

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

**[Meetings are recorded and are accessible through our website: [www.oakha.org](http://www.oakha.org)]**

**Monday, January 23, 2023**

**Regular Meeting**

The Oakland Housing Authority Board of Commissioners convened a Regular Meeting via Zoom software platform online and via teleconference, providing access to the public and enabling submission of public comment by zoom, phone and/or by email.

Chair Anne Griffith presided and called the meeting to order at 6:00 p.m.

I. Pledge of Allegiance

II. Roll Call

**Present 6** – Anne Griffith, Janny Castillo, Barbara Montgomery, Lynette Jung-Lee, Mark Tortorich and William J. Mayes.

**Excused 1** – Gregory Hartwig

III. Approval of Minutes:

A. Approval of minutes of the November 21, 2022 Special Meeting

Commissioner Tortorich moved to approve the minutes of November 21, 2022, which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

**Excused 1** – Hartwig

B. Approval of minutes of the December 12, 2022 Special Meeting

Commissioner Jung-Lee moved to approve the minutes of December 12, 2022, which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes

**Excused 1** – Hartwig

IV. Recognition of people wishing to address the Commission

There were no persons wishing to address the Commission.

V. Old or Unfinished Business

There were no old or unfinished business items to address.

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.*

There were no modifications to the agenda.

VII. New Business:

- A. Adopt a resolution authorizing the Executive Director to amend the contract with CVR Associates, Inc. to add \$2,649,030 to increase the total not-to-exceed amount to \$3,849,030 for the contract period ending July 20, 2024.

Secretary Wells introduced the item and provided a brief history of the partnership between CVR Associates, Inc. (CVR) and the Oakland Housing Authority (OHA). Ms. Wells noted that CVR has assisted in the areas of staffing Leadership roles, project management, and strategic planning and development. Chief Officer of Program & Finance Administration, Duane Hopkins, joined Secretary Wells in the presentation by providing additional details on the contract and financial perspective with the partnership with CVR. Mr. Hopkins further detailed projected projects that are ongoing and to be completed by 2024.

Having no further questions from the Board, Commissioner Castillo moved to approve Item VII.A., which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

- B. Adopt a Adopt a resolution authorizing the Executive Director to conditionally award 19 Veterans Affairs Supportive Housing Project Based Vouchers in an amount up to \$5,600,000 to The Unity Council for project, 2700 International Apartments, subject to clearance under the National Environmental Policy Act, and authorizing the Executive Director to execute a Housing Assistance Payment contract for an initial 15-year term with an option to extend for an additional 5 years.

Director of Leased Housing, Michelle Hasan presented on the item detailing that the request for 19 Veterans Affairs Supportive Housing (VASH) vouchers for the Unity council project at 2700 International Apartments. Ms. Hasan provided a background on a previously issued NOFA for affordable rental housing. Ms. Hasan further detailed that the project will serve extremely low to low income families by providing 75 units at 2700

International. Upon execution of grant documents, the project will be conditioned to compliance and clearance under NEPA.

There were a few questions from the Board, which staff answered.

Commissioner Jung-Lee moved to approve Item VII.B., which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

- C. Adopt a resolution ratifying and approving the prior contract between Oakland Housing Authority and AT&T which utilized the cooperative procurement for IT Services between the State of California's California Network and Telecommunications (CALNET) and AT&T in an amount of \$267,355.45 for FY2022, and to authorize the Executive Director to execute a new agreement with AT&T relying on the CALNET cooperative procurement with AT&T in an amount not to exceed \$350,000 for FY2023, for a total expenditure not to exceed \$617,355.45.

Chief Officer of Program & Finance Administration, Duane Hopkins and Director of Information Technology, Brandon White, presented the item to be ratified, as the contract was previously entered into by the Executive Director prior to being presented to the board to prevent the contract from lapsing and to move forward for the remainder of the Fiscal Year. Mr. White joined Mr. Hopkins by providing a background of services provided by AT&T.

Having no further questions from the Board, Commissioner Tortorich moved to approve Item VII.C., which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

- D. Adopt a resolution authorizing the Executive Director to approve and adopt the Harrison Tower Rehabilitation (Oakland, CA) relocation plan.

