

Alameda County
Housing and Community Development Department
Measure A1 Oversight Committee

DATE 2/27/2020
TIME 9:30 A.M.
ADOPTED 4/23/2020

Chair: Ndidi Okwelogu
Vice-Chair: Gloria Bruce

Location: Room 160, Public Meeting Room
224 W Winton Ave
Hayward, CA 94544

Summary/Action Minutes

Committee Members in Attendance

Gloria Bruce, Randi DeHollander, Jeffrey Dixon, Brian Dolan,
Lynda Foster, Daniel Gregg, Daphine Lamb-Perrilliat, Ndidi Okwelogu,
Kendra Roberts, Mimi Rohr, Rose Works, Debbie Potter

Committee Members Not in Attendance

Katrina Hampton, Andreas Cluver

Alameda County Staff

Heather Littlejohn – Deputy County Counsel, Alameda County Office of the County Counsel
Rose Cade – Deputy Director, Housing and Community Development - CDA
Jennifer Pearce – Manager, Housing and Community Development - CDA
Teresa Hester – Specialist Clerk, Housing and Community Development – CDA
Bob Fuller – Housing Specialist, Housing and Community Development – CDA

- I. Welcome – Rose Cade**, Deputy Director Housing and Community Development, Alameda County Community Development Agency (CDA)
- Ms. Cade called the meeting to order at 9:34 a.m.
 - Motion by Ms. Foster to accept the agenda amended order to accommodate County staff schedule conflicts. Ms. Rohr seconded the motion.
 - Voice vote passed the motion unanimously with no abstentions.
 - Ms. Cade welcomed the Committee members.

- II. Rules of Order Training – Jennifer Pearce**, Manager, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Ms. Pearce presented a PowerPoint on the basics of Robert’s Rules of Order and provided several examples of types of motions this Committee will likely entertain.
 - Ms. DeHollander requested clarification about why a motion is made regarding an agenda item after public comment on the topic. Ms. Pearce responded that public comment is based on the agenda item and the motion ought to be as well. Public comment is heard before any discussion by Committee members to ensure that all public comment is considered during discussion by the Committee. Any action taken by the Committee on an item should happen after public comment and following discussion/debate by the Committee.
- III. Staff Roster and Introductions – Bob Fuller**, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Mr. Fuller introduced County staff; Heather Littlejohn of County Counsel, and Teresa Hester of Housing and Community Development, and himself. Staff members spoke about their roles in relation to the Oversight Committee and their motivations for their work.
- IV. Chair and Vice Chair Election – Bob Fuller**, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Mr. Fuller provided an overview of the responsibilities of the Measure A1 Oversight Committee Chair and Vice Chair; leading meetings, working with staff to set agendas for meetings of the Committee, and serving as the public face of the committee, co-presenting the Measure A1 annual reports, with staff support, to the Board of Supervisors.
 - Ms. Littlejohn asked whether the Committee has established by-laws. Mr. Fuller responded that a discussion of the by-laws is planned for the March agenda. Ms. Littlejohn advised that the Committee needs to adopt by-laws to formalize the appointments of the Chair and Vice Chair, if no description of responsibilities already exists.¹ By-laws will also include any other official positions on the Committee.
 - Ms. Foster asked if meeting agendas are set by staff or the Committee Chair. Mr. Fuller responded that meeting agendas will be set by the Chair with advice and support of staff. Staff will propose a draft agenda to the Chair at least one week ahead of publication.
 - Mr. Fuller asked for nominations for Chair of the Measure A1 Oversight Committee. Ms. Potter asked to have any candidate provide information about themselves to help Committee members learn about each other in order to make nominations.

¹ Following the meeting, staff noted that the Board of Supervisors adopted of the Oversight Committee formation and structure [item 41 on 8/7/2018], which includes the designation of a chair and a vice chair.

