

**Alameda County**  
**Housing and Community Development Department**  
**Measure A1 Oversight Committee**

**DATE 4/23/2020**

**TIME 9:30 A.M.**

**Chair: Ndidi Okwelogu**

**Vice-Chair: Gloria Bruce**

**Location:** Held via teleconference

**Summary/Action Minutes**

**I. Call to Order and Roll Call of Committee Members – Ndidi Okwelogu, Chairperson**

Meeting began at 9:30 a.m.

- Chair Okwelogu called the meeting to order at 9:35 a.m.
- Mr. Fuller conducted roll-call for Committee member attendance. Of the 13 seated members, 8 were present. Quorum is seven.
- Chair Okwelogu explained to members of the public how they can participate via Zoom Webinar or by phone.

**Committee Member Roll Call**

- Gloria Bruce, Vice Chairperson
- Daniel Gregg
- Lynda Foster
- Rose Works
- Kendra Roberts
- Randi DeHollander
- Mimi Rohr
- Ndidi Okwelogu
- Brian Dolan (joined after roll call)
- Jeffrey Dixon (joined after roll call)
- Daphine Lamb-Perrilliat (joined after roll call)
- Debbie Potter (joined after roll call)

**Committee Members Not in Attendance**

- Katrina Hampton

**Alameda County staff members participating**

- Michelle Starratt, Director, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Rose Cade, Deputy Director, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Heather Littlejohn, Deputy County Counsel, Alameda County
- Jennifer Pearce, Manager, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Robert Fuller, Oversight Committee Liaison, Housing and Community Development, Alameda County Community Development Agency (CDA)

- Aaron Tiedermann, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)
- Teresa Hester, Clerk Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)

**II. Approval of 2/27/2020 Oversight Committee Minutes and Committee Calendar Correction – Bob Fuller**, Housing Specialist, Housing and Community Development, Housing and Community Development, Alameda County Community Development Agency (CDA)

Correcting Measure A1 Oversight Committee calendar date for the May meeting. Correcting Measure A1 Oversight Committee calendar date for the May meeting from May 21st to May 28th. **Action Item**

Discussion:

- Mr. Fuller explained that during the February 27, 2020 meeting, the Committee adopted the Calendar of Regular Committee Meetings there was a typo regarding the May meeting date in the calendar projected as a visual. However, the date in the Committee’s calendar was the correct day of May 28<sup>th</sup>. Mr. Fuller requested that the approved minutes include the clarification that the May date is the 28<sup>th</sup>.
- Committee reviewed the February 27, 2020 minutes.
- Chair Okwelogu requested any corrections or clarifications of the February 27, 2020 Measure A1 Oversight Committee (amended) minutes.
- Chair Okwelogu requested public comment. There was no public comment.
- Ms. DeHollander motioned to adopt the amended February minutes. Ms. Foster seconded the motion.
- Through a roll-call vote, the Committee adopted the calendar correction and accepted the amended minutes with no abstentions.

Public Comment:

- No public comment.

During this item Brian Dolan, Jeffrey Dixon, Daphine Lamb-Perrilliat and Debbie Potter joined the meeting.

Motion to accