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NOTICE OF BOARD MEETING

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**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:

**RAMP BOARD OF DIRECTORS  
SPECIAL MEETING**

**Friday, April 29, 2022, 11:45 a.m. or  
Immediately at the conclusion of the OAHPI meeting**

**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/86326781545?pwd=a2IKbXluazBjeDFtWE1sMytaT1JFQT09](https://oakha-org.zoom.us/j/86326781545?pwd=a2IKbXluazBjeDFtWE1sMytaT1JFQT09)

**ID (access code):** 863 2678 1545

**Meeting Passcode:** 588643

**To participate by Telephone:** 1 (699) 219-2599

**ID (access code):** 863 2678 1545

**Meeting Passcode:** 588643#

**If you need special assistance to participate in the meeting, please contact RAMP at (510) 874-1510 (English TTY 800-618-4781). Notification at least 48 hours prior to the meeting will enable RAMP 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](mailto: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.
- 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.



**AGENDA**

Special Meeting

April 29, 2022, 11:45 a.m. or

Immediately after the OAHPI Meeting

- I. Roll Call
- II. Approval of Minutes
  - A. Approval of Minutes of the Regular Board Meeting of March 29, 2022
- 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. 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.
- VII. Adjournment

**RAMP HOUSING, INC.**

DocuSigned by:

*Duane Hopkins*

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Duane Hopkins, Secretary





**DRAFT**

**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS OF THE  
RAMP HOUSING, INC.**

**Tuesday, March 29, 2022**

**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.*

Yamilette Mendoza called the meeting to order at 6:20 p.m.

I. Roll Call

**Present 3** - Director Griffith, Director Tortorich and Director Wells joined the meeting via teleconference.

II. Approval of the Minutes for the Annual Meeting of October 11, 2021

On approval of the minutes of the October 11, 2021 annual meeting moved by Director Tortorich, seconded by Director Wells. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

III. Recognition of people wishing to address the Board of Directors

There were no persons wishing to address the Directors.

IV. Old or Unfinished Business

There was no old or unfinished business to address.

V. Modifications to the Agenda

There were no modifications to the Agenda.

VI. New Business

- A. Discussion and possible adoption of resolution of the Board of Directors of the RAMP Housing, Inc. ratifying the proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Duane Hopkins, Secretary of RAMP Housing, 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.

On approval of Item VI.A. moved by Director Griffith, seconded by Director Tortorich. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- B. Consideration of a resolution authorizing a write-off in the amount of \$2,605.78 in tenant accounts receivable, subsidy balances, and other charges deemed uncollectable by Oak Groves Senior Housing, LP.

Anna Kaydanovskaya, Director of Asset Management, presented the table of write-off amounts and noted that all balances are due to deceased tenants. It was noted that the write-off amount in the PowerPoint was incorrect and should have been \$2,605.78. It was also noted that the write-off amount was prepared by John Stewart Company and reviewed by the Asset Management team.

On approval of Item VI.B. moved by Director Wells, seconded by Director Griffith. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- C. Consideration of a resolution authorizing the Executive Director to amend the architectural and engineering services contract with Okamoto-Saijo Architecture to increase the contract amount from \$1,260,105 up to, but not to exceed, \$1,292,155 for the Oak Groves senior housing rehabilitation project.

Clint Loftman presented this action item for consideration by the Board. Director Tortorich asked if this would be the final invoice. Clint Loftman responded by explaining that the exact length of the construction period is unknown due to the ongoing environmental work. Director Wells asked if there is value to extending the amendment to allow for an additional 30 to 60 days of invoicing. Clint Loftman responded that there may be construction administration required beyond March, as has been anticipated in the contract amendment.

On approval of Item VI.C. moved by Director Griffith with an amendment to allow for an additional 60 days to receive invoices, seconded by Director Wells. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

- D. Consideration of a resolution authorizing the Executive Director to amend the environmental consulting contract with Rincon Consultants, Inc. to increase the contract amount from \$1,093,619.50 up to, but not to exceed, \$1,350,589.50 for the Oak Groves senior housing rehabilitation project.

Clint Loftman presented this action item for consideration by the Board. It was noted that the environmental regulatory thresholds changed early in the project, and the requirements from Alameda County Department of Environmental Health are evolving. Director Tortorich noted that it was unclear what was covered in the amendment. In response, Clint Loftman reviewed the Justification slide and explained the specific items that are covered in the amendment.

Director Tortorich asked for clarification if part of the amendment is for current/completed work, and part is for future work. Clint Loftman explained that yes, some of the work is for the Corrective Action Implementation Plan preparation currently underway and some is for future monitoring of the installed systems.

On approval of Item VI.D. moved by Director Tortorich, seconded by Director Griffith. 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 meeting adjourned at 6:37 p.m.

**RAMP HOUSING, INC.**

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Duane Hopkins, Secretary






**ITEM: VI.A.**

**RAMP Housing, Inc.**  
**MEMORANDUM**

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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: April 29, 2022

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Purpose: This action will authorize continued remote teleconference meetings of the Board of Directors 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) that allowed 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.

**Discussion:**

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

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.

RAMP Assembly Bill Number 361

Page 2 of 3

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.

RAMP Assembly Bill Number 361

Page 3 of 3

**Recommended Action**

It is recommended that the Board of Directors adopt a resolution ratifying the proclamation of a State of Emergency by the Governor of the State of California on March 4, 2021, and making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachment:           Resolution

**THE BOARD OF DIRECTORS OF  
RAMP HOUSING, INC.**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS

ABSTAIN:

EXCUSED:

ABSENT:

**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 RAMP Housing, Inc. ("RAMP") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the RAMP Housing, Inc.'s 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 RAMP Housing, Inc.'s 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 RAMP Housing, Inc., 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 RAMP Housing, Inc. that are likely to be beyond the control of services, personnel, equipment, and facilities of the RAMP Housing, Inc., 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 21-001 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, 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 RAMP HOUSING, INC.:**

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 RAMP Housing, Inc.'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 RAMP Housing, Inc. may continue to teleconference without compliance with Government Code section 54953(b)(3).

*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of RAMP Housing, Inc. on April 29, 2022.*

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Duane Hopkins, Secretary

**ADOPTED:**

**RESOLUTION NO.**