
NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS
SPECIAL MEETING**

Monday, December 19, 2022, 4:00 p.m.

Tele-Conference

***NOTE:** Pursuant to Assembly Bill No.361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021)] a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during proclaimed state emergencies, and make public meetings accessible "via a call-in option or an internet-based service option" to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.*

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/83913727421?pwd=TUVwTUNkSIRjRkppWXhmSE80d0Z0QT09>

ID (access code): 839 1372 7421

Meeting Passcode: 615390

To participate by Telephone: 1 (699) 900-9128

ID (access code): 839 1372 7421

Meeting Passcode: 615390#

If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 510-874-1599). Notification at least 48 hours prior to the meeting will enable OAHPI Board of Directors to make reasonable accommodations to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: [https://support.zoom.us/hc/en-us/articles/205566129 - Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar).
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: [https://support.zoom.us/hc/en-us/articles/201362663 - Joining-a-meeting-by-phone](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone).

AGENDA

Special Meeting

December 19, 2022, 4:00 p.m.

- I. Roll Call
- II. Approval of the Minutes
 - A. Approval of the minutes for November 21, 2022 Special Meeting
- III. Recognition of people wishing to address the Board of Directors
- IV. Old or Unfinished Business
- 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.
- VI. New Business
 - A. Adopt a resolution authorizing the Executive Director to obtain commercial property (fire) and commercial liability insurance policies from Housing Enterprise Insurance Company, Inc. (HEIC) and to ratify the Executive Directors action to bind coverages and approve a payment for the period of November 11, 2022 to November 11, 2023 of the annual premiums in an amount not to exceed \$587,973.
 - B. Adopt a resolution authorizing the Executive Director to write-off \$460,508.72 of Vacated Tenant Account Receivables deemed uncollectible for OAHPI rental units from March 1, 2022 – November 30, 2022.
 - C. Informational staff briefing on Thumbs Up Rooter and Plumbing.
 - D. Consent Agenda:
Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director 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 Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.
 1. Adopt a resolution authorizing the Executive Director to making findings authorizing continued remote teleconference meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

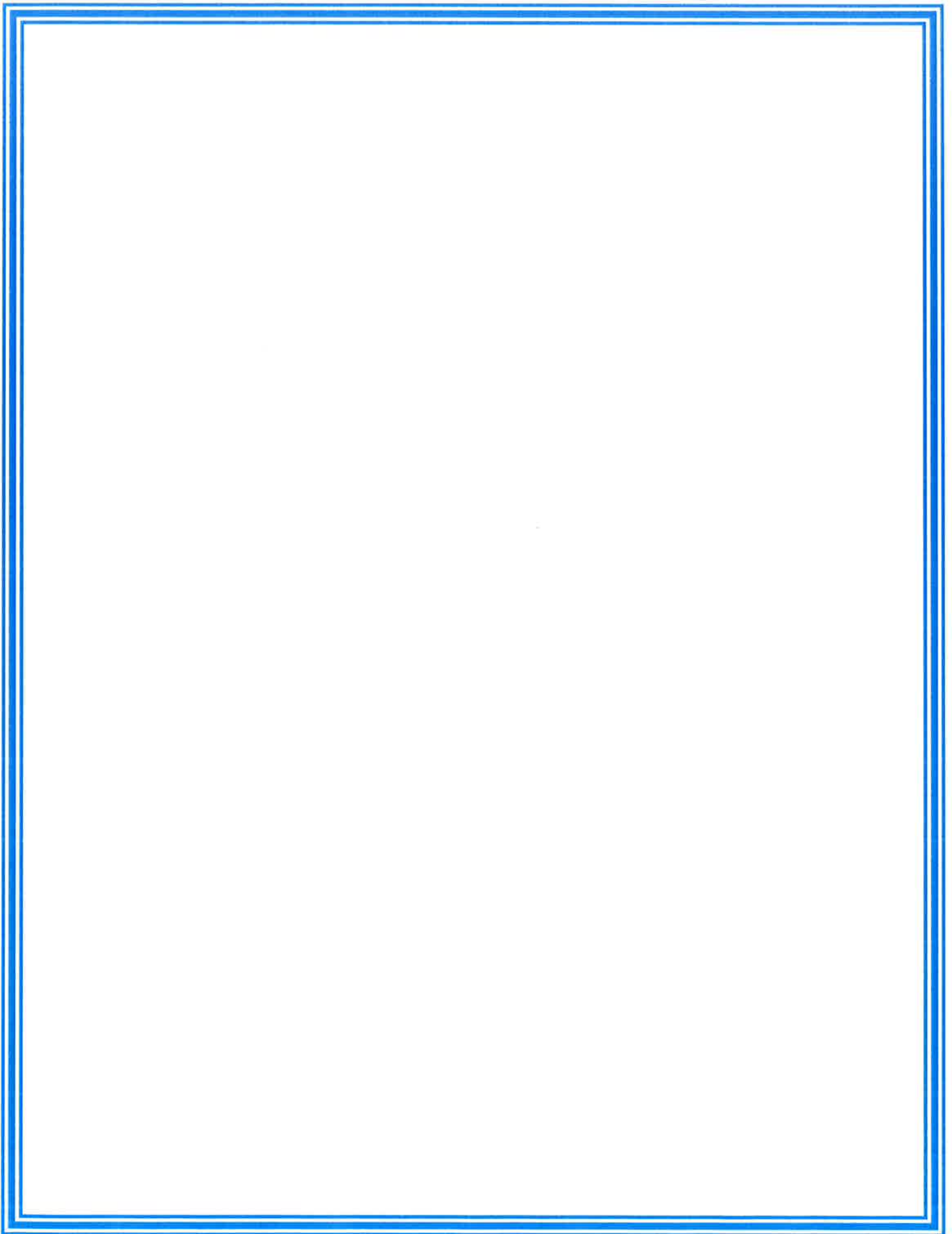
E. Portfolio Performance

VII. Adjournment

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.



Kris Warren, Secretary



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

Monday, November 21, 2022, 4:00 p.m.

