

**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, May 11, 2020

Special 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 1540 Webster Street, Room 210, 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 six (6) persons. The May 11, 2020 meeting was conducted through the WebEx 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 6:05 p.m.

I. Pledge of Allegiance

II. Roll Call

- Chair Hartwig and Bettye Lou Wright attended in person.
- Vice-Chair Griffith, Mark Tortorich, Barbara Montgomery, and Lynette Jung-Lee attended via WebEx teleconference.
- Commissioner Janny Castillo joined via teleconference at 6:15 p.m.

III. Approval of Minutes:

Approval of Minutes of the Regular Meeting of April 14, 2020.

Commissioner Wright moved to approve, Commissioner Griffith second the motion; the approval passed by majority vote.

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. Consideration of a resolution to Increase the Purchasing Thresholds Established in the OHA's Procurement Policy including increasing the Executive Director's Purchasing Authority.

Executive Director Wells introduced the item by explaining that that the Authority's procurement policy was last updated in 2011, and noted that during the April meeting the Chair expressed that it was time to increase the spending authority of the Executive Director giving the change in economics. In 2011, the Micro-Purchase Threshold was \$2,000, the Small Purchase Threshold was \$100,000 and the Executive Director's procurement authority was \$50,000, requiring board approval for anything above this amount.

The Covid-19 pandemic has revealed that it is paramount that the Executive Director is able to purchase required goods and services for essential functions during the pandemic crisis. Approval of the resolution to increase the purchasing authority to the recommended Micro-Purchase Threshold not to exceed \$10,000, The Small Purchase Threshold not to exceed \$100,000, and The Executive Director's delegated Procurement Authority not to exceed \$150,000 will allow the Executive to procure goods and services to nimbly meeting agency need.

There were no further questions from the Commissioners. Commissioner Jung-Lee moved for approval, Commissioner Montgomery seconded; and the board voted unanimous approval.

- B. Consideration of a resolution authorizing the Executive Director to enter into a Master Lease (Lease) between the Housing Authority of the City of Oakland, California (Authority), as landlord, and Oakland Affordable Housing Preservation Initiatives (OAHPI), as master tenant, relating to the lease of two non-federal housing properties located at 1242 95th Avenue and 1070 24th Street in Oakland, California.

Executive Director Wells introduced the item stating that the two properties were acquired by the Housing Authority outside of the original ACC with HUD. The first is a multi-family walk-up unit consisting of six 2-bedroom/1 bath rental-housing units acquired by the Housing Authority by donation by a member of the community back in 1980. The second is a single-family home purchased

under the Hope VI project as part of our home ownership property portfolio.

Chief Operating Officer, Andres Manriquez provided an overview stating that the action will allow the Authority to enter into a HAP contract with OAHPI, as regulations do not allow an Authority to enter into a contract with itself.

Commissioner Castillo asked who manages properties with the master leases, Executive Director, Patricia Wells offered to provide a staff briefing of all properties with master leases at the next board meeting.

There were no further questions from the Commissioners, the vote to approve the resolution was moved by Commissioner Wright, Commissioner Jung-Lee seconded; and the board voted unanimous approval.

- C. Resolution authorizing the Executive Director to execute the fourth amendment to the Amended and Restated Moving to Work Agreement with the United States Department of Housing and Urban Development to amend Attachment C and provide the necessary authority to waive Project-based Voucher and Housing Choice Voucher independent-entity inspection regulations.

Executive Director Wells introduced the item and Director Henderson, who explained that the action would clarify the exemption allowing inspections from independent entities. OHA does not currently use this waiver authority but it may consider using it in the future.

Commissioner Jung-Lee requested an explanation of who is the entity who will do inspections. Director Henderson stated that current regulations require an independent entity perform inspections of properties that are owned or managed by the Housing Authority and an independent entity is an independent company that is not associated or affiliated with the Authority, therefore inspections are required by a third party entity.

There were no further questions by the board. Commissioner Jung-Lee moved to approve, Commissioner Montgomery seconded the motion; and the board voted unanimous approval.

- D. Authorizing the Executive Director to renew the general commercial liability insurance policy and to make payment of the annual premium

Executive Director, Patricia Wells, introduced the action item stating the renewal of the general commercial liability insurance was part of a pool, and that fees are based upon total membership activity.

