



***Board of Commissioners***  
REGULAR MEETING  
**TELECONFERENCE**

THURSDAY– AUGUST 26, 2021

**CALL-IN NUMBER: 1(408) 650-3123, ACCESS CODE: 382-374-933**

*Spanish Interpretation Teleconference Information:*

CALL-IN NUMBER: 1(408) 650-3123, ACCESS CODE: 612-280-069

**ACTION MINUTES**

Commissioner Cielo Castro called the Board of Commissioners Regular Meeting to order on Thursday, August 26, 2021 at 9:05am. Executive Assistant, Tiffany Prescott, recorded the minutes of the meeting.

I. ATTENDANCE

PRESENT: Commissioner Cielo Castro  
Commissioner Dan Tenenbaum  
Commissioner Noramay Cadena  
Commissioner Lucelia Hooper  
Commissioner Ana Bryan

ABSENT: Commissioner Taelor Bakewell  
Commissioner Delfino De La Cruz

ALSO PRESENT: Douglas Guthrie, President and CEO

II. POSTING OF THE AGENDA

Posting of the Agenda complied with the requirements of the Brown Act. Agenda was posted prior to 4:30pm on Friday, August 20, 2021 in the front display case at 2600 Wilshire Boulevard, Los Angeles, CA 90057 and at [www.hacla.org](http://www.hacla.org).

III. SPECIAL ORDER OF BUSINESS

1. Recognition of Gail Gillespie, Patrick Choy and Mariela Osorio as Employees of the Month

#### IV. PUBLIC COMMENT INSTRUCTIONS

***\*Please note special Teleconference Public Comment Instructions***

MEMBERS OF THE PUBLIC WHO WISH TO SPEAK ON ANY ITEM ARE REQUESTED TO SUBMIT A **WRITTEN COMMENT** TO THE BOARD SECRETARY FOR EACH ITEM THEY WISH TO ADDRESS. **THE DEADLINE FOR WRITTEN COMMENTS IS WEDNESDAY, AUGUST 25, 2021 AT 12:00PM. ALL WRITTEN COMMENTS SHOULD BE SUBMITTED VIA EMAIL TO TIFFANY.PRESCOTT@HACLA.ORG. PLEASE MAKE SURE EMAIL INCLUDES NAME, AGENDA ITEM NUMBER, AND ADDRESS/ORGANIZATION FOR WHOM YOU REPRESENT. WE ALSO ASK THAT ALL COMMENTS BE LIMITED TO 500 WORDS OR LESS.** THE SECRETARY WILL PROVIDE ALL WRITTEN COMMENTS TO THE BOARD FOR REVIEW PRIOR TO THE AUGUST 26, 2021 BOC MEETING. THE SECRETARY WILL ALSO READ EACH PUBLIC COMMENT INTO THE RECORD AT THE TIME THE ITEM IS CONSIDERED.

THE PURPOSE OF PUBLIC COMMENT IS TO ALLOW THE PUBLIC TO ADDRESS THE BOARD AND THE BOARD IS INTERESTED IN HEARING FROM MEMBERS OF THE PUBLIC, STAKEHOLDERS AND INTERESTED PARTIES. HOWEVER, SPEAKERS ARE ASKED TO EXERCISE COURTESY AND CONSIDER THE RIGHTS OF OTHER SPEAKERS BY ADHERING TO THE SPECIAL TELECONFERENCE PUBLIC COMMENT INSTRUCTIONS AND IF POSSIBLE REFRAIN FROM UNNECESSARY REPETITION IN THEIR COMMENTS.

#### V. PRESIDENT AND CEO ADMINISTRATIVE REPORT

1. Monthly Oral Report

#### VI. BOARD BUSINESS ITEMS

##### A. Items for Discussion

1. Proposed Resolution Authorizing the President and CEO, or Designee, to Solicit Innovative Developer, Investment, Acquisition and Other Partnerships to Expand the Affordable Housing Portfolio of the Housing Authority of the City of Los Angeles

Purpose: Authorization and approval to open a solicitation for the Housing Authority of the City of Los Angeles (“HACLA” or “Authority”) to solicit new and innovative partnerships (the “Solicitation”) to grow HACLA’s portfolio, diversify its sources of income, and increase the supply of affordable housing within the City of Los Angeles (the “City”).

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED AS AMENDED**

Resolution Amendment: NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the President and CEO, or designee, to solicit innovative partnerships for expanding HACLA's portfolio of affordable housing and related assets through a Solicitation in substantially the form attached to this Resolution's Board Report, *including outreach language as discussed at the Board meeting*, all with review and approval of legal counsel.