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.*

Executive Office Manager & Clerk of the Board, Yamilette Mendoza presided and called the meeting to order at 4:03 p.m.

I. Roll Call

Present 3 – Anne Griffith, Mark Tortorich, and Patricia Wells joined the meeting via teleconference.

II. Approval of the Minutes

A. Approval of the minutes for October 27, 2022 Regular meeting.

Have no questions from the Board of Directors, Director Griffith moved to approve Item II.A, Director Tortorich seconded the motion. The motion carried by the following vote.

III. Recognition of people wishing to address the Directors.

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

There were no old or unfinished business items to discuss.

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.

There were no modifications to the agenda.

VI. New Business

- A. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Yamilette Mendoza, Executive Office Manager & Clerk of the Board, presented the resolution for consideration to continue remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Have no questions from the Board of Directors, Director Tortorich moved to approve Item VI.A, Director Wells seconded the motion. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

VII. Adjournment

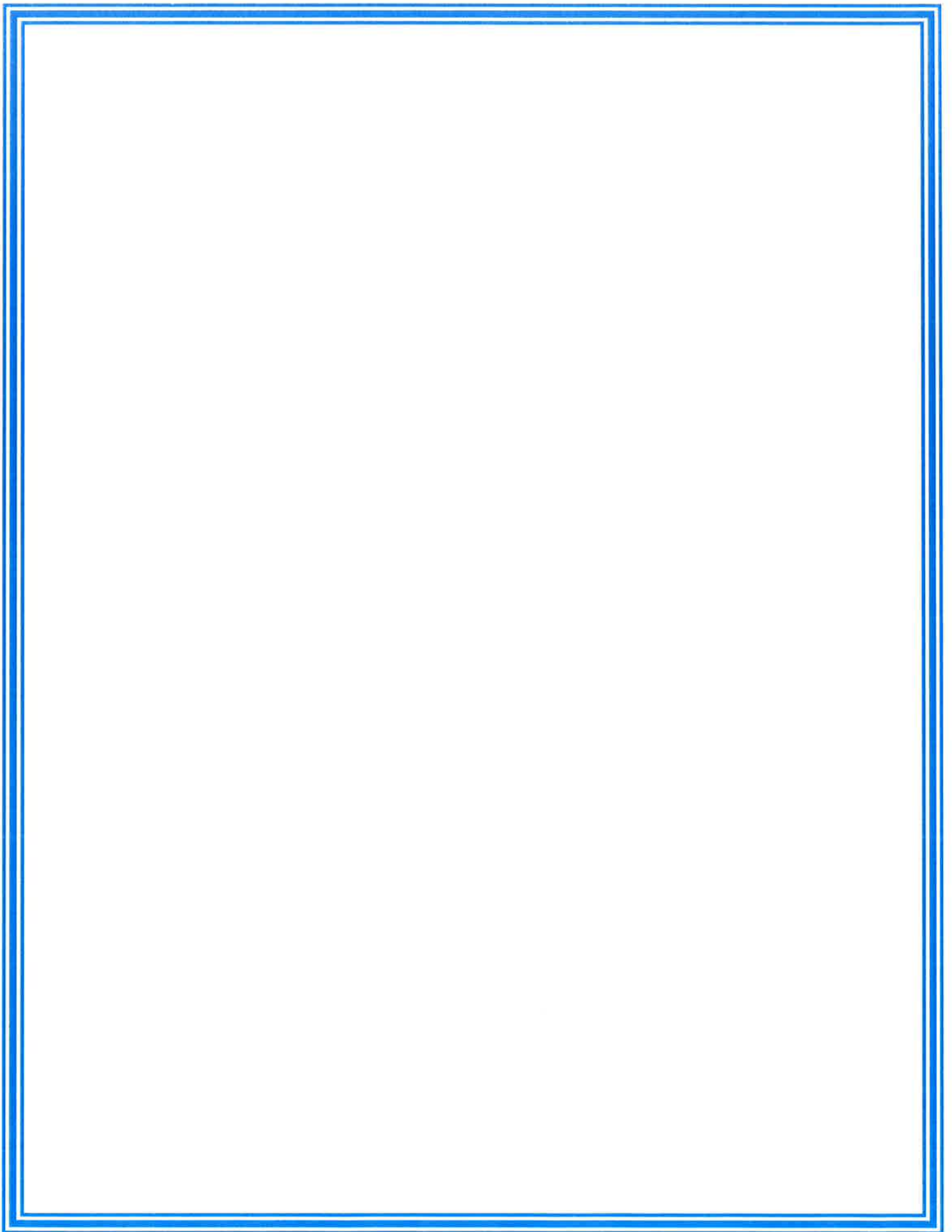
There being no further business to come before the Board, the meeting was moved to adjourn by Director Wells and seconded by Director Griffith. The motion carried by the following vote.

Ayes 3 – Griffith, Tortorich, Wells

The meeting adjourned at 4:07p.m.

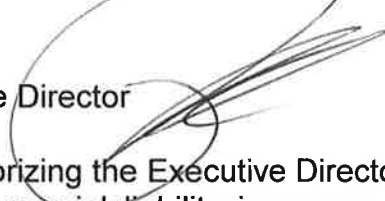
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

Kris Warren, Secretary



**Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing the Executive Director to obtain commercial property (fire) and commercial liability insurance policies from Housing Enterprise Insurance Company, Inc. (HEIC) and to ratify the Executive Directors action to bind coverages and approve a payment for the period of November 11, 2022 to November 11, 2023 of the annual premiums in an amount not to exceed \$587,973

Date: December 19, 2022

Purpose: Resolution authorizing the Oakland Affordable Housing Preservation Initiatives (OAHPI) to obtain property (fire) and commercial liability insurance policies with Housing Enterprise Insurance Company, Inc. (HEIC), a member company of the Housing Authority Insurance Group (HAI Group), for the period November 11, 2022 to November 11, 2023, and ratify and approve a payment of the annual premiums in an amount not to exceed \$587,973.

Funding: Funds are included in the Fiscal Year (FY) 2023 Operating Budget.

