

**MINUTES OF THE REGULAR 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, August 24, 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 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 6:01 p.m.

I. Pledge of Allegiance

II. Roll Call

- Chair Hartwig, Vice-Chair Griffith, Barbara Montgomery, Betty Lou Wright, and Lynette Jung-Lee attended via Zoom teleconference. Mark Tortorich was excused from the meeting. Janny Castillo was excused in the beginning of the meeting and later joined via the Zoom platform at approximately 6:13 p.m.

III. Approval of Minutes:

Approval of Minutes of the Annual Meeting of July 27, 2020.

Vice Chair Griffith moved to approve the minutes, Commissioner Jung-Lee seconded the motion. The vote carried unanimously.

IV. Old or Unfinished Business:

None.

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. Resolution authorizing the Executive Director to execute a Memorandum of Understanding with the Runstad Department of Real Estate at the University of Washington to participate in a research project called, "Unite Maintenance Costs: Magnitude and Variations."

Executive Director Wells introduced the item as a data sharing MOU that is a partnership for a blind study, which would allow the housing authority to provide data at the aggregate level as well as cumulative level on costs of maintenance as well as trends and trajectory of work orders.

Executive Director Wells introduced Planning, Implementation and Compliance Director, Dominica Henderson, who provided the summary detail of the project.

The goal of the research study is to provide for areas for improvement, by identifying industry best practices and lessons learned that could be shared with peers. This research project was designed to answer two primary research questions:

- 1) Are there substantial variations in operating different property types, and if so, what are the factors; i.e., building type, construction period or unit size associated with the differences; and whether household characteristics, including family size, age of occupants, or income that could contribute to the costs as well.
- 2) To examine whether longer tenancy periods result in lower maintenance costs than shorter tenancy periods. Answering this question requires access to, and comparison of the same types of maintenance building work orders as well as household data points.

Director Henderson shared that the team of researchers is very experienced working with housing authorities and working with HUD data, and that the study will adhere to the confines of privacy requirements. Both the Seattle Housing Authority and the San Antonio Housing Authority are also participants.

Commissioner Jung-Lee moved to approve the resolution, Commissioner

Betty Lou Wright seconded the motion; the board voted unanimous approval.

- B. Resolution ratifying and authorizing the Executive Director to purchase commercial automobile liability insurance from the HAI Group (Housing Authority Insurance Group underwritten by Travelers Insurance), and to make payment of the annual premium for \$335,225.

Executive Director Wells introduced the item and provided the summary of the insurance carrier's qualifications to meet the specifications provided in the quote. That the HAI Group is qualified under HUD regulations as being equivalent to a financially sound and responsible insurance company.

Wells further shared that staff completed the solicitation timely and processed the payment in order to ensure continued coverage for Authority vehicles. Thus, the action ratified the Executive Director's previous purchase and payment of the premium for the 2020-2021 policy, which had been delayed as a result of staffing challenges.

Vice-Chair Griffith moved to approve the resolution, Commissioner Betty Lou Wright seconded the motion; the board voted unanimous approval.

- C. Authorizing the Executive Director to execute a contract with Helen Dunlap Consulting for Real Estate Development Consulting Services including the development of a five-year strategic plan for real estate development.

Executive Director Wells introduced the item and Interim Senior Director, Real Estate Development, Bridget Galka, who provided that the consultants would assist with the targeted analysis and strategic planning initiatives in areas, but not limited to, allocation of housing choice vouchers, development of policies for use of financial reserves, preservation and redevelopment of the OAHPI scattered site portfolio.

The consultant service was selected in accordance with the Authority's procurement policy procedures and meeting all the minimum qualifications.

Commissioner Castillo moved to approve the resolution; Vice-Chair Griffith seconded the motion and the board voted unanimous approval.

- D. Informational update regarding new initiative – Project Homekey

Executive Director Wells introduced Acting Senior Director, Real Estate Development, Bridget Galka, summarizing the extension to the State of California's April 2020 Emergency Homeless Housing Program, Project Roomkey.

Acting Director Galka provided information regarding twenty-three OAHPI

offline units, 17 of which are vacant due to casualty loss/fire damage, and are being considered to be used for a pilot program with Alameda County for the Roomkey program. Essentially, the 23 units will be part of an inter-agency agreement to provide permanent supportive housing for families with children who are experiencing homelessness.

If the discussions are successful, this pilot program will be an action item at the September meeting for the board.

E. 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. Resolution authorizing the Executive Director to continue the Authority's participation in the Employment Risk Management Agency (ERMA) insurance pool and to issue payment of the annual premium invoice.

Executive Director Wells introduced the item and noted that it is an annual, routine, action item that comes before the Commission.

