the minutes; Commissioner Griffith seconded the motion. The vote carried unanimously.

IV. Old or Unfinished Business:

A. Resolution to ratify and approve the Oakland Housing Authority Comprehensive Consolidated Budget, Public Housing Program, AMP Budgets,

and Staffing Plan for the Fiscal Year ending June 30, 2021 and to authorize the Board Chair and Executive Director to execute the documents required for submission of the Operating Budget to the United States Department of Housing and Urban Development.

Executive Director Wells stated that this is a standard action item that formally adopts FY20/21 budget along with HUD Form No. 52574, which is a required document that facilitates the actions the Authority will take in FY20/21.

The Chair, having no questions from the Commission, called for the vote. Commissioner Castillo moved for approval. Commissioner Wright seconded the motion. The board voted unanimous approval to ratify and adopt the comprehensive consolidated budget.

V. 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.)*

None.

VI. New Business:

- A. Adoption and ratification of proposed changes to the Admission and Continued Occupancy Policy for the public housing program.

Executive Director Wells introduced the item and Director of Planning Implementation and Compliance, Dominica Henderson, provided further detail stating that Item A and Item B are amendments to the OHA policy documents for the public housing and housing choice voucher programs. The amendments are necessary policy changes in response to the COVID-19 pandemic. The amendments represent Moving to Work technical amendment changes and modifications to the policy documents that are approved HUD waivers allowed under PIH notices.

Executive Director Wells stated that the waivers are to eliminate administrative burden that is more complicated with the current way of doing business, and the changes will offer relief to participants, landlords, and stakeholders. There were no further questions from the board.

Commissioner Griffith moved to adopt the proposed changes to the ACOP plan. Commissioner Tortorich seconded the motion. The board voted unanimously to the nomination.

- B. Adoption and ratification of proposed changes to the Administrative Plan for the Housing Choice Voucher Program.

Dominica Henderson, Director of Planning Implementation and Compliance

introduced Item A and Item B together. There were no further questions from the board.

Commissioner Tortorich moved to adopt the changes to the Administrative Plan. Commissioner Griffith seconded the motion. The board voted unanimously to the nomination.

- C. Resolution Authorizing the Executive Director to issue a blanket purchase order to Dell Technologies to purchase IT equipment and as needed services in an amount not to exceed \$434,389.

Executive Director Wells introduced the item stating that OHA is replacing older desktop models with newer models.

Commissioner Griffith asked if desktops will be replaced with other desktops or will the agency be transitioning to laptops. Director of IT, James Shinagawa stated that while we will primarily replace desktops with desktops, we will replace some desktops with laptops to enable designated staff to work from home during the continued Shelter in Place Ordinance.

Commissioner Tortorich noted that the requested amount of \$434,389 for the purchase order was very specific, and could potentially require staff to come back to the board if the final purchase exceeded this amount.

Executive Director Wells stated that the precise number is based on the vendor final estimate, but concurred that an unforeseen circumstance could increase the final purchase price. Ms. Wells recommended an amendment to the language of the resolution to include a 10% contingency to address any unforeseen costs.

Commissioner Jung-Lee moved to approve the resolution as amended. Commissioner Griffith second the motion. The board voted unanimously.

- D. Consideration of a resolution authorizing the Executive Director, on behalf of the Authority, to write off \$139,889.22 in Tenant Account Receivables deemed to be uncollectible for public housing tenants for the period July 1, 2018 through June 30, 2020.

Executive Director Wells introduced the item. Commissioner Wright asked several questions regarding the process to address delinquent rents, the status of the tenancy of tenants whose accounts were listed in this item, and rent payment assistance.

Chief Operating Officer, Andres Manriquez, responded to the question, stating that the residents whose accounts are listed in this action item have either moved out, deceased, or were evicted from OHA. He also provided a brief summary of the lease compliance program to assist residents with delinquent rent accounts.

Mr. Manriquez further noted that tenants who move and owe OHA would have a record shown on HUD reports; therefore, if a tenant wants to continue at any Housing Authority, they will need to resolve the debt to OHA.

Chair Hartwig commented that it is not customary for OHA to write off amounts owed if the tenants still reside in OHA housing.

Having no further questions from the Commission, the vote was taken on the resolution. Commissioner Jung-Lee moved for approval; Commissioner Montgomery seconded the motion. The board voted unanimously to pass the resolution.

E. CARES Act Administrative Fee and Operating Subsidy Budgets.

Executive Director Wells introduced the item stating it was an informational item. Director of Planning, Implementation, and Compliance, Dominica Henderson, provided the summary on how OHA plans to use CARES Act Funds and reviewed a detailed list of planned or completed eligible expenses, including installation of Plexiglass partitions to provide social distancing for staff, frequent sanitizing in the OHA buildings, and for hotel stays for tenants who need to shelter-in-place if they become infected with Covid-19 to provide separation from other family members.

There were no further questions from the board.

F. Resolution Authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all positions represented under SEIU Local 1021 Maintenance effective July 1, 2019, to apply a Cost of Living Adjustment to all positions represented under SEIU Local 1021 Maintenance effective July 1, 2020, and to apply a wage equity adjustment for Building and Grounds Workers and Crew Chief positions retroactive to July 1, 2019.