Background

In prior years, all properties owned by both the Oakland Housing Authority (OHA) and Oakland Affordable Housing Preservation Initiatives (OAHPI) were insured together under one property insurance policy. An analysis of the ownership structure of the properties owned/managed by OAHPI undertaken this year determined that those properties require insurance under a separate policy. Therefore, these policies are new and placed with HEIC, which is a separate company under the HAI Group.

HEIC exclusively provides insurance for affordable housing portfolios owned by legal entities that are not public housing authorities. OAHPI operates its properties under a master lease agreement from OHA. An in-depth review of the terms of that agreement revealed that OAHPI is the owner of the properties for insurance purposes. Therefore, insurance coverage could not remain under the OHA policy because the insurance company that issues that policy can only insure public housing authorities and public housing properties.

The total insured value of the OAHPI properties is currently \$402.5 million. The underlying rate for this coverage increased 19% from the prior year.

Recommendation

It is recommended that the Board of Directors adopt a resolution authorizing the Executive Director to obtain commercial property (fire) and commercial liability insurance policies from Housing Enterprise Insurance Company, Inc. (HEIC) and to ratify the action taken by the Executive Director to bind commercial property and commercial liability insurance and approve a payment for the period of November 11, 2022 to November 11, 2023 of the annual premiums in an amount not to exceed \$587,973.

Attachment: Resolution

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO OBTAIN COMMERCIAL PROPERTY (FIRE) AND COMMERCIAL LIABILITY INSURANCE POLICIES FROM HOUSING ENTERPRISE INSURANCE COMPANY, INC. (HEIC) AND TO RATIFY THE EXECUTIVE DIRECTORS ACTION TO BIND COVERAGES AND APPROVE A PAYMENT FOR THE PERIOD OF NOVEMBER 11, 2022 TO NOVEMBER 11, 2023 OF THE ANNUAL PREMIUMS IN AN AMOUNT NOT TO EXCEED \$587,973.

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for commercial property and commercial liability insurance; and

WHEREAS, in prior years, all properties owned by both the Oakland Housing Authority (OHA) and OAHPI were insured together under one property insurance policy; and

WHEREAS, an analysis of the ownership structure of the properties owned/managed by OAHPI undertaken this year determined that those properties require insurance under a separate policy; and

WHEREAS, new policies have been placed with Housing Enterprise Insurance Company (HEIC), Inc., and

WHEREAS, HEIC exclusively provides insurance for affordable housing portfolios owned

by legal entities that are not public housing authorities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors hereby ratifies the Executive Directors action to bind coverages for commercial property and commercial liability insurance effective November 11, 2022: and

THAT, the Board of Directors authorizes the Executive Director make payment of the annual premiums for commercial property and commercial liability insurance policies in an amount not to exceed \$587,973; and

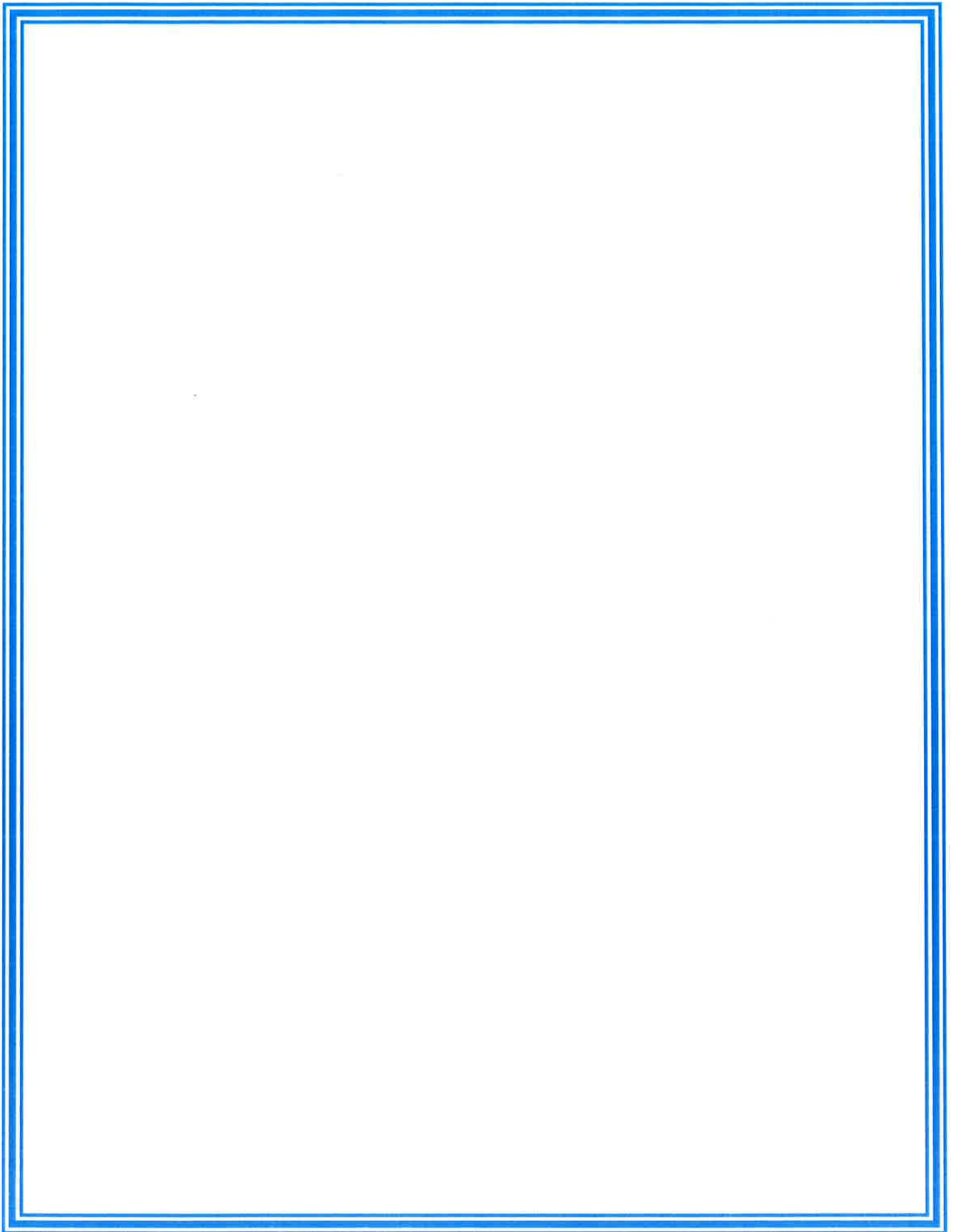
THAT, the Executive Director, on behalf of the Authority and OAHPI, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on December 19, 2022.