Commissioner June-Lee motioned to approve the resolution, Commissioner Wright seconded the motion; and the board voted unanimous approval.

VII. Written Communications.
Departments' Monthly Report.

Executive Director Wells provided a brief summary of the Agency's on-going successful efforts to provide nimble and relevant virtual services to tenants during the ongoing Covid-19 pandemic.

Commissioner Castillo expressed her appreciation to the Family Self Sufficiency program graduates and new homeowners especially during the Covid-19 pandemic and California fire crises.

Commissioner Jung-Lee inquired whether staff was reaching out to previous homeowners regarding re-financing options, to take advantage of low interest rates now. Acting Director, Family and Community Partnerships, Nicole Thompson, provided that there were two homeowner outreach efforts to educate homeowners about re-financing options.

Commissioner Jung-Lee proposed a question regarding OHA's assistance of payment of union dues. Acting Director Thompson stated that assistance is offered.

Commissioner Jung-Lee inquired if the computer program that has been offered to resident children is also being provided for adults, especially during this time during the pandemic. Acting Director Thompson stated that there are twenty families who have recently received Tablets with ready computer access.

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

Executive Director Wells noted the following:

- NAHRO August Month of Advocacy - staff, leadership, commissioners and others who have participated in advocating for various subject matters related to housing needs. It is hoped that NAHRO's goal of 8,000 letters will have been reached.
- CLPHA letter regarding HUD's New Affirmatively Further Fair Housing Rule (AFFH), which vehemently opposes, "HUD's transparent and illegal efforts to turn back the clock and re-establish discriminatory and racist housing policy."

This policy could have an impact in the near future as to where development of affordable housing is placed, among more immediate concerns related to equal and fair access to housing.

- Distribution of Chromebook laptops were facilitated by the Family and Community Partnerships staff and Oakland Housing Authority Police Department, who provided the devices to resident children enrolled in school to provide the tools needed for successful distance learning.
- Covid-19 update report on the impact on the Agency's properties as families have been spending more time at home. Planning, Implementation and Compliance Director, Dominica Henderson, provided further summary detail on the Covid Tracking Dashboard provided in the materials and stated that it is to be presented with updated information at board meetings over the next year.

Chair Hartwig inquired about funding received by the CARES Act to offset Covid expenditures. The Tracking Dashboard information is exclusively providing expenditures by departments. Executive Director Wells suggested providing a totals column to that section and that the HUD funding amount allocated and amount spent of that allocation would also be included in the upcoming report.

The number of work order calls decreased during the Covid shelter in place period. Director Henderson stated that there has been a virtual response provided to many service calls, in consideration of maintaining social distance. Chief Operating Officer, Andres Manriquez provided that a limited amount of work orders was able to be executed due to health and safety measures. He affirmed that due to the pandemic, the maintenance staff were doing less regular routine service requests and concentrating on addressing emergency work orders.

- HAI Group – Two awards have been received by the Agency for most improved claims history for 2019 and 2020. The Executive Director expressed her appreciation to Artesia Dupree, Risk Management Manager, for facilitating the HAI Group partnership with OHA.

IX. Reports of Commission Committees.

Commissioner Castillo provided a brief summary of the Special Housing Needs Ad Hoc Committee that met last week. HomeKey was one of the agenda items that was discussed. Updates on special needs programs were discussed. The youth program is moving forward to fill in some of the units that are open.

X. Announcements by Commissioners.

There were no announcements.

XI. Adjournment to Closed Session.

Chair Hartwig stated that if there were no further announcements, the public meeting would adjourn to closed session. Commissioner Castillo moved to adjourn and Vice-Chair Griffith seconded the motion. The meeting adjourned at 6:57 p.m.

Closed Session
Monday, August 24, 2020 following the Meeting
In the Board of Commissioners Room, First Floor,
1619 Harrison Street, Oakland, California.

Purpose: Pursuant to Government Code § 54956.8 a conference with real property negotiators in regard to price and terms of payment:

Property: Mandela Station

Parcel T3 – affordable housing parcel of property Located at the West Oakland BART Station, bounded by 7th Street to the north, Mandela Parkway to the east, 5th Street to the south, and Chester Street to the west (APN's 004-0071-003, 004-0077-003 and portion of Center Street vacated by Ordinance No. 8225 recorded October 20, 1970, in Reel 2715 Image 89 of Alameda County Official Records).

Owner/General Partner Negotiating Parties:
Managing General Partner:

Administrative General Partner:

Investor Limited Partner Negotiating Parties:


Oakland Housing Authority Negotiating Parties:
Bridget Galka, Michelle Brewer, Attorney

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 8:10 p.m.

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



Gregory D. Hartwig, Chair of the Commission

Patricia Wells, Secretary