



Board of Commissioners
REGULAR MEETING
VIDEOCONFERENCE

TUESDAY– NOVEMBER 15, 2022

ACTION MINUTES

Commissioner Cielo Castro called the Board of Commissioners Regular Meeting Videoconference to order on Tuesday, November 15, 2022 at 9:03am. Executive Assistant, Tiffany Prescott, recorded the minutes of the meeting.

I. ATTENDANCE

PRESENT: Commissioner Cielo Castro
Commissioner Dan Tenenbaum
Commissioner Lucelia Hooper
Commissioner Taelor Bakewell
Commissioner Marisa Hall

ABSENT: Commissioner Delfino De La Cruz
Commissioner Ana Bryan

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 Thursday, November 10, 2022 in the front display case at 2600 Wilshire Boulevard, Los Angeles, CA 90057 and at www.hacla.org.

III. Proposed Resolution Making Findings in Accordance with Government Code Section 54953(e) Authorizing Remote Teleconference Meetings of the Board of Commissioners of the Housing Authority of the City of Los Angeles

Purpose: To adopt a Resolution which will enable the Board of Commissioners of the Housing Authority of the City of Los Angeles (“Board”) to comply with the requirements of AB 361 and authorize the continued use of teleconferencing for meetings of the Board

Contact: James Johnson, General Counsel

Action: **APPROVED**
Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Taelor Bakewell

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

IV. SPECIAL ORDER OF BUSINESS

1. Recognition of Natasha Tave, Ingrid Lopez, and Nirvanah Sompas as Employees of the Month

V. PUBLIC COMMENT INSTRUCTIONS

****Please note special Videoconference Public Comment Instructions***

MEMBERS OF THE PUBLIC WHO WISH TO SPEAK ON ANY ITEM MAY PROVIDE COMMENTS VERBALLY DURING THE VIDEOCONFERENCE OR IN WRITING VIA EMAIL

1. **ORAL PUBLIC COMMENTS** WILL BE ACCEPTED DURING THE VIDEOCONFERENCE MEETING. TO SUBMIT ORAL PUBLIC COMMENT, YOU WILL NEED TO DOWNLOAD THE ZOOM ONLINE MEETING PLATFORM AVAILABLE AT WWW.ZOOM.COM OR CONNECT TO THE MEETING IN-BROWSER.
 - If using a web browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
 - OR, if using a smart phone, download the ZOOM application onto your phone from the Apple Store or Google Play Store and enter the meeting ID.
 - Zoom requests that you enter a first and last name, which will be visible online and will be used to notify you that it is your turn to speak.
 - When the Board Chair calls for the item on which you wish to speak, click on "Raise Hand" (or dial *9 if using your phone for audio). Speakers will be notified shortly before they are called to speak by the Board Secretary. Mute all other audio before speaking, as using multiple devices can cause audio feedback.
 - When called upon, unmute yourself using the screen controls (or dial *6 if using your phone for audio). Please limit your remarks to two minutes. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.
 - Any person that does not adhere to the Public Comment Instructions provided herein will be dismissed from the meeting. 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 interruptions or repetition in their comments.

- We ask that you only connect to the meeting using the App or In-Browser due to interpretation and language setting limitations.

ZOOM MEETING ID: 858 5267 9009

2. **WRITTEN PUBLIC COMMENTS** MAY BE SUBMITTED TO THE BOARD SECRETARY BY EMAIL AT TIFFANY.PRESCOTT@HACLA.ORG. Although it is preferred for written comments to be submitted by Monday, November 14, 2022 at 12:00 P.M., we will accept written comments up to and during the meeting. Please make sure your email includes name, agenda item number, and address/organization for who 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 and read each public comment into the record at the time the item is considered.

VI. PRESIDENT AND CEO ADMINISTRATIVE REPORT

1. Monthly Oral Report

VII. BOARD BUSINESS ITEMS

A. Items for Discussion

1. Proposed 2023 Consolidated Operating and Capital Budget

Contact: Marlene Garza, Chief Administrative Officer

No action required

2. Proposed Resolution Authorizing HACLA to Enter Into a Limited Partnership Through its Instrumentality La Cienega LOMOD, Inc. to Acquire a 276-Unit Multifamily Property at 4555 West Martin Luther King Jr. Boulevard; to Lend the Partnership \$200,000 to Finance Acquisition of the Property; and to Execute or Record Various Related Documents Including Those Necessary to Maintain Long-Term Affordability at the Property

Purpose: To authorize the Housing Authority of the City of Los Angeles (“HACLA”), through its nonprofit instrumentality La Cienega LOMOD, Inc. (“LCL”) to enter into Woodlake Property LP, a

Delaware limited partnership (the “Partnership”), as the managing general partner (“MGP”), with Woodlake Property AGP, LLC (“AGP”) and Woodlake Property Limited Partner, LLC (“LP”, and together with AGP and MGP, the “Partners”), both Delaware limited liability companies and affiliates of Ethos Management LLC, a Delaware limited liability company, (“Ethos”), to purchase an unrestricted market rate property with 276 multifamily dwelling units and other improvements located at 4555 W. Martin Luther King Jr. Boulevard and commonly known as Residences at Woodlake (the “Property” or the “Project”). The resolution would also authorize a loan from HACLA to the Partnership and the recording of a Regulatory Agreement and Declaration of Restrictive Covenants Running with the Land (“Regulatory Agreement”), in order to cause the Partnership to maintain sixty percent (60%) of the existing units on the Property as well as a portion of any new units which may be constructed on the Property in the future, as affordable to lower-income households for a period of fifty-five (55) years.