Executive Director Wells introduced the item and Human Resource Director, Drew Felder, who provided the summary stating Items F through Item J are in connection to the June 22, 2020 board meeting, and that these items propose a cost of living (COLA) adjustment as negotiated for SEIU Local 1021, BTC, Local 29 OPEIU, and SEIU Local 1021 APA/HAR/ES. A tentative agreement was made on the COLA for all unions.

Commissioner Tortorich moved for approval on the resolution, Commissioner Castillo seconded the motion. The board voted unanimous approval.

G. Resolution Authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all positions represented under Alameda Building and Trades Council effective July 1, 2019, to apply a Cost of Living Adjustment to all positions represented under Alameda Building and Trades Council

effective July 1, 2020.

In conjunction to Item F, there were no further questions by the board.

Commissioner Griffith moved for approval on the resolution, Commissioner Montgomery seconded the motion. The board voted unanimous approval.

- H. Resolution Authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all positions represented under Local 29 OPEIU effective July 1, 2019, to apply a Cost of Living Adjustment to all positions represented under Local 29 OPEIU effective July 1, 2020.

In conjunction to Item F, there were no further questions by the board.

Commissioner Castillo moved for approval on the resolution, Commissioner Wright seconded the motion. The board voted unanimous approval.

- I. Resolution Authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all positions represented under SEIU Local 1021 APA/HAR/ES effective July 1, 2019, to apply a Cost of Living Adjustment to all positions represented under SEIU Local 1021 APA/HAR/ES effective July 1, 2020.

In conjunction to Item F, there were no further questions by the board.

Commissioner Montgomery moved for approval on the resolution, Commissioner Griffith seconded the motion. The board voted unanimous approval.

- J. Resolution Authorizing the Executive Director to apply a retroactive Cost of Living Adjustment to all positions not subject to a Memorandum of Understanding, effective July 1, 2020.

In conjunction to Item F, there were no further questions by the board.

Commissioner Griffith moved for approval on the resolution, Commissioner Jung-Lee seconded the motion. The board voted unanimous approval.

- K. Recognition of people wishing to address the Commission.

There were no public comments received on the June 22 Board meeting.

VII. Written Communications.

Departments' Monthly Report was included in the board packet.

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

- A thank you letter was received by the State of California Business, Consumer Services and Housing Agency.
- Staff update of an internal working document that is a dashboard to monitor and track the use and timely expenditure of Covid CARES funds. Staff also demonstrated the dashboard that tracks the work location status of OHA employees working from home and onsite.
- Review of advocacy efforts to the elected advocating for robust funding for continued Covid-19 emergency programs.
- A highlight that the Authority, OUSD, and ACPH are collaborating to provide food distribution and groceries to the children participating in summer programs.
- Review of the CY 2020 Board of Commissioners meeting schedule.
- OHA staff will be moving July 31<sup>st</sup> to the new 1619 building.

IX. Reports of Commission Committees.

Chair Hartwig provided detail on the Ad Hoc Public Safety Committee meeting discussion that reviewed collaboration amongst OHA departments to promote community safety. The Chair stated how we hear “Defund the Police” but what people are advocating for is to reallocate funds as police departments are not needed for every situation. The Ad Hoc Committee will schedule additional discussions on policy actions OHA to support safe and healthy community. These discussions will include resident engagement.

Commissioner Montgomery reported that she has been attending the RAB meetings, and would be happy to provide a report on those important discussions at a future meeting.

Chair Hartwig provided detail on the Ad Hoc Development Committee meeting during which staff provided an overview of the OHA’s development history and practices. This meeting was the first of several discussions planned to update the development policy and create a five-year plan.

X. Announcements by Commissioners.

Commissioner Castillo expressed that the Census needs help and that there has been only 65% of the community participation. Executive Director Wells stated that OHA has an outreach program using calls, emails, flyers and additional measures to receive more input from the community.

XI. Adjournment to Closed Session.

Chair Hartwig call for a motion to adjourn the public meeting. Commissioner Wright so moved and Commissioner Tortorich seconded the motion. The meeting adjourned at 7:03 p.m.

**Closed Session**  
**Monday, July 27, 2020 following the Meeting**  
**In the Board of Commissioners Room, First Floor,**  
**1619 Harrison Street, Oakland, California.**

**Purpose: Pursuant to Government Code Section 54957.6: Conference with Labor Negotiators.**

Authority Designated Representative: Drew Felder, Director of Human Resources  
Employee Organizations: Building and Construction Trades Council of Alameda County, AFL-CIO, SEIU Local 1021 (formerly 1877 and 790), and OPEIU Local 29.

Executive Director Wells recorded Closed Session adjourned at 8:21 p.m.

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

DocuSigned by:

*Greg Hartwig*

65E69BC7C0CF4EF...

---

Gregory D. Hartwig, Chair of the Commission

DocuSigned by:

*Patricia Wells*

722CF180EE194A1...

---

Patricia Wells, Secretary