The Solicitation was amended to include the following language under Section IV. Evaluation Criteria.

Proposals will be evaluated with respect to the following criteria:

n. *The diversity of Proposal partnership ownership interest including MBE/WBE, Section 3 Business and LSA Business status.*

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

2. Proposed Resolution Approving the Acquisition of the Following Two (2) Real Property Assets at Fair Market Value: (1) 6521 Brynhurst Avenue, Los Angeles, California 90043, for \$17,340,000, and (2) 7639 Van Nuys Boulevard, Los Angeles, California 91405, for \$16,600,000, in Anticipation of the California Department of Housing and Community Development's ("HCD") Expected Notice of Funding Availability for the Homekey Program in Partnership with the City of Los Angeles; Approving and Authorizing the Execution and Delivery of All Related Documents; Certificates and Agreements, Including Purchase and Sale Agreements, and HCD Standard Agreements, Making a Determination That These Acquisitions are Exempt from Environmental Review Under the California Environmental Quality Act; and the Undertaking of Various Actions in Connection Therewith

Purpose: To allow the Housing Authority of the City of Los Angeles ("HACLA" or "Authority"), in collaboration with the City of Los Angeles ("City") through a to-beexecuted Professional Services Agreement, to purchase two (2) newlyconstructed multifamily properties (each a "Property," and together the "Properties" or the "City Properties") in anticipation of the State of California ("State") Department of Housing and Community Development's ("HCD") forthcoming Notice of Funding Availability ("NOFA") for the upcoming second round of the Project Homekey Program ("Homekey"). Actions are required to be taken at this time in order to meet the contingency requirements for Board of Commissioner consideration within sixty-days of the execution of the Purchase and Sale Agreements. While HACLA has acted as the lead on behalf of the City in entering into purchase agreements and opening of escrow for the Properties, all financing to close escrow on the properties will be provided by the City through its receipt of the

grant funding from HCD's Project Homekey Program and other City funding for projects not awarded Homekey funds. HACLA has funded the initial deposits, which will be reimbursed at closing by the City.

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

3. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute a Contract with Del Richardson and Associates, Inc. for an Initial One (1) Year Term with Four (4) One-Year Options to Extend, to Provide Resident Relocation Planning Services Associated with Phase II of the Jordan Downs Redevelopment Project, Pursuant to a Contract Award Under RFP HA-2021-100 for a Total Amount Not-to-Exceed \$650,000

Purpose: To execute a contract with Del Richardson and Associates, Inc. ("DRA") to implement the Relocation Plan (the "Plan") for Phase II of Jordan Downs, initially adopted by the Housing Authority of the City of Los Angeles ("HACLA") in January 2017, and updated in May 2018, and to facilitate and manage the orderly relocation of Jordan Downs' residents ("Residents"), as part of the redevelopment, all in accordance with the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended ("URA") and Title 25 of California Code of Regulations, Division 1, Chapter 6, Subchapter 1.

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**

Motion: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

4. Proposed Resolution Authorizing the President and CEO to Execute an Amendment to the Long-Term Ground Lease, An Amendment to the Disposition and Development Agreement, A Revised Authority Loan Documents and Other Related Documents with Jordan Downs Phase 1B, LP ("Partnership") to Reduce the Ground Lease Note to \$1,294,057, Increase the Interest Rate to 5% Simple Interest on All HACLA Loans and to Transfer the Park Development Responsibility from the Partnership to an Additional Services Agreement with The Michaels Organization, and to Undertake Various Actions in Connection Therewith

to Allow for the Permanent Conversion of Financing for Phase IB (“New Harvest”) at Jordan Downs

Purpose: To authorize the President and CEO to execute revised financing and legal documents with Jordan Downs Phase 1B, LP (“Developer” or “Partnership”) for the closing of permanent financing and stabilization of Jordan Downs Phase 1B , or New Harvest (“the Project”), a 135-unit affordable residential development, comprised of 85 replacement units, 45 regular Section 8 PBV units, 2 manager’s units, and 0.75 acres of neighborhood park space in the first phase of the Jordan Downs redevelopment.

