

# Direct To You

Tuesday  
7/21/20



## Good Afternoon to my OHA Colleagues,



This week I want to highlight a recent **Direct From Me** submission from an anonymous OHA team member, who gave an amazing recommendation for all OHA: That we "pay it forward with a day of kindness."

I am grateful for our colleague's suggestion, because it confirmed that we, as an OHA family, would be encouraged by a thoughtful, deliberate focus on "uncovering kindness as a professional skill."

During the past few months, the OHA community, as the rest of the world, has had to respond to constant stress factors in the midst of COVID-19, and the reawakening of the existence of racial inequity. Stress can show itself in many forms within the work place—as an absence of mutual respect, empathy and/or professionalism. When these negative factors prevail, we all lose.

While the stress of our current journey may continue, we can choose how we interact with one another during these times. In the words of our anonymous co-worker: "Covid and national tense events is not a pass to be mean to each other who we consider OHA Family."

So to honor and celebrate this suggestion, we are going to celebrate with an OHA "pay it forward with a day of kindness" this Friday, July 24, 2020. On this day, I challenge each of us to take moments during our work day to share a pre-wrapped treat, a note of appreciation, or to simply acknowledge a co-worker's efforts; or perhaps give extra patience to a client, giving Kindness a place of honor in the OHA work place.

I hope each and every one of us are open to celebrating this important OHA day.

In the spirit of kindness, I'd like to share some eloquent words by the US Representative from Georgia, John Lewis, who passed away this past Friday, on his decision to always choose love:

*"We are one people with one family. We all live in the same house... and through books, through information, we must find a way to say to people that we must lay down the burden of hate. For hate is too heavy a burden to bear."* – The Honorable John Lewis

With my gratitude,

**Patricia**

PS... "Kindness is a balancing act of mindfulness and empowerment"  
Phacelift.com



All past issues of **Direct To You** are available on the OHA website for 24/7 access. In addition to the messages sent directly from the OHA executive director, you can also find links to other resources, articles, and up-to-date information about OHA operations and the ways we are addressing the current health crisis.



L-R, Amber Lewis, Blia Townsel, Brandon Valentine, Kenneth Robinson and Neil Kumar sporting happier feet. Alfredo Rodriguez and Jaime Cruz pictured above.

## Get on the Good Foot!

OHA is excited to be able to continue providing top of the line boots to many of our employees. We recently distributed approximately 65 pairs of boots to staff over a two day period. As a result of this program, OHA has decreased its “workers’ comp” injuries significantly over the past 10 years by providing Red Wing work boots to the staff who work in conditions that require additional foot protection. In addition to shielding the foot from falling and sharp items, properly fitted boots reduce trips and falls attributed to ill-fitting or excessively worn shoes and has had a major impact in reduction in the costs of workers compensations claim directly associated with improper footwear.

While social distancing, staff were able to step aboard the Red Wing Express to enjoy the personal one on one service from Jose, the Boot Expert. During the event, the Risk Management team took the time to also remind our employees about social distancing, guidelines for wearing facemasks, Covid-19 symptoms to be aware of, and other helpful tips about decontamination. These safety measures in addition to foot care, helps us maintain a safe workplace.

One staff member said, “There is nothing like a new pair of boots to make you feel on top of the world!” Overall the day was a success and a perfect way to tackle the work week...with some new kicks!



## MOVING Forward

After two years, the staff who work out of the 1619 Harrison Street administrative office will be moving back into freshly renovated offices. The move is scheduled to take place on Thursday, July 30, 2020, with Monday, August 3, as the first full day in our new space.

The employees who are impacted have been provided instruction on how to prepare, pack and make the move as seamless as possible. Our work spaces at 1619 is equipped with all new furnishings, state-of-the-art technology and following the move, each employee’s personal effects—making it easy to hit the ground running.

As soon as we are all settled, we will invite other employees to come check out the new space with a safe, socially-distant reception.

Thanks to everyone who has made this new workspace possible, especially the stellar team from our Capital Improvements Department. This space is phenomenal.

