



***Board of Commissioners***  
REGULAR MEETING  
**VIDEOCONFERENCE**

THURSDAY– JANUARY 27, 2022

Meeting accessible at <https://us06web.zoom.us/j/83367753007>

**ZOOM MEETING ID: 833 6775 3007**

**ACTION MINUTES**

Commissioner Cielo Castro called the Board of Commissioners Regular Videoconference Meeting to order on Thursday, January 27, 2022 at 9:08am. 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 Delfino De La Cruz  
Commissioner Ana Bryan  
Commissioner Taelor Bakewell

ALSO PRESENT: Douglas Guthrie, President & 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, January 21, 2022 in the front display case at 2600 Wilshire Boulevard, Los Angeles, CA 90057 and at [www.hacla.org](http://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 Lucelia Hooper

Seconded: Commissioner Taelor Bakewell

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

#### IV. SPECIAL ORDER OF BUSINESS

1. Recognition of Sybil Morrison, Dale Morgan and Chekyra Ellis 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](http://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.

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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 Wednesday, January 26, 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 Resolution Designating the Housing Authority of the City of Los Angeles's Resident Advisory Board

Purpose: In accordance with 24 CFR § 903.13, HACLA is required to establish a Resident Advisory Board (RAB) to assist and make recommendations regarding the development of HACLA's Annual Agency Plan, and any significant amendment or modification to the Annual Agency Plan. The membership of the RAB must consist of individuals who adequately reflect and represent the residents assisted by HACLA. With this Resolution, HACLA wishes to explicitly designate the members of its Housing Authority Resident Advisory Council (HARAC), members of its Resident Advisory Councils (RACs), and participants of its Section 8 Advisory Committee meetings as members of its RAB.

Contact: James Johnson, General Counsel

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

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

2. Proposed Resolution Approving Revisions to HACLA's Debt Management Policy to Update, Clarify and Expand HACLA's Multifamily and Other Housing Financing Opportunities

Purpose: Revisions to the Debt Management Policy (the "Original Policy") of the Housing Authority of the City of Los Angeles ("HACLA" or the "Authority") are necessary to clarify portions of the current debt management policy established in 2017 and to expand the range of legally permissible debt financings in which HACLA may engage, all in the furtherance of expanding the supply of affordable multifamily and other housing in the City of Los Angeles ("City").

Contact: Geoffrey Moen, Director of Development

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Lucelia Hooper

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

3. Proposed Resolution Authorizing An Increase in the Maximum Amount of Funding for Which the Housing Authority of the City of Los Angeles May Apply in Connection with the Submission of Multiple Applications to the Second Round of the State of California Department of Housing and Community Development ("HCD") Homekey Program On Its Own Behalf, As Well As In Collaboration with the City of Los Angeles and Authorizing the President and CEO, or Designee, to Procure and Commit Resources, to Execute Related Documents and Agreements, and to Undertake Various Actions in Connection Therewith

Purpose: To allow the Housing Authority of the City of Los Angeles ("HACLA"), at the request of the City of Los Angeles ("City"), to apply for funding under the State of California's ("State") Department of Housing and Community Development ("HCD") Homekey program, Round 2 ("Homekey"), in a total amount greater than was anticipated and authorized by the Board of Commissioners under its previous action.

Contact: Geoffrey Moen, Director of Development

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Dan Tenenbaum

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

4. Proposed Resolutions Approving the Acquisition of the Following Two (2) Real Property Assets at Fair Market Value: (1) 10150 Hillhaven Avenue, Los Angeles, CA 91042 Totaling Thirty-Four (34) Units for \$17,750,000 and (2) 1044 N Soto Avenue, Los Angeles, CA 91042, Totaling Eighty-Five (85) Units for \$36,125,000, In Response to the California Department of Housing and Community Development's ("HCD") Notice of Funding Availability for the Homekey Program;

Approving and Authorizing the Execution and Delivery of All Related Documents, Certificates and Agreements, and HCD Standard 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”), to purchase two (2) properties (each a “Property,” and together the “Properties”) in response to the State of California (“State”) Department of Housing and Community Development’s (“HCD”) Notice of Funding Availability (“2021 NOFA”) for the second round of the Homekey Program (“Homekey”). Actions are required to be taken at this time in order to meet the contingency requirements for Board of Commissioners approval within sixty days of the execution of the Purchase and Sale Agreement for each Property

Contact: Geoffrey Moen, Director of Development

Action: **APPROVED**

Motioned: Commissioner Lucelia Hooper

Seconded: Commissioner Noramay Cadena

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

5. Proposed Resolutions Approving the Acquisition of the Following Six (6) Real Property Assets at Fair Market Value (1) 21121 Vanowen Street, Los Angeles, California 91303, for \$55,240,000, (2) 2014 N. Highland Boulevard, Los Angeles, California 90068, for \$24,400,000, (3) 6531 S. Sepulveda Boulevard, Los Angeles, California 90045, for \$52,535,000, (4) 18602 S. Vermont Avenue, Los Angeles, California 90248, for \$37,808,000, (5) 20205 Ventura Boulevard, Woodland Hills, California 91364 for \$46,866,000 and (6) 19325 Londelius Street, Northridge, California 91324 for \$46,791,000 in Response to the California Department of Housing and Community Development’s (“HCD”) 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 an executed Professional Services Agreement, to purchase six (6) multifamily properties (each a “Property,” and together the “Properties” or the “City Properties”) in response to the State of California (“State”) Department of Housing and Community Development’s (“HCD”) Notice of Funding Availability (“2021 NOFA”) for the second round of the Homekey Program (“Homekey”). Actions are required to be taken at this time in order to meet

the Purchase and Sale Agreements' contingency requirements as well as Homekey deadlines for priority submittal to be eligible for geographic set aside funds.