Secretary


ADOPTED:

RESOLUTION NO.



**Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing the Executive Director to write off Vacated Tenant \$460,508.72 of Account Receivables Deemed Uncollectible for OAHPI Rental Units

Date: December 19, 2022

Purpose: This action will authorize the Executive Director to write off \$460,508.72 in Tenant Account Receivables for vacated tenants with balances from March 1, 2022 - November 30, 2022

Funding: No expenditure of funds is being requested

Background

This proposed write off of \$460,508.72 consists of (45) vacated tenants with balances from March 1, 2022 - November 30, 2022, averaging \$10,233.53 per tenant. Typically, Tenant Accounts Receivable (TARs) write-off requests should be brought for review and approval to each Board of Directors meeting, assuring the Authority's conformity to Generally Accepted Accounting Principles (GAAP) in consistently writing off vacated tenant receivables.

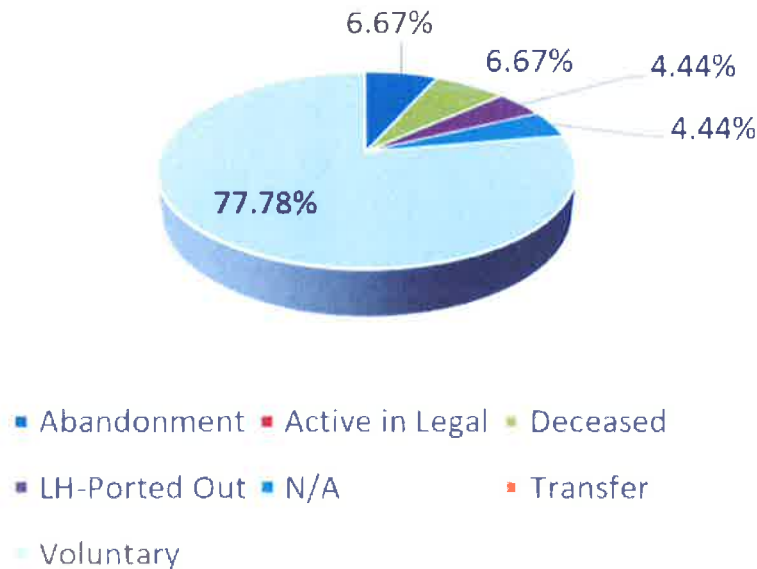
The last Tenant Accounts Receivable write off request submitted to the Board for review was March 29, 2022.

Due to the pandemic, OAHPI continues to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect.

As the effects of the pandemic have declined, the write offs do not include families that are in arrears for rents owed during the pandemic or families who are in repayment agreements. The amounts and balances presented are deemed as uncollectible from March 1, 2022 - November 30, 2022, and are comprised of families who vacated their units in the OAHPI portfolio

Reasons for move out are reflected in the chart below:

Reasons For Move Out



The amounts written off are still owed to OAHPI and the write off process does not in any way hinder on-going collection activities. From an accounting stand point, the write off reflects receivables that are delinquent for approximately six (6) months or greater and are not likely to be collected. Therefore, these delinquent rents are not counted as an asset by OAHPI.

Attachment: Write off detail

Deep East Oakland Portfolio		
Unit	Tenant #	Balance
230612	t0666676	\$16,884.00
230173	t0101170	\$18,693.00
230391	t0101107	\$7,799.78
230567	t0668604	\$20,009.76
230233	t0101183	\$21,872.64
230035	t0100409	\$23,439.06
230521	t0661381	\$25,482.00
230695	t0101251	\$425.00
230103	t0101182	\$674.33

Total \$135,279.57

East Oakland Portfolio

OAHPI Vacated Tenant Balance Write Off Request

Unit	Tenant #	Balance
220118	t0668053	\$12,020.70
230432	t0100491	\$2,316.42
230072	t0100513	\$6,834.00
220038	t0666421	\$6,900.00
220151	t0666568	\$7,194.00
220130	t0100464	\$8,382.16
230179	t0673673	\$9,276.07
220119	t0668354	\$343.00
220228	t0101290	\$2,354.67

Total \$55,621.02

Fruitvale Portfolio		
Unit	Tenant #	Balance
230546	t0100567	\$2,430.00
230229	t0669085	\$2,652.08
230449	t0667930	\$4,587.93
230594	t0667084	\$18,170.71
220176	t0667159	\$5,289.00
220061	t0667442	\$5,824.00
220054	t0101257	\$25,573.00
230479	t0667773	\$51,975.52
220164	t0100886	\$677.00

Total: \$117,179.24

San Antonio Portfolio		
Unit	Tenant #	Balance
210734	t0100253	\$5,766.00

Total \$5,766.00

West Oakland Portfolio		
Unit	Tenant #	Balance
210499	t0100113	\$388.23
210562	t0668606	\$2,155.00
210442	t0101025	\$3,250.00
210071	t0661088	\$16,937.94
210102	t0667338	\$5,830.00
210587	t0661870	\$7,466.05
210530	t0100108	\$9,749.00
210149	t0101127	\$64,534.00
210449	t0100844	\$512.00

Total \$110,822.22

North Oakland Portfolio		
Unit	Tenant #	Balance
210352	t0100073	\$1,199.98
210590	t0666638	\$2,319.00
210134	t0667143	\$2,717.00
210511	t0100451	\$2,900.35
210228	t0672469	\$3,552.31
210520	t0100011	\$3,577.00
210113	t0662309	\$4,483.03
210152	t0662239	\$15,092.00

Total \$35,840.67

Total \$460,508.72

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR WRITE OFF \$460,508.72
IN DELINQUENT TENANT ACCOUNTS RECEIVABLES FOR 221 VACATED
OAHPI TENANTS WITH BALANCES MORE THAN SIX MONTHS OLD
BETWEEN MARCH 1, 2022 AND NOVEMBER 30, 2022**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,523 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, the last Tenant Accounts Receivable write off request submitted to the board for review was March 29, 2022; and

WHEREAS, it is Generally Accepted Accounting Principles (GAAP) and good business practice to write off uncollected accounts receivables; and

WHEREAS, due to the pandemic, write-offs were not part of the OAHPI Board package as OHA continued to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect.