**REMEMBER: if you have reasonable suspicion that you have been exposed to someone with COVID-19 or if you are experiencing symptoms of fever (100.4 Fahrenheit or higher), coughing, or shortness of breath, do not report to work. Immediately contact your primary care provider and then your supervisor for instructions on what you need to do next. If you have any questions regarding your schedule, please contact your supervisor or Director. If you have questions in regards to pay or leave time, please contact Human Resources at (510) 874-1575.**



With so much going on around OHA it's hard to know who's coming and who's going. Get caught up on staff movement within OHA since the beginning of this year, and stay informed moving forward with Up, In & Out.

# Up, In, & Out

## NEW HIRES

### February

Frانيا Alcalá, Cadet Resident Intern (PD)  
 Felix Ruiz Pelayo, Cadet Resident Intern (PD)  
 Jose M Toscano, Cadet Resident Intern (PD)

### January

Jonathan Adler, Asset Management Specialist (AM)  
 Yahaira Garduno Rodriguez, Office Specialist I (LH)  
 London Ghirmai-Outlaw, Resident Intern (FCP)  
 Tracey Leggett, Asset Management Specialist (AM)  
 Eric Romero, Office Specialist I (LH)  
 Jeanne Smith, Contract Specialist (CCGS)  
 Te-Nicha Washington, Office Specialist I (LH)

## PROMOTIONS

Xiao Yan Chen, Accounting Specialist II (FIN)  
 William Huang, Police Officer I (OHAPD)  
 Ramon Jacobo Jr, Police Sergeant (OHAPD)  
 Lifang Lu, Accounting Officer I (FIN)  
 Chan Lua Lee, Housing Assistance Representative I (LH)  
 Rianne Moland, Housing Eligibility Specialist (LH)  
 Candyce Moore, Lead Housing Assistance Rep (LH)  
 Nancy Orona, Accounting Specialist II (FIN)  
 Bliа Townsel, Housing Assistance Representative I (LH)  
 Clara Velasco, Housing Assistance Manager (LH)  
 Joy Zandona, Assistant Program Manager (ORED)

## SEPARATIONS

Jack Bryson, Retired (OPO)	Richard Lopatto (EO)
Steven Finley, Retired (OPO)	Christopher MacGregor (OHAPD)
Michael Housley (OPO)	Perry Moore (OPO)
Darlene Jones (LH)	Loren Morgan, Retired (CCGS)
David Kiddoo (ORED)	Nathan Mumbower (OHAPD)
Brandon Laroco (OHAPD)	Devyn Morris (EO)
David Laury (OPO)	Lauren Shiraishi, (LH)
Crystal Liu (FCP)	

We salute those celebrating a milestone anniversary at OHA. Your service is appreciated and we wouldn't be what we are without your continued dedication! The list below includes anniversaries from January through July, 2020.

# Service Awards

Employees celebrating a milestone anniversary with OHA.

### Thirty Years

Monica Rice, OPO

### Twenty-Five Years

Chantha Oum, FCP  
 Dorinda Shelton, LH

### Twenty Years

Kim Boyd, LH  
 Kin Chow, IT  
 Leo Duhay, OPO  
 Laura Dunwood, OHAPD  
 Ditra Ellis, LH  
 Daniel McGill, OPO  
 Chioseng Saechao, OPO  
 Issayas Tewelde, OPO

### Fifteen Years

Derwin Young, OPO  
 Robert Zimiga, OPO

### Ten Years

Pacquin Dwyer, LH  
 Evonne Liang, LH  
 Daniel Mermelstein, CCGS  
 Sonya Wright, FCP  
 Joy Zandona, ORED

### Five Years

Ashley Downing, LH  
 Valerie Graham, HR  
 Cullis Hawkins, OHAPD  
 Jennifer Hobbs, FIN  
 Ritchie Le, LH  
 Thomas Thomas, OPO  
 Janis Rasar, FCP  
 l'eishia Robinson, OPO  
 Muang Saeteurn, OHAPD  
 Alfred Tsang, LH

Tech Tips help the OHA staff navigate the technology we use to get our work done.