Chief Officer of Real Estate Development, Tom Deloye, presented the item beginning with a brief description of the public comment period that occurred on December 12, 2022, which included a presentation from Brett Paulson with Overland Pacific and Cutler who attended the December board meeting. Mr. Paulson was present at the January meeting to provide additional updates on the progress of the Harrison Tower Rehabilitation that has transpired since the last meeting.

The Commissioners asked a few questions, which the team answered, and thanked the team for their efforts and for providing the overview on how families will be assisted during the transition.

Having no further questions from the Board, Commissioner Tortorich moved

to approve Item VII.D., which was seconded by Commissioner Jung-Lee. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

- E. Adopt a resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing, LLC for as needed plumbing services at Oakland Housing Authority owned and managed properties, in an amount not to exceed \$260,000 for the initial term and \$130,000 per year for each additional option term for a total contract amount not-to-exceed \$650,000.

Director of Property Operations, Mark Schiferl, presented on the item requesting approval to execute a contract with Thumbs Up Rooter and Plumbing, LLC who will provide services for the Lockwood and Peralta Village Public Housing properties.

Having no further questions from the Board, Commissioner Castillo moved to approve Item VII.E., which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

- F. Adopt a resolution authorizing the Executive Director to ratify the execution of a grant agreement with the U.S. Department of Housing and Urban Development for \$2,300,000 for Year 2022 Jobs Plus Initiative program grant funds and authorization of the Executive Director to take all related actions necessary for receipt of the funds, implementation of the program, and authorization to amend the Fiscal Year 2023 Annual Operating Budget to include the grant funds and other necessary budget changes needed to support the award.

Secretary Wells introduced the item and noted that the item is a celebration of the FCP department in partnership with the Policy Implementation and Compliance team and their efforts to bring resources to our East Oakland Communities. Secretary Wells provided a background on the purpose of the Jobs Plus Program and the efforts to support families. It was noted that this is the second Jobs Plus grand award that the Agency has received from HUD.

Director of Family Community and Partnerships, Nicole Thompson, joined Secretary Wells in providing further details on the award, its focus and purpose. Specifically, Thompson shared that 60% of the 353 families residing at Lockwood Gardens are underemployed; and that the Jobs Plus Grant will provide resources to prepare families to train and acquire the jobs they want and need to move forward in personal career success.

Having no further questions from the Board, Commissioner Mayes moved to

approve Item VII.F., which was seconded by Commissioner Montgomery. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

G. Informational presentation of the Year in Review: 2022.

Director of Policy Implementation and Compliance and Special Assistant to the Executive Director, Dominica Henderson led the presentation and was assisted by each Department Director to provide an overview of their department accomplishments and milestones in the year 2022.

The Commissioners thanked the Leadership team for the amazing work that the Agency has contributed to our families and for an excellent presentation.

H. 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. Adopt a resolution authorizing the Executive Director to Continue Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.
2. Adopt a resolution authorizing the Executive Director to amend the contract with Protiviti Government Services for Temporary Employment Services by \$215,000 for a total contract amount not to exceed \$500,000.

Having no questions from the Board, Commissioner Tortorich moved to approve Item VII.H.1-2., which was seconded by Commissioner Mayes. The motion passed by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

VIII. Written Communications Departments' Monthly Report.

Secretary Wells briefed the Commissioner on the Departmental Monthly Report for the month of November and December 2022.

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

Secretary Wells briefed the commission on the following topics:

- 2023 Public Housing Wait List Opening
- Adeline Lofts Waitlist Opening
- HUD Letter RE: Public Housing Mainstream Vouchers

- Payment Standard Regulatory Waivers
- 7204 Holly Street Electrical Fire Incident and Update
- Winter Storm Responses
- 2023 BOC Meeting Calendar
- Upcoming Board Retreat

X. Reports of Commission Committees.

There were no reports by Commission Committees.

XI. Announcements by Commissioners.

There were no announcements by Commissioners.

XII. Adjournment of Public Session

Having no further business to discuss, Commissioner Tortorich moved to adjourn the Public Session, which was seconded by Commissioner Jung-Lee. The motion carried by the following vote:

**Ayes 6** – Griffith, Castillo, Jung-Lee, Montgomery, Tortorich, Mayes  
**Excused 1** – Hartwig

The meeting adjourned at 8:06 p.m.



---

Anne Griffith, Chair of the Commission



---

Patricia Wells, Secretary/Executive Director