Contact: Geoffrey Moen, Director of Development

Action: **APPROVED**

Motioned: Commissioner Noramay Cadena

Seconded: Commissioner Lucelia Hooper

6 AYES, 0 NAYS, 1 ABSENT (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 Dedication of One Hundred Eighty-Five (185) Section 8 Project-Based Vouchers to One (1) Permanent Supportive Housing Proposal Selected Pursuant to Project-Based Voucher ("PBV") Notice of Funding Availability ("NOFA") No, HA-2021-164 and Authorizing the President and CEO, or Designee, to Execute Any and All Contracts and Documents Required for the Award

Purpose: Authorize dedication of project-based vouchers ("PBV") to one permanent supportive housing project ("PSH") acquired and to be operated by the Housing Authority in the City of Los Angeles ("HACLA") with Project Homekey funding to house homeless or at risk of homeless households who are impacted by COVID-19 and with household incomes at or below 30% of area median income ("AMI").

Contact: Carlos VanNatter, Director of Section 8

Action: **APPROVED**

Motioned: Commissioner Noramay Cadena

Seconded: Commissioner Lucelia Hooper

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

2. Proposed Resolution Authorizing the President and CEO, or His Designee, to Write Off Uncollectible Accounts Receivable Including \$120,761 for Public Housing Rental Units, and \$77,066 for Non-Public Housing Rental Units

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 Noramay Cadena  
Seconded: Commissioner Lucelia Hooper  
6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

3. Proposed Resolution Authorizing the President and CEO, or His Designee, to Purchase Public Officials Liability and Employment Practices Liability Insurance from Ironshore Specialty Insurance Company, Allied World Surplus Lines Insurance, Indian Harbor Insurance and RSUI Indemnity Company, Excess Workers' Compensation Insurance from Star Insurance, and to Execute Related Actions

Purpose: The purpose of this item is to authorize the Housing Authority of the City of Los Angeles' ("HACLA") President and CEO, or his designee, to purchase insurance policies and execute related actions as follows: (1) Public Officials Liability Insurance for an annual premium (including surplus taxes and broker of record (BOR) fees) of \$478,694 from Ironshore Specialty Insurance Company, Allied World Surplus Lines Insurance, Indian Harbor Insurance & RSUI Indemnity; (2) Employment Practice Liability Insurance ("EPLI") for an annual premium (including surplus taxes and BOR fees) of \$456,037 from Ironshore Specialty Insurance Company and Allied World Surplus Lines Insurance; and (3) Excess Workers Compensation Insurance from Star Insurance Company for an annual premium (including BOR fees) of \$160,131.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**  
Motioned: Commissioner Noramay Cadena  
Seconded: Commissioner Lucelia Hooper  
6 AYES, 0 NAYS, 1 ABSENT (De La Cruz), Motion Carried

4. Update on Homekey Round 2 Acquisitions

**Receive and File**

Contact: Geoffrey Moen, Director of Development

5. Jordan Downs Redevelopment Project Quarterly Progress Report, Q4 2021

**Receive and File**

Contact: Geoffrey Moen, Director of Development

6. Rose Hill Courts Quarterly Report, Q4 2021

**Receive and File**

Contact: Geoffrey Moen, Director of Development

7. Pueblo Del Sol Quarterly Report, Q4 2021

**Receive and File**

Contact: Geoffrey Moen, Director of Development

C. Excluded Consent Agenda Items

*No items excluded from consent agenda.*

D. Agenda Items for Future Board of Commissioner Meetings

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

*No items provided by Commissioners for future meetings*

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): Chairperson Castro, Commissioner Cadena, and Commissioner Tenenbaum

Employee Title/Unrepresented Employee: President and Chief Executive Officer

Start Time: 11:00am

End Time: 11:51am

*No reportable action*

X. 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: Cielo Castro, Chairperson of the Board of Commissioners

Action: **APPROVED** – *The Board unanimously approved awarding the CEO*



*a 4% salary increase to \$346,176 effective April 1<sup>st</sup>, 2022 and a special leadership bonus of \$10,000 effective February 15<sup>th</sup>.*

Motioned: Commissioner Lucelia Hooper  
Seconded: Commissioner Taelor Bakewell  
7 AYES, 0 NAYS, 0 ABSENT, Motion Carried

XI. ADJOURNMENT

Motioned: Commissioner Lucelia Hooper  
Seconded: Commissioner Dan Tenenbaum  
7 AYES, 0 NAYS, 0 ABSENT, **Meeting Adjourned at 11:58am**