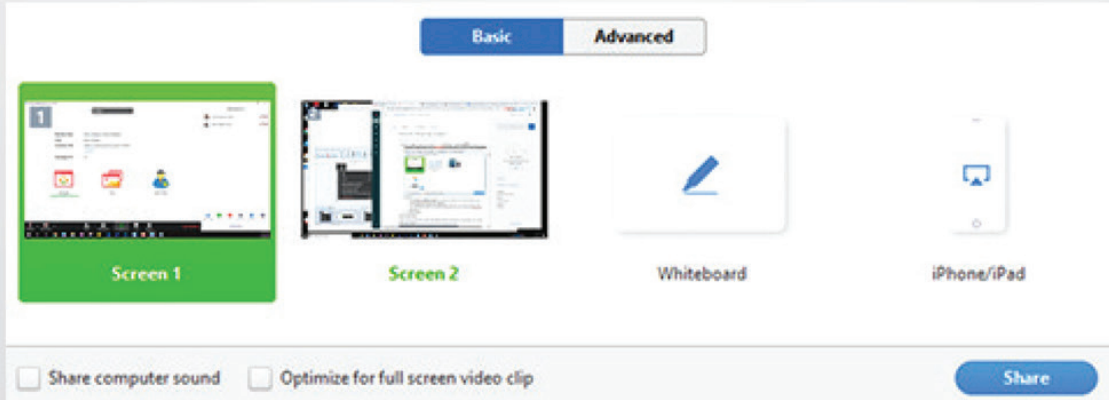


### Zoom Sharing your screen

1. Click the Share Screen button located in your meeting controls.

2. Select one of these screen share options:

- Basic: Share your entire desktop, specific application window, whiteboard, or iPhone/iPad screen.



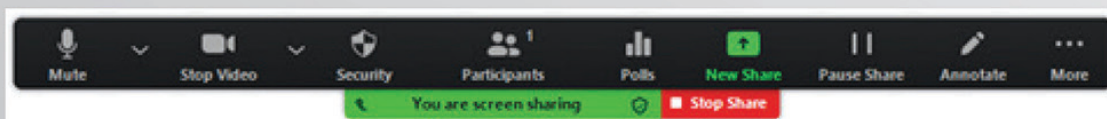
- Advanced
  - Portion of Screen: Share a portion of your screen represented by a green border.
  - Music or Computer Sound Only: Only share your computer's audio (your selected speaker in your audio settings).
  - Content from 2nd Camera: Share a secondary camera connected to your computer; for example, a document camera or the integrated camera on your laptop.
3. (Optional) Enable these features:
- Check Share Computer Sound: If you check this option, any sound played by your computer will be shared in the meeting.
  - Check Optimize for full screen video clip: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.

4. Click Share.

- Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click Exit Full Screen in the top-right corner or press the Esc key.
- To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: Enter full screen automatically when a participant shares screen.
- If you selected Portion of Screen, customize the screen portion by dragging or resizing the green border.
- If you selected Content from 2nd Camera, click Switch Camera in the top-left corner to switch the shared camera.

### Share screen menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.



**There is still time to be counted in the 2020 U.S. Census.  
Don't forget to complete and submit yours today.**



# Direct From Me

Messages from OHA Employees to Leadership

## REMINDERS

### Employee COVID-19 Resources

All employees are reminded that you are not alone during this time. We have compiled an array of resources that may be helpful to you and your family during this unprecedented time. Please feel free to utilize the many services included on the Employee COVID-19 Resources List.

### Social Distancing and Face Masks

Use a cloth face covering that covers the nose and mouth whenever interacting with another person at OHA, walking through common spaces, and if you are in the rare situation that you are in a vehicle with another person. Team members working independently in a vacant unit may opt to not wear a face covering while working alone in the unit. Similarly, if working in an office, you may opt to not use a face covering while in your work area alone and you are keeping to the 6 ft. Social Distancing Space requirements. If someone comes into your office or within 6ft, you must put on your face covering.

The Centers for Disease Control & Prevention (CDC) now recommends use of face masks. [Read more.](#)

Download, print and use patterns below to make properly fitting face masks.

[How to make a face mask \(with YouTube video\)](#)

[Large Adult Mask Pattern](#)   [Small & Medium Face Mask Pattern](#)

[Young Kids \(7-12 Yrs\) Face Mask Pattern](#)   [Small Kids \(3-6 Yrs\) Face Mask Pattern](#)



To learn about resources that are available to OHA employees during this current health crisis, visit the previous **Direct to You:**

<https://mailchi.mp/6770d9e99283/direct-to-you?e=822c0d5b41>



Please print & post this message for employees who do not have regular computer access.