



HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

Board of Commissioners

REGULAR MEETING

TELECONFERENCE

MONDAY– NOVEMBER 16, 2020

CALL-IN NUMBER: 1(872) 240-3212, ACCESS CODE: 446-852-421

Spanish Interpretation Teleconference Information:

CALL-IN NUMBER: 1(872) 240-3311, ACCESS CODE: 655-211-029

ACTION MINUTES

Commissioner Ben Besley called the Board of Commissioners Regular Teleconference Meeting to order on Monday, November 16, 2020 at 9:02am. Executive Assistant, Tiffany Prescott, recorded the minutes of the meeting.

I. ATTENDANCE

Present: Commissioner Ben Besley (*left meeting during Closed Session*)
Commissioner Cielo Castro
Commissioner Noramay Cadena
Commissioner Lucelia Hooper
Commissioner Delfino De La Cruz (*joined meeting at 10:40am*)
Commissioner Dan Tenenbaum
Commissioner Ana Bryan (*left meeting after Closed Session*)

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 Monday, November 9, 2020 in the front display case at 2600 Wilshire Boulevard, Los Angeles, CA 90057 and at www.hacla.org.

III. SPECIAL ORDER OF BUSINESS

1. Recognition of Jamie Coleman, Julia Sutton and Kelly Tsou as Employees of the Month
2. Recognition of Intratek, IT Contractor

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 FRIDAY, NOVEMBER 13, 2020 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 NOVEMBER 16, 2020 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 2021 Consolidated Operating and Capital Budget

Purpose: FY 2021 Proposed Annual Budget Presentation

Contact: Marlene Garza, Chief Administrative Officer

Informational item. No action taken.

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 Approving the Amended and Restated Conflict of Interest Policy of the Housing Authority of the City of Los Angeles

Purpose: The purpose of this item is to approve the amended and restated Conflict of Interest ("COI") Policy of the Housing Authority of the City of Los Angeles ("HACLA"). The COI Policy governs Commissioners' and Employees' outside activities and interests that could pose a conflict of interest with

HACLA's operations and programs. The COI Policy includes the Outside Activities and Interests disclosure form that employees must submit upon hire and each year thereafter, and also incorporates the COI Code, which designates the HACLA officials and employees that must disclose certain financial and personal interests as mandated by the Political Reform Act. The COI Code was last updated in 2019, and is not being modified by this resolution.

Contact: James Johnson, General Counsel

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

2. Proposed Resolution Adopting the Schedule of Regular Meetings of the Board of Commissioners for the 2021 Calendar Year

Purpose: The purpose of this item is to ensure both compliance with the Bylaws of the Housing Authority of the City of Los Angeles and consistency with the Ralph M. Brown Act.

Contact: James Johnson, General Counsel

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

3. Proposed Resolution Approving the Housing Authority's Policy on Use of Authority Issued Information Technology Resources and Authorizing the Development and Implementation of Procedures in Furtherance of Said Policy

Purpose: The purpose of this item is to adopt the proposed "Policy on Use of Authority-Issued Information Technology Resources" as part of the Housing Authority of the City of Los Angeles' Manual of Policy and Procedure. The Authority is committed to providing its employees and appropriate third parties the resources necessary to facilitate the Authority's mission and program goals and to enable them to function more effectively and efficiently. This includes, but is not limited to, issuing appropriate Information Technology {IT} resources for use while working at Authority owned facilities, in the field, or from home. This item requests that the Board of Commissioners to adopt the proposed Policy on Use of Authority-Issued Information Technology Resources which establishes guidelines for the appropriate use of IT Resource.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

4. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute a Contract with Sedgwick Claims Management Services, Inc, for an Initial One-Year Term, with Four(4) One-Year Options to Extend, Pursuant to RFP No. HA-2020-114 for a Total Contract Amount Not to Exceed \$1,022,331 to Provide Third-Party Claims Administration of the Authority's Workers' Compensation Self-Insured Program, and Related Actions.

Purpose: To provide claims administration of the Authority's workers' compensation self-insured program and related services.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

5. Proposed Resolution Authorizing the President and CEO, or Designee, to Execute a Contract with Overland, Pacific & Cutler, LLC for an Initial One-Year Term with Four(4) One-Year Options to Extend, to Draft a Relocation Plan and Provide Relocation Planning Services Associated with Phase I of the Rancho San Pedro Redevelopment Project, Pursuant to a Contract Award Under RFP HA-2020-103-NF for a Total Amount Not-to-Exceed \$600,000

Purpose: To draft and implement a Relocation Plan for Rancho San Pedro; to facilitate and manage the orderly relocation of Rancho San Pedro residents, as part of the redevelopment, in accordance with the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended and Title 25 of California Code of Regulations, Division 1, Chapter 6, Subchapter 1.

Contact: Jenny Scanlin, Chief Strategic Development Officer

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

6. Proposed Resolution Authorizing the President and CEO to Write Off Uncollectible Accounts Receivable of \$245,380 for the Section 8 Programs

Purpose: To comply with federal regulations and Generally Accepted Accounting Principles, 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 Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

7. FY 2020 3rd Quarter Budget Status Report

Receive and File

Contact: Marlene Garza, Chief Administrative Officer

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

C. Excluded Consent Agenda Items

No items were excluded from the Consent Agenda

D. Agenda Items for Future Board of Commissioner Meetings

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

VII. CLOSED SESSION

Public Employee Performance Evaluation Pursuant to Government Code §54957 and Conference with Labor Negotiator(s) Pursuant to Government Code §54957.6

Agency Designated Representative(s): Ben Besley, Noramay Cadena, and Lucelia Hooper

Employee Title/Unrepresented Employee: President and Chief Executive Officer

Start Time: 10:07am
End Time: 10:40am

Reportable Action: **The Board unanimously voted in favor of the CEO's goals for 2021.**

Motioned: Commissioner Lucelia Hooper
Seconded: Commissioner Noramay Cadena

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

VIII. BOARD BUSINESS ITEMS

1. Proposed Resolution of the Housing Authority Board of Commissioners Authorizing Amending the Terms and Conditions of an Employment Agreement by and Between the Housing Authority and Douglas Guthrie as President and CEO of the Housing Authority of the City of Los Angeles

Contact: Ben Besley, Chairperson of the Board of Commissioners

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

5 AYES, 0 NAYS, 2 ABSENT (Besley, Bryan), Motion Carried

IX. 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

X. ADJOURNMENT

Motioned: Commissioner Dan Tenenbaum
Seconded: Commissioner Delfino De La Cruz

5 AYES, 0 NAYS, 2 ABSENT (Besley, Bryan), **Meeting adjourned at 10:54am**