

**MINUTES OF THE REGULAR MEETING
BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES, INC.**

Tuesday, December 15, 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.*

Secretary, Andres Manriquez called the meeting to order at 5:00 p.m.

I. Roll Call

Director Griffith, Director Tortorich, and Director Wells joined the meeting via teleconference.

II. Modifications to the Agenda

There were no modifications to the Agenda.

III. Approval of the Minutes for the October 19, 2020

Director Griffith motioned to approve the minutes; Director Tortorich seconded the motion. The vote carried unanimously.

IV. Old or Unfinished Business

There were no old or unfinished business items.

V. New Business

A. Briefing FY2021 YTD November 30, 2020 Financials

Secretary Manriquez introduced the item. The Director of Finance, Victor Madamba, provided a briefing stating that the presentation will include five months of FY2020. Mr. Madamba noted that revenues was down by 5% due to tenant collections. Investment income remains challenging and are currently seeking to maximize investments.

Director Wells asked if there is any anticipated impact with the investment challenge. Director Madamba stated there is no direct impact for OAHPI operations as OAHPI is not dependent on interest investments income; however, the goal is to find income producing securities. Director Wells requested that Mr. Madamba reach out to

other investors to get ideas from the industry to verify additional opportunities where to invest the reserves.

Mark Schiferl, Director of Property Management weighed in on the Administrative expenses stating there is a 64% loss due to salaries; however, the team is currently recruiting. Furthermore, the rental income and payments are offsetting each other due to changes of incomes that were reported.

Director Schiferl further stated that maintenance expenses declined as emergency and urgent work orders as well as HQS work orders are currently being completed in order to help tenants pass HQS inspections. Director Griffith asked if external work orders still addressed. Director Schiferl informed Director Griffith that external work orders are being completed by staff.

Director Wells stated that after receiving feedback from other non-profits and Housing Authorities that OAHPI is working on additional ways to enter units during the pandemic while continuing to maintain social distancing. Additionally, a strategy will be provided at the next board meeting on meeting and closing out work orders.

Director Griffith asked what is the percentage of units offline due to work needs. Mr. Manriquez stated that Capital Improvements has 102 units, which require a longer turn around. Additionally, in 2018/2019 turnaround of 23 units and beginning of 2020 was a turnaround of 63 units. Furthermore, Mr. Manriquez stated that it will take six to twelve months to have all 102 units back online.

Director Wells specified that the Capital Improvements Director will present at the next meeting on the rehab per unit and the Force Account Program.

Director Madamba closed out the item stating that OAHPI ended the five months with a surplus of \$18.9 million for the year.

There were no further questions from the board.

B. Staff Briefing on the Units Included in the Permanent Supportive Housing Pilot program.

Secretary Manriquez introduced the item stating that in October, resolution 20-008 was brought before the board seeking authorization to enter into a memorandum of understanding with Alameda County Health Care Services and Abode Services to provide long-term services to reach families with children. In addition, authorization was provided to enter in a contract with HCV for 23 units for permanent

support of housing as a pilot program. This included five properties located throughout deep-east Oakland.

Mr. Manriquez further stated that 17 units had been allocated project based voucher subsidy. Director Schiferl had requested that the Leased Housing Department take the 17 PBV's and return them to the pool of available vouchers which will allow the Authority to allocate those vouchers to other housing development projects. All buildings with the exception of one will be rehabbed. All buildings will be ready no later than March 2021.

Director of Real Estate, Bridget Galka joined Mr. Manriquez by stating that they are excited as the program was approved by the Alameda County Board of Supervisors and excited to move forward.

There were no further questions from the board.

C. Staff Briefing on 1763 82nd Ave. Unit Fire.

Secretary Manriquez introduced the item and Mark Schiferl, Director of Property Management reported on the building fire that occurred due to a candle burning in a bedroom. November 21st there was a fire at 1763 82nd Ave. where there were no injuries nor casualties; however, two out of three families were not home and one unit was impacted.

Director Tortorich asked if the structure of the building okay to which Mr. Schiferl stated the building is sound and Capital Improvements boarded up windows and holes to prevent further damage. Additionally, OHAPD purchased food and brought it to the residents who were staying at a hotel to help them for the week.

There were no further questions from the board.

D. Portfolio Performance.

Director Schiferl provided an overview on the year-over-year comparison for occupancy, which OAHPI is actively leasing units when they are turned-over by the Capital Improvements department. Currently, there are 20 vacant and rehabbed are the unit turn-overs that the team completes in-house.

Director Wells asked that Mr. Schiferl share plans to lease the vacant and available units. Mr. Schiferl stated that OAHPI is working with Leased Housing who are sending applicants in an attempt to lease the units. The waitlist opening is expected to open end of January,

beginning February. Mr. Manriquez stated that there are currently 90 people left on the OAHPI portfolio waiting list. When the waiting list is opened, there will be a fresh list of applicants. PIC Department, Stephanie Hawke helped develop a dashboard to view what units are opening which allows the team to prepare to occupy those units in a timely manner. The anticipated timeline to have units occupied will be six to eight months.

Director Wells requested that at the next meeting specific performance metrics that allow us to get families housed efficiently and effectively.

There were no further questions from the board.

VI. Recognition of persons wishing to address the Board

There were no persons wishing to address the board.

VII. Adjournment

The meeting was moved to adjournment by Director Tortorich and seconded by Director Griffith. The meeting adjourned at 6:29 PM.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Patricia Wells, Executive Director