WHEREAS, due to the pandemic, OAHPI continues to work with residents who were impacted by loss of income and not able to pay rent as well as adhering to the rent moratorium that is in effect; and

WHEREAS, the write offs do not include families that are in arrears for rents owed during the pandemic or families who are in repayment agreements; and

WHEREAS, from an accounting standpoint, the write off of delinquent tenant accounts reflects receivables for tenants who vacated at least six (6) months prior and are not likely to be collected, therefore, these delinquent rents should not be counted as an asset or potential income for the corporation; and

WHEREAS, this proposed write off of \$460,508.72 consists of forty five (45) vacated tenants with balances from March 1, 2022 - November 30, 2022 averaging \$10,233.53 per tenant; and

WHEREAS, the amount written off will continue to be tracked on a separate ledger and collection efforts will continue to be made.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director on behalf of Oakland Affordable Housing Preservation Initiatives, Inc. to write off forty five (45) delinquent tenant accounts deemed to be uncollectible in the amount of \$460,508.72 for the period March 1, 2022 - November 30, 2022; and

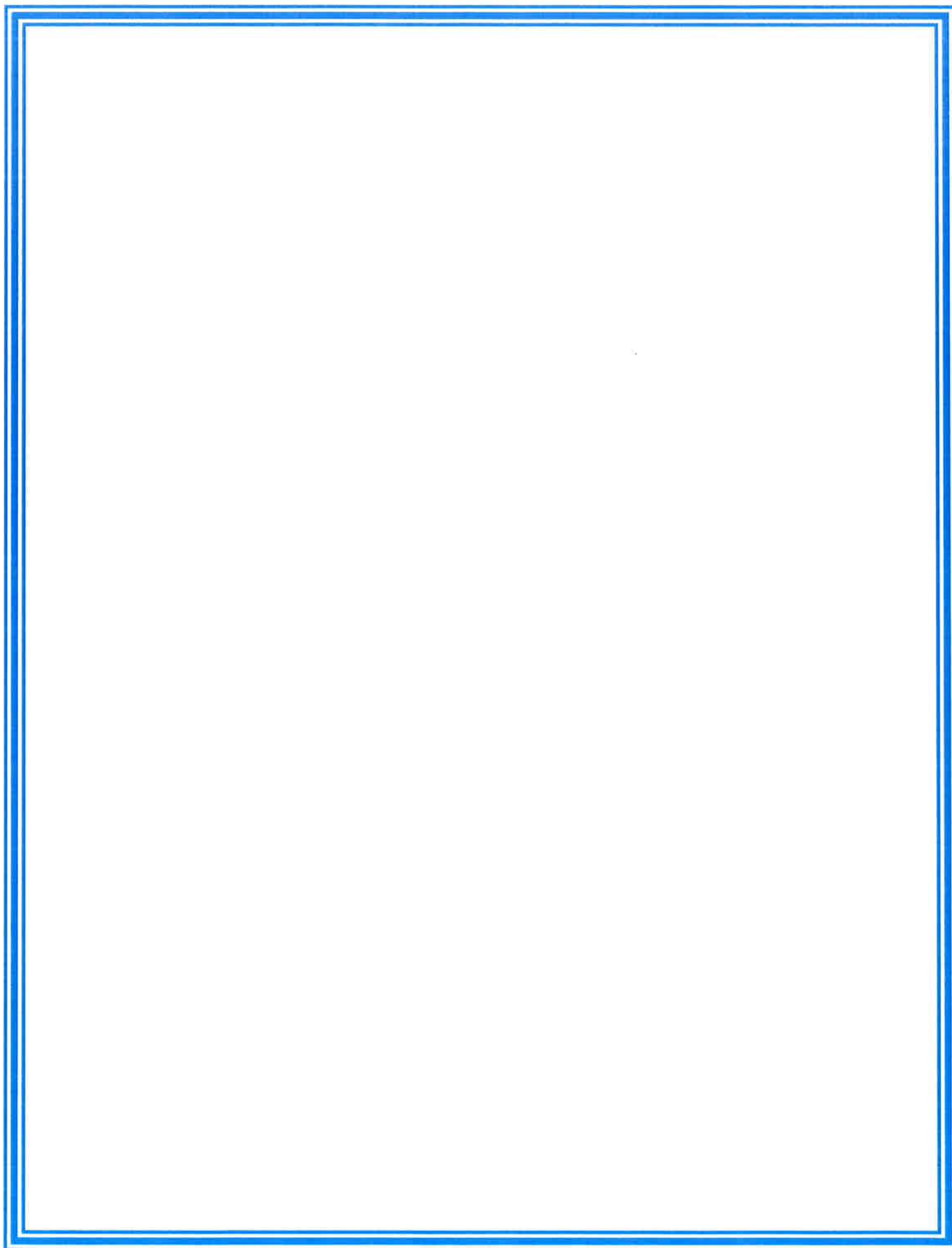
THAT, the Executive Director on behalf of Oakland Affordable Housing Preservation Initiatives is hereby authorized to take all actions necessary to implement the foregoing resolution; and

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on December 19, 2022.