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

5. Proposed Resolution Authorizing the President and CEO, or Designee, to Enter Into a First Amendment to the Disposition and Development Agreement with Rose Hill Courts II Housing Partners, L.P. for Rose Hill Courts – Phase II, a 96 Unit Affordable Housing Residential Development, to Revise the Land Acreage for the Property to Provide Flexibility for the Long Term Use Maintenance of a Central Open Space Parcel, and to Execute Any and All Documents and Agreements Related Thereto Including a Construction Access Agreement and to Undertake Various Actions in Connection Therewith

Purpose: To authorize the President and CEO to enter into a First Amendment to the Disposition and Development Agreement (“1st Amendment”) for Rose Hill Courts – Phase II with Rose Hill Courts II Housing Partners, L.P. (the “Developer” or “Owner”). The Rose Hill Courts Redevelopment is proceeding in two phases, including “Phase I” which consists of eighty-nine (89) units and “Phase II” (the “Project”) which will consist of ninety-six (96) units. The 1st Amendment will exclude the central open space (“Central Open Space”) parcel from the Phase II ground lease area in favor of amending the Phase I land area and adding the open space to that Ownership phase once improvements are complete. The 1st Amendment will impose obligations upon the Developer to construct the Central Open Space improvements and the Housing Authority of the City of Los Angeles (“HACLA”) shall enter into a construction access agreement with the Developer at closing for completion of the improvements.

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**  
Motioned: Commissioner Lucelia Hooper  
Seconded: Commissioner Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

B. Consent Items

Routine business items are assigned to the consent agenda. These items will be approved by the Board in one motion. A Commissioner may request any consent agenda item be removed, discussed or acted upon separately. Items removed from the consent agenda for separate action will be considered in the “Excluded Consent Items” section below.

1. Proposed Resolution Authorizing the President & CEO, or Designee, to Execute a Contract with HD Supply Facilities Maintenance, LTD, for an Initial One-Year Term with Four (4) One-Year Options to Extend, for As-Needed Maintenance, Repair, Operating Supplies and Related Products for a Total Amount Not-to-Exceed \$16,000,000 Including Sales Tax

Purpose: The Housing Authority of the City of Los Angeles (“HACLA”) is engaged in the on-going practice of maintenance of its public housing portfolio. Having supplies, tools, and equipment that will support the functionality, maintenance and improvement of its housing stock are crucial in preserving our low-income housing. The proposed contract will allow HACLA to purchase maintenance, repair and operation (“MRO”) supplies, for on-going maintenance and capital improvements of HACLA’s 14 public housing sites (“Sites”).

Contact: Marisela Ocampo, Director of Housing Services

Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

2. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute a One-Year Contract with One-Year Option to Renew, with Sun Life Assurance Company of Canada, for Employee Mandatory Group Short/Long Term Disability Insurance Coverage

Purpose: The purpose of this item is to authorize the Housing Authority of the City of Los Angeles’ (“HACLA’s”) President and CEO, or designee, to enter into a one (1) year contract with an additional one (1) year option to renew with Sun Life Assurance Company of Canada (“Sun Life”), to provide Mandatory Group Short/Long Term Disability Insurance coverage plan for all eligible employees.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

3. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute a One-Year Contract with a One-Year Option to Renew, with Sun Life Assurance Company of Canada, for Employee Mandatory Group Life Insurance and Voluntary Term Life Insurance Coverage

Purpose: The purpose of this item is to authorize the Housing Authority of the City of Los Angeles' ("HACLA's") President and CEO, or designee, to enter into a one (1) year contract with an additional one (1) year option to renew with Sun Life Assurance Company of Canada ("Sun Life"), to provide Mandatory Group Life Insurance and Voluntary Term Life Insurance coverage plans for all eligible employees who wish to purchase such coverages for themselves and their dependents.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

4. Proposed Resolution Authorizing the President and CEO, or Designee, to Purchase Commercial General Liability, Law Enforcement, Lead-Based Paint Liability and Property Insurance from Housing Authority Insurance Group for All HACLA Owned and Leased Properties and to Execute Related Actions

Purpose: This is for the annual renewal of HACLA's insurance policies for Commercial General Liability (including Law Enforcement and Lead-Based Paint), and Commercial Property Insurance (including terrorism coverage) for all HACLA owned and leased properties.

Contact: Annie Markarian, Director of Labor and Employee Relations

5. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute Amendment No. 8 to Contract (HA-2015-98 (2016) with Intratek Computer, Inc. ("Intratek"), to Extend the Contract Term for One Additional Year and Increase the Contract Amount to \$14,093,064 for Information Technology Support Services

Purpose: To extend the contract with Intratek for one additional year for the 6th year from October 1, 2021 to September 30, 2022, as the current contract is set to expire on September 30, 2021.