Contact: Geoffrey Moen, Director of Development

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

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

3. Proposed Resolution Authorizing Los Angeles LOMOD South to Enter Into a Partnership Agreement with PHK SUP8, LLC, for the Long Term Operation, Development and Ownership of Real Property Located at 7625 and 7631 Topanga Canyon, Los Angeles, CA 91304; The Execution of an Interim Lease Agreement Between HACLA and Topanga Canyon Housing Partners, LP; The Provision of a \$306,000 Operating Grant and a \$2,000,000 Bridge Loan to Topanga Canyon Housing Partners, LP Allowing for the Use and Conversion of a Former Motel to a 52-Unit Permanent Supportive Housing Project; and Related Actions

Purpose: These clarifying authorizations provide underlying authority to actions taken by the Housing Authority of the City of Los Angeles (“HACLA” or “Authority”) to implement its commitment to the State of California Department of Housing and Community Development (“HCD”) under Standard Agreement 20-HK00127 for the HomeKey Program.

Contact: Tina Smith-Booth, Director of Asset Management

Action: **APPROVED**
Motioned: Commissioner Dan Tenenbaum
Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), 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 to 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 and CEO, or Designee, to Write Off Uncollectible Accounts Receivable Including \$165,410 for Section 8 Programs

Purpose: To comply with federal regulations and Generally Accepted Accounting Principles (GAAP), the Housing Authority of the City of Los Angeles ("Housing Authority") 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 Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), Motion Carried

2. Proposed Resolution Authorizing Award of a One-Year Contract to Redesign Group, Inc., in an Amount Not to Exceed \$710,000, for the Build-Out of Property Management and Supportive Services Space, Pursuant to IFB HA-2022-118-NF-PBV; Assignment of that Contract to Westlake Macarthur Park Apartments, LLC (Westlake), and Further Authorizing Use of \$710,000 in Authority Under HACLA's Line of Credit by Westlake to Cover the Cost of the Contract

Purpose: To furnish all labor and materials necessary for the build-out of onsite office space for property management and supportive services at the Alvarado Lakeview Apartments.

Contact: Tina Smith-Booth, Director of Asset Management

Action: **APPROVED**
Motioned: Commissioner Dan Tenenbaum
Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), Motion Carried

3. Proposed Resolution Authorizing Execution of Amendment No. 1 to Contract HA-2022-24-PB with Harmin Services No. 1, Inc. (DBA Hart Employment Services) for Temporary Staffing Services, to Extend the Contract Term and Increase its Contracting Amount to \$1,500,000

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 amend Contract HA-2022-24-PB with Harmin Services No.1. Inc., DBA Hart Employment Services ("HART") to extend the term for up to an additional four years and increase the contracting amount to \$1,500,000.

Contact: Annie Markarian, Director of Labor & Employee Relations

Action: **APPROVED**
Motioned: Commissioner Dan Tenenbaum
Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), Motion Carried

4. Proposed Resolution Authorizing the Allocation of One Hundred (100) Section 8 Housing Choice Vouchers for the Project-Based Voucher Program to Leverage the Creation of Larger Scale Affordable Housing Projects

Purpose: To assist in the creation of affordable housing for low-income individuals and families. HACLA proposes to make available Project-Based Vouchers (PBVs) to provide rental operating subsidies for eligible projects that will leverage the vouchers in the creation of larger scale affordable housing projects and maximize applications for public capital funding.

Contact: Carlos VanNatter, Director of Section 8

Action: **APPROVED**
Motioned: Commissioner Dan Tenenbaum
Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), Motion Carried

5. Continuum of Care Funding Update (Q3 2022)

Receive and File/ No action required

Purpose: This report is intended to provide the Board of Commissioners a brief background and an update on activities for the Continuum of Care (CoC) program.

Contact: Carlos VanNatter, Director of Section 8

6. Capital Improvements in Public Housing 2022 Annual Update

Receive and File/ No action required

Purpose: HACLA annually receives a capital fund program (CFP) allocation from HUD for capital improvement projects at the public housing developments. The goal for the Housing Services (HS) team is to orient funding towards beautification, infrastructure, Americans with Disabilities Act (ADA) accommodations and needs, and other critical improvements as needs arise.

Contact: Marisela Ocampo, Director of Housing Services

C. Excluded Consent Agenda Items - *None*

D. Agenda Items for Future Board of Commissioner Meetings

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

- One-way Communication to Board regarding Caltrans properties (*Bakewell*)

VIII. 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

IX. 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): Cielo Castro, Delfino De La Cruz, Taelor Bakewell

Employee Title/Unrepresented Employee: President and Chief Executive Officer

Start Time: 12:02 pm

End Time: 1:01 pm

Reportable Action: The Board approved the 2023 goals for the Present and CEO, Douglas Guthrie with a unanimous vote of 4 to 0.

X. BOARD BUSINESS ITEMS

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: Cielo Castro, Chairperson of the Board of Commissioners

Action: **APPROVED** - The Board of Commissioners authorized a restated employment agreement with Mr. Guthrie's compensation to include the following terms: (1) the term will be sixteen (16) months past November 15, 2022; (2) Mr. Guthrie's annual Base Salary is to be increased by 3% to \$356,561 per year effective April 1, 2023; (3) the Board may consider and authorize a compensation increase during the term of this agreement; (4) a HACLA contribution of 2% to a 457 plan in the beginning of 2023 and in the beginning of 2024, as provided for in 2022; (5) the inclusion of the most recent performance goals, and (6) related revised contract effective and execution dates.

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), Motion Carried

XI. ADJOURNMENT

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Taelor Bakewell

4 AYES, 0 NAYS, 3 ABSENT (De La Cruz, Bryan, Hooper), **Meeting Adjourned at 1:05pm**