Secretary

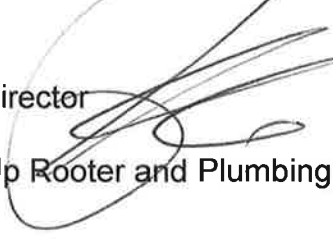
ADOPTED:

RESOLUTION NO.



**Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Staff Briefing on Thumbs Up Rooter and Plumbing

Date: December 19, 2022

On October 22, 2022, the Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors approved Resolution No. 22-019, authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Thumbs Up Rooter and Plumbing. This contract for service is to provide as needed plumbing services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority), augmenting current staffing and providing additional as-needed coverage to ensure timely services to our families.

While on boarding the contractor, OAHPI found the company name at the time of approval was Salvador Navarro, DBA Thumbs up Rooter and Plumbing, a sole proprietorship, which was different than the request for authorization in Resolution No. 22-019.


In speaking with the vendor, the company had a pending change from a Sole Proprietor to a Limited Liability Corporation (LLC), which is now in place and the vendor name is in compliance with the OAHPI Board Authorization in Resolution No. 22-019. The total amount authorized under the contract remains in an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000.

No further action is necessary

**CONSENT AGENDA
ITEMS**

Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361

Date: December 19, 2022

Purpose: This action will authorize continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act Provisions, as amended by Assembly Bill Number. 361.

Funding: No funding is required.

Background:

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) for legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021. On October 25, 2021 through Resolution Number 4997 and in compliance with Assembly Bill 361 (Chapter 165, Statutes of 2021) (AB 361), the Board of Commissioners ratified the proclamation of a state of emergency and made findings, which authorized continued remote teleconference meetings.

On March 29, 2022, The Board of Directors adopted Resolution Number 22-001 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On April 29, 2022, The Board of Directors adopted Resolution Number 22-005 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On May 27, 2022, The Board of Directors adopted Resolution Number 22-006 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On June 30, 2022, The Board of Directors adopted Resolution Number 22-010 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On July 22, 2022, The Board of Directors adopted Resolution Number 22-012 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On August 25, 2022, The Board of Directors adopted Resolution Number 22-014 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On September 29, 2022, The Board of Directors adopted Resolution Number 22-015 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On October 27, 2022, The Board of Directors adopted Resolution Number 22-022 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On November 21, 2022, The Board of Directors adopted Resolution Number 22-023 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

Discussion:

Assembly Bill 361(Chapter 165, Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to "address the legislative body directly." RAMP

Housing, Inc. does not have to provide an in-person option for the public to attend the meeting.

3. The meeting must be conducted “in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body.”
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.
5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Oakland, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

Recommended Action:

It is recommended that the Board of Directors adopt a resolution making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachments: Resolution

**THE BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**RESOLUTION MAKING FINDINGS AUTHORIZING CONTINUED REMOTE
TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO
BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361**

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the OAHPI Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the OAHPI Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the OAHPI, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and such declaration has not been lifted or rescinded; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 9, 2020, in response to the COVID-19 pandemic, the City Council of the City of Oakland declared a local emergency as set forth in Resolution No. 898075 C.M.S., which remains in full force and effect to date; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the OAHPI that are likely to be beyond the control of services, personnel, equipment, and facilities of the OAHPI, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, Resolution 22-001 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-005 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-006 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-010 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-012 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-014 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-015 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-022 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-023 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and

THAT, Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency; and

THAT, Section 3. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees; and

THAT, Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, which declaration has not been lifted or rescinded, and hereby finds that the state of emergency continues to directly

impact the ability of the Board of Directors and members of the public to meet safely in person; and

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

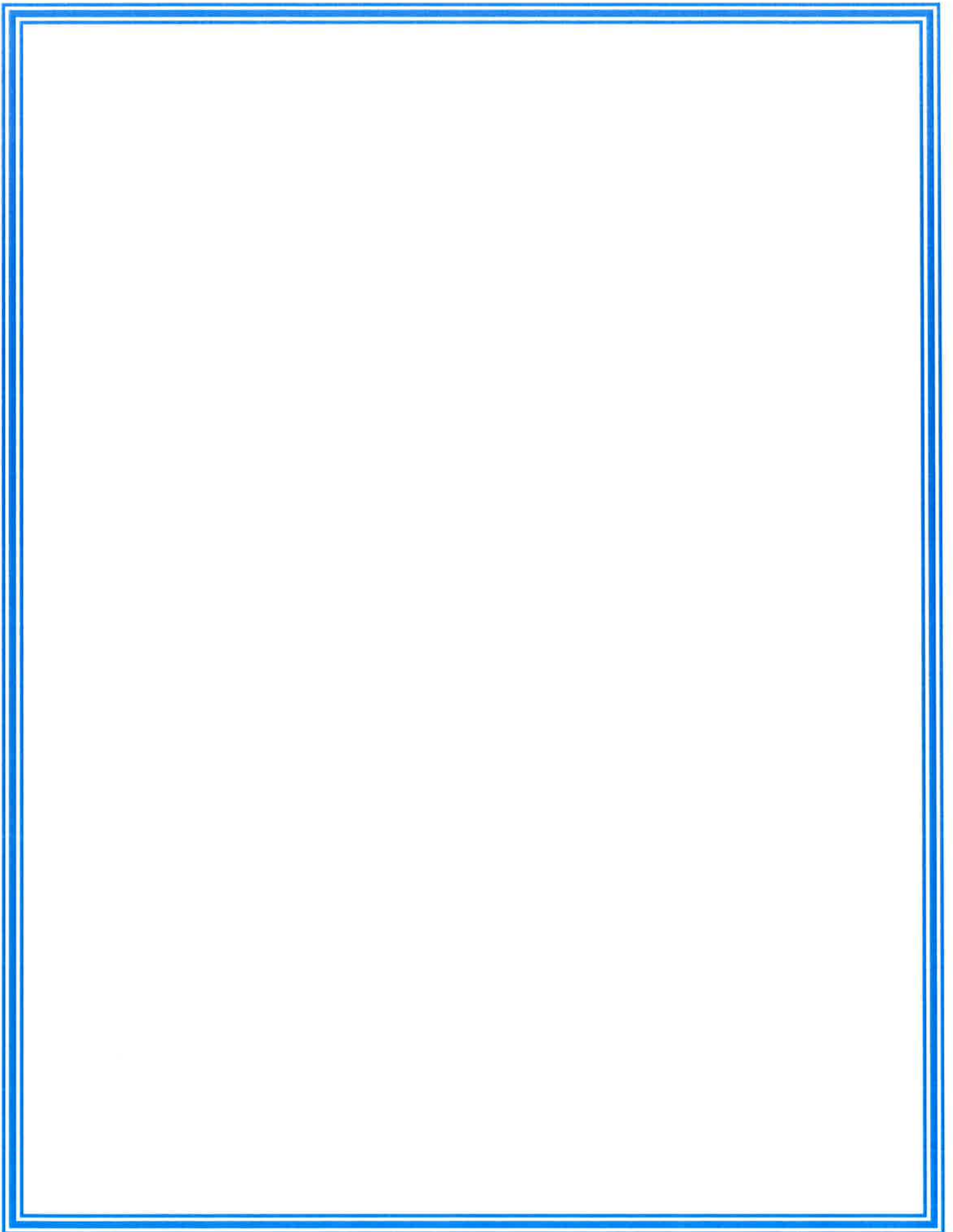
THAT, Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of OAHPI may continue to teleconference without compliance with Government Code section 54953(b)(3).