Since 2016, Intratek has maintained and supported HACLA's IT systems and users. The contract extension will allow HACLA to continue uninterrupted support of IT functions, applications, maintenance and support services during this critical time involving many major IT initiatives and sufficient time to procure a new contract.

Contact: Luis Yataco, Director of Information Technology

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

6. Proposed Resolution Authorizing the President and CEO, or His Designee, to Write Off Uncollectible Accounts Receivable Including \$59,934 for Public Housing Rental Units, \$140,057 for Non-Public Housing Rental Units, and \$481,158 for Section 8 Programs

Purpose: To comply with federal regulations and Generally Accepted Accounting Principles (GAAP), HACLA writes off unpaid accounts receivable deemed uncollectible from vacated tenants and former program participants on a semi-annual basis.

Contact: Patricia Kataura, Director of Finance

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

7. Proposed Resolution Authorizing the President and CEO, or Designee, to Partner with the State Department of Health Care Services Pursuant to the California Community Transition Project by Entering Into Two Contracts with Their Lead Organizations, to Provide Referrals, Case Management, and Supportive Services for the NED Category 2 HCV Program

Purpose: Authorize the President & CEO, or designee, to partner with the State Department of Health Care Services ("DHCS") pursuant to the California Community Transition ("CCT") Project by entering into two contracts with their lead organizations, to provide referrals, case management, and supportive services for forty (40) NED Category 2 HCV vouchers for an initial one-year term with four (4) one-year options to renew.

Contact: Carlos VanNatter, Director of Section 8



Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

8. Proposed Resolution of the Board of Commissioners Approving Amendment of the Youth Protection Policy for Service Providers

Purpose: This amendment will provide more robust guidance to service providers who serve HACLA's youth including preventing, recognizing and reporting suspected or known child abuse and neglect; adopting best practices for protecting youth; understanding who qualifies as a Mandatory Reporter under the Penal Code; and related training and reporting responsibilities.

Contact: Howard Baum, Deputy General Counsel

Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

10. Pueblo Del Sol Phase I and II Rehabilitation Progress Report Through the End of Q2 2021

**RECEIVE AND FILE**

Purpose: This report is intended to provide the Board of Commissioners a progress update on the Pueblo del Sol Rehabilitation Project comprising Pueblo Del Sol Phase I project ("PDS I") from the start of the construction in November 2020 to end of June 2021 and the Pueblo Del Sol Phase II project ("PDS II") which commenced construction in June 2021.

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**  
Motioned: Commissioner Dan Tenenbaum  
Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

11. Jordan Downs Redevelopment Project Quarterly Progress Report (Q2 2021)

**RECEIVE AND FILE**

Purpose: This quarterly report is intended to provide the Board of Commissioners a progress update on critical milestone activities for the Jordan Downs Redevelopment Project

Contact: Geoffrey Moen, Director of Development Services

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

## 12. FY 2021 2<sup>nd</sup> Quarter Budget Status Report

### **RECEIVE AND FILE**

Purpose: This report provides summary, account-level reports for HACLA's core programs including: Section 8 Programs, Public Housing, Strategic Development, LA LOMOD, and the Central Office (COCC). Summary information for each of these programs is provided for Revenue (including HUD sources and other financing sources) Expenses, and Non-Operating Activity, mainly transfers between programs and reserves.

Contact: Marlene Garza, Chief Administrative Officer

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

## C. Excluded Consent Agenda Item B9

B9. Proposed Resolution Adopting Rosenberg's Rules of Order for the Governance of Meetings of the Board of Commissioners

Purpose: Adoption of Rosenberg's Rules of Order ("Rosenberg's Rules") as the parliamentary rules governing Housing Authority of the City of Los Angeles ("HACLA") Board of Commissioners ("Board") meetings will promote transparency, fairness, and consistency by establishing clear, comprehensible guidelines for the conduct of Board business.

Contact: James Johnson, General Counsel

Action: **APPROVED**

Motioned: Lucelia Hooper

Seconded: Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), Motion Carried

D. Agenda Items for Future Board of Commissioner Meetings

Commissioners may direct staff to add agenda items for future Board meetings.

VII. GENERAL PUBLIC COMMENT

MEMBERS OF THE PUBLIC WHO WISH TO SPEAK ON ANY NON-AGENDIZED PUBLIC INTEREST ITEM CAN ADDRESS THE BOARD DURING THE GENERAL PUBLIC COMMENT PERIOD

VIII. ADJOURNMENT

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Noramay Cadena

5 AYES, 0 NAYS, 2 ABSENT (Bakewell, De La Cruz), **Meeting adjourned at 11:13am**