- Ms. DeHollander asked if any members of the Committee have experience running meetings using Robert’s Rules of Order.
- Nominations for Committee Chair: Ms. Lamb-Perrilliat nominated Ndidi Okwelogu. Ms. Foster seconded that nomination. Ms. Okwelogu accepted the nomination. Ms. Potter asked Ms. Okwelogu to discuss her background. Ms. Okwelogu responded that she has experience as a housing advocate and providing voter education on Measure A1.
- Mr. Fuller asked if there were additional nominations. Seeing none, he asked for nominations for Committee Vice Chair, suggesting that if there is only one nomination for Vice Chair the Committee could vote for the two positions with a single slate vote. However, if there were multiple Vice Chair nominations, the positions would be voted on separately.
- Ms. Littlejohn asked Mr. Fuller to discuss the role of the Vice Chair. He responded that the Vice Chair, in the absence of the Chair, fulfills the role of the Chair to preside over meetings, approve agendas and co-present the Measure A1 annual report to the Board of Supervisor.
- Mr. Dolan nominated Ms. Potter. Ms. Potter declined to accept the nomination due to workload concerns.
- Ms. Bruce nominated herself as vice chair. Mr. Dixon seconded the nomination.
- Mr. Fuller asked for additional nominations.
- Ms. Bruce presented that she is the Executive Director of East Bay Housing Organizations, has followed the Measure A1 implementation for years, and lives in Oakland in Supervisor Carson’s district.
- Ms. DeHollander motioned to approve the appointment of Ms. Okwelogu as Chair and Ms. Bruce as Vice Chair of the Measure A1 Oversight Committee. Ms. Works seconded the motion.
- Through a voice vote, the Committee approved the appointment with no abstentions.

V. PUBLIC COMMENT

Kevin Elliott – Chief Real Estate Officer for Habitat for Humanity, expressed concerns that his organization has not heard updates from HCD on status of the Measure A1 Homeownership Development Program.

- Ms. DeHollander asked for the name of the RFP. Mr. Elliott responded that it is the Homeownership Development RFP from Spring 2018 for \$25 million.
- Ms. Roberts asked if any of Habitat’s projects have been funded through this program. Mr. Elliot responded that none have been funded.
- Ms. Works asked if HCD staff can respond. Mr. Fuller responded that staff present do not have that information but that this concern will be brought back to staff leadership.²

² The RFP for Homeownership Development was scheduled for release in mid-2020.

VI. Approval of January 30, 2020 meeting minutes – Chair Okwelogu

- Chair Okwelogu requested any corrections or clarifications of the January 30, 2020 Measure A1 Oversight Committee minutes.
- Ms. Foster motioned to adopt the minutes as presented. Ms. Roberts seconded the motion.
- Through a voice vote, the Committee approved the minutes with no abstentions.

VII. Setting the Committee’s 2020 Calendar Discussion – Bob Fuller, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)

- Mr. Fuller presented a suggested schedule of meeting dates for the remainder of calendar year 2020, with each meeting taking place beginning at 9:30 a.m. in the Public Hearing Room at 224 W. Winton Ave. in Hayward on the fourth Thursday of the month, except November and December when the meetings would occur on the third Thursday of those months. The dates are:
March 26th
April 23rd
May 28th³
June 25th
July 23rd
August 27th
September 24th
October 22nd
November 19th
December 17th
- Ms. Works motioned to adopt the presented schedule of regular meetings. Ms. Potter seconded the motion.
- Through a voice vote, the committee approved the schedule with no abstentions

VIII. Measure A1 Oversight Committee Mandate Discussion – Linda Gardner, Director, Housing and Community Development, Alameda County Community Development Agency (CDA)

- Chair Okwelogu presented staff’s request to postpone the committee mandate discussion until the March meeting.
- Mimi Rohr motioned to postpone the agenda item. Mr. Dixon seconded the motion.
- Through a voice vote, the committee approved the postponement with one nay (Works) and one abstention (Bruce).
- Ms. Works commented that she was disappointed that staff was unable to present this item and expressed the need to have relevant staff present in order to move the process forward. Vice Chair Bruce voiced agreement with Ms. Works.
- Ms. Potter asked Mr. Fuller to confirm that Linda Gardner is retiring and, inquired whether staff will be prepared to have a discussion of the Measure A1 Oversight Committee at the

³ The incorrect date of May 21, 2020 was displayed on the overhead screen. May 28th is the fourth Thursday of May.

March meeting. Mr. Fuller responded that Ms. Gardner agreed to present at the March meeting, he also noted that Michelle Starratt, who served as Deputy Director of the Alameda County Housing and Community Development Department, has been appointed as Ms. Gardner's successor as Director and will begin her new role on March 9, 2020.

IX. Committee Connections and Closing – Bob Fuller, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)

- At Chair Okwelogu's request, each member of the Committee shared information on their background and motivations for serving on the Measure A1 Oversight Committee.
- Ms. Works requested that staff provide a draft of the proposed by-laws to the Measure A1 Oversight Committee members in advance of the March meeting to provide the members of the Committee with an opportunity to review the proposed by-laws prior to any discussion of them during the meeting in March. Mr. Fuller responded that the proposed by-laws will be available ahead of the March meeting.
- Ms. DeHollander motioned to adjourn the meeting. Seconded by Mr. Dolan.
- Through a voice vote, the committee approved adjournment at 10:38 a.m.