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on December 19, 2022.

Secretary

ADOPTED: December 19, 2022

RESOLUTION NO.



Executive Office
Oakland Affordable Housing Preservation Initiatives
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Portfolio Performance

Date: December 19, 2022

Purpose: Staff will present information on the portfolio operations and performance data.

Funding: This action does not require funding

Attachments: OAHPI portfolio operations report and Performance Data report for the month ending October 2022

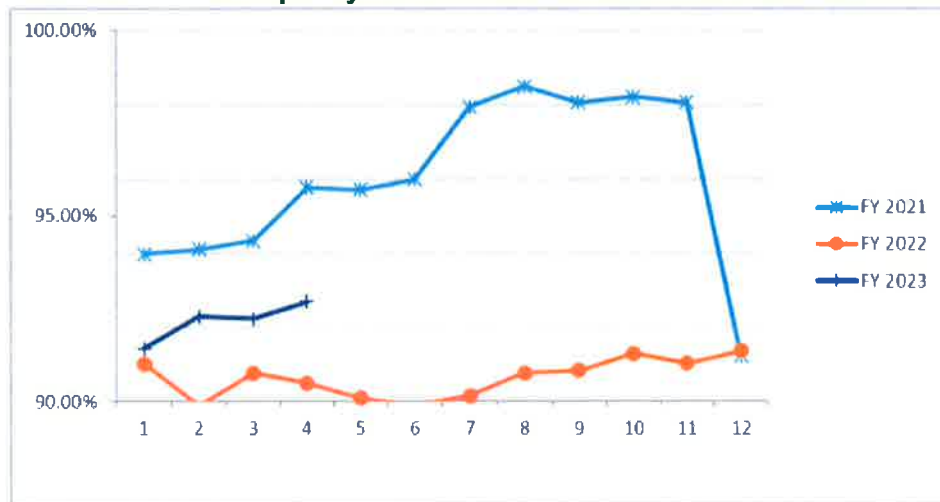


Oakland Affordable Housing Preservation Initiatives

Property Operations Report For the Month Ending October 2022

Occupancy Report

OAHPI Occupancy Rates - TOTAL PORTFOLIO 92.68%



OAHPI				
Month	FY 2020	FY 2021	FY 2022	FY2023
July	94.10%	93.97%	91.01%	91.42%
August	94.25%	94.10%	89.88%	92.28%
September	93.90%	94.34%	90.75%	92.22%
October	93.59%	95.76%	90.48%	92.68%
November	93.04%	95.71%	90.08%	
December	92.73%	95.98%	89.88%	
January	92.51%	97.94%	90.15%	
February	92.11%	98.50%	90.75%	
March	94.58%	98.07%	90.82%	
April	93.72%	98.22%	91.28%	
May	92.82%	98.07%	91.02%	
June	94.95%	91.21%	91.35%	

*Beginning June 2021, OPO started to calculate occupancy differently by including CID units (which were formerly exempt) in the vacant unit count.

Occupancy



Oakland Affordable Housing Preservation Initiatives

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	235	8	0	8	17	86.94%	87.69%
East	258	0	258	230	11	1	7	9	88.76%	89.15%
Fruitvale	270	3	267	258	8	1	0	0	95.51%	96.63%
San Antonio	244	4	240	231	7	2	0	0	95.83%	96.25%
West	231	0	231	209	13	5	0	4	91.34%	90.48%
North	239	0	239	230	2	2	3	2	95.40%	96.23%
Total	1,520	17	1,503	1,393	49	11	18	32	92.22%	92.68%

OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	11	1	1	1	0	0	5	63.20%	63.20%

Leasing Report

Unit Availability Breakdown

Bedroom size	# of units to lease
2	7
3	22
4	3
5	0

*Applicants on the waiting list applied for 3 bedroom units. Approved bedroom sizes may change during the eligibility process