Chair Hartwig asked, if the Agency is the most improved, does this adjust our premium, or if the risk of our agency go down by the poll. Patricia Wells stated that we have received a fair deal and one of the well-known policy groups for Housing Authorities in the nation.

There were no further questions by the board. Commissioner Wright moved to

approve, Commissioner Jung-Lee seconded the motion; and the board voted unanimous approval.

E. Approval of the Oakland Housing Authority Executive Director Multi-Year Strategic Goals

Executive Director Wells introduced the item and acknowledged thanks to the Management Transition Ad Hoc Committee who worked tirelessly to assist perfecting the goals. The multi-year strategic goals were discussed in detail, and Ms. Wells explained that they will be used at staff meetings, retreats, and brainstorming sessions with the entire Housing Authority team so that they are involved with the implementation of core values and metrics to meeting the vision and goals of the Agency.

Commissioners Castillo, Montgomery, Lee and Chair Hartwig expressed their thanks to the Ad Hoc Committees as well as Executive Director Wells for the effort and time placed into creating the strategic goals for the Agency.

There were no further questions by the board. Commissioner Castillo moved to approve, Commissioner Montgomery seconded the motion; and the board voted unanimous approval.

F. Recognition of people wishing to address the Commission.

None.

VII. Written Communications.

Executive Director Wells reviewed the summary of monthly activities with the Commissioners.

Commissioner Jung-Lee asked how many residents or voucher holders have lost jobs, Executive Director Wells stated that Michelle Hasan, Lenita Wheeler, Mark Schiferl, and Anna Kaydanovskaya who manage and oversee our housing programs have reported an influx of persons requesting interims, re-exams, as well as concern about paying rent during the first weeks.

Chief Operating Officer, Andres Manriquez stated that 326 residents responded to a survey issued regarding the impact of COVID-19 on their employment and household income. Of the responses, 22% experienced layoffs, 17% of individuals had hours reduced, 13% respondents were furloughed, 12% respondents resigned, and 46% were not affected. Furthermore, the Leased Housing Department is assembling a team to call residents who qualify to request a reduction in rent based on unemployment.

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 items in her report to the Commission:

She had the opportunity to speak during two NAHRO National webinars focused on combating COVID 19, one during which she had the honor of introducing Assistant Secretary Hunter Kurtz and the other during which she shared the Authority's response to the COVID 19 pandemic.

The Agency is considering 29 waivers of which 18 are HUD published waivers and 4 modifications of the MTW plan technical amendment waivers.

An advocacy letter to President Trump, Senator Feinstein and Representative Lee submitted through the NAHRO advocacy center.

Letters submitted as a member of CLPHA advocating for additional waivers.

The HUD approval letter of the FY2020 amendment to the MTW plan.

HUD Fair Housing Posters that are being posted at OHA funded communities alerting residents of the protection relief from evictions during the COVID 19 pandemic.

IX. Reports of Commission Committees.

Commissioner Castillo stated that the Special Needs Committee met and will begin to assess special housing programs currently provided by OHA to determine best practices and create new opportunities.

X. Announcements by Commissioners.

Chair Hartwig stated that there is a significant need for a real estate development committee to update the current Development Policy. Chair invited Commissioner Tortorich to be part of the committee and would need an additional Commissioner to assist. Further, Chair Hartwig stated he would like this meeting implemented by the next meeting. Commissioner Tortorich agreed to be part of the committee.

XI. Adjournment to Closed Session.

Chair Hartwig requested a motion to move to Closed Session, Commissioner Wright seconded, and the meeting adjourned to closed session at 7:08 pm.

Closed Session
Monday, May 11, 2020 following the Meeting
Via Teleconference

**Purpose: Pursuant to Government Code Section 54957:
Teleconference regarding public security, facilities, employees, examination of
witness.**

Authority Designated Representative: Drew Felder, Director of Human Resources, Andres Manriquez, Chief Operating Officer, Carel Duplessis, Oakland Housing Authority, Chief of Police.

Closed Session commenced at 7:30 p.m.

Closed Session concluded at 8:54 p.m.

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



Gregory D. Hartwig, Chair of the Commission



Patricia Wells, Secretary