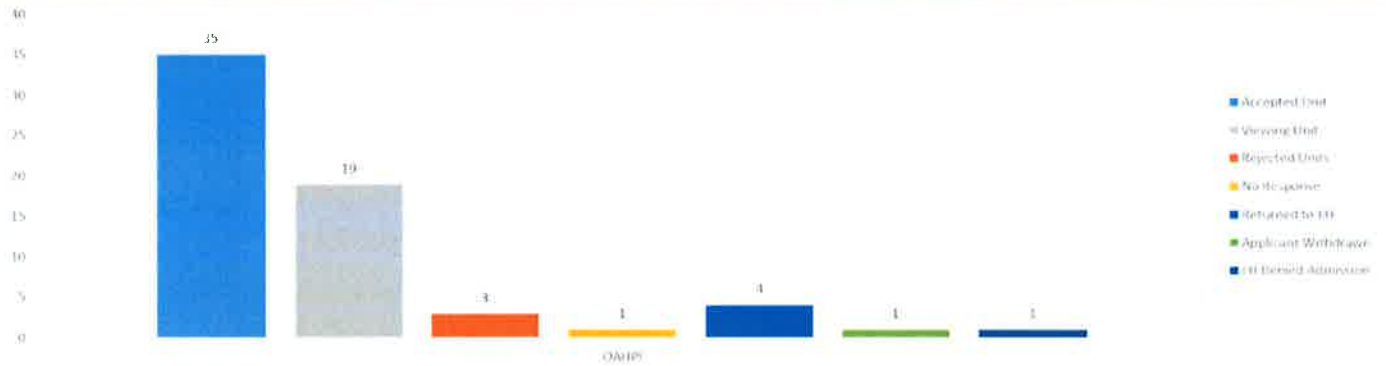
Move In Traffic FY2023		InterProgram/ Inter				OHAPD	Grand Total
Applicant	Transfer	Department Transfer	PACT Transfer				
OAHPI	40	10	2	1	1	54	
oahpi-de	13	0	0	1	0	14	
oahpi-e	10	2	1	0	0	13	
oahpi-fv	7	3	0	0	0	10	
oahpi-n	3	2	1	0	0	6	
oahpi-sa	6	2	0	0	1	9	
oahpi-w	1	0	0	0	0	1	
oahpi-n	0	1	0	0	0	1	



Oakland Affordable Housing Preservation Initiatives

Move Out Traffic FY2023					
	Jul	Aug	Sep	Oct	Grand Total
OAHPI	3	11	9	8	31
oahpi-de	0	3	0	1	4
oahpi-e	0	3	5	2	10
oahpi-fv	0	1	2	1	4
oahpi-n	1	0	1	1	3
oahpi-sa	0	2	1	1	4
oahpi-w	2	2	0	2	6

OAHPI Applicant Referrals FY2023								
	Accepted Unit	Viewing Unit	Rejected Units	No Response	Returned to LH	Applicant Withdrawn	LH Denied Admission	Grand Total
OAHPI	35	19	3	1	4	1	1	64



*"Returned to LH" means that applicant was sent back to waiting list awaiting unit availability at their preferred AMP. Some applicant have been re-referred to view unit at preferred AMP and therefore are removed from "Returned to LH" numbers and counted in appropriate category to avoid double counting.

Leasing Status for Applicants				
	Moved In	Future	Pending Unit Offer	Grand Total
OAHPI	22	13	19	54
oahpi-de	3	6	0	9
oahpi-e	8	3	0	11
oahpi-fv	3	1	1	5
oahpi-n	2	2	1	5
oahpi-sa	6	1	0	7
oahpi-w	0	0	6	6
TBD	0	0	11	11

Average of Days to Lease up	
	Moved In
OAHPI	59
oahpi-de	69
oahpi-e	66
oahpi-fv	48
oahpi-n	52
oahpi-sa	54



Oakland Affordable Housing Preservation Initiatives

Tenant Rent Collections

OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$552,211	\$473,988	85.83%
East	\$546,069	\$574,746	105.25%
Fruitvale	\$643,197	\$596,404	92.72%
San Antonio	\$539,145	\$487,570	90.43%
West	\$469,650	\$430,043	91.57%
North	\$555,871	\$528,082	95.00%

Tenant Accounts Receivable

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$124,850	\$95,702	\$2,663	\$1,251,388	(\$43,508)	\$1,431,094
East	\$110,690	\$93,942	\$1,455	\$1,645,946	(\$59,181)	\$1,792,852
Fruitvale	\$97,641	\$85,734	(\$878)	\$924,488	(\$64,771)	\$1,060,215
San Antonio	\$62,726	\$45,486	(\$5,290)	\$575,204	(\$90,574)	\$587,552
West	\$78,777	\$58,469	\$270	\$659,952	(\$74,250)	\$723,217
North	\$85,413	\$72,465	\$4,021	\$850,945	(\$146,793)	\$866,052

* Includes Current Tenant Rent and Misc. charges.

Work Order Report

Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	285	195	181	299
East	278	313	166	211	268
Fruitvale	270	84	271	212	143
San Antonio	244	61	255	200	116
West	231	216	122	147	191
North	239	274	129	195	208
Total	1,540	1,233	1,138	1,146	1,225

Legal Report



Oakland Affordable Housing Preservation Initiatives

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -
Mar-22	1	0	0	\$ 4,024.00
Apr-22	0	0	0	\$ -
May-22	1	0	1	\$ 51,975.52
Jun-22	0	0	0	\$ -
Jul-22	0	0	0	\$ -
Aug-22	0	1	1	\$ 12,020.70
Sep-22	0	0	0	\$ -
Oct-22	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	23	25	0	235	0	23
East	26	31	0	230	0	26
Fruitvale	15	22	0	258	0	15
San Antonio	38	79	0	231	0	38
West	22	51	0	209	0	22
North	32	63	2	230	0	32
Total	156	271	2	1,393	0	156

Emergency Rental Assistance Program

*Emergency Rental Assistance Program information is a cumulative summary of payments received

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Deep East	31	\$0	19	\$179,717	\$179,717
East	13	\$0	6	\$49,368	\$49,368
Fruitvale	12	\$0	6	\$35,745	\$35,745
San Antonio	35	\$0	20	\$126,241	\$126,241
West	23	\$0	15	\$127,436	\$127,436
North	28	\$0	18	\$112,043	\$112,043



Oakland Affordable Housing Preservation Initiatives

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Deep East	\$0	\$3,233	\$3,146	\$10,512	\$16,891
East	\$0	\$10,467	\$0	\$6,648	\$17,115
Fruitvale	\$0	\$0	\$1,623	\$15,563	\$17,186
San Antonio	\$4,785	\$0	\$10,789	\$14,473	\$30,047
West	\$2,604	\$32,290	\$2,062	\$47,167	\$84,123
North	\$0	\$10,796	\$7,238	\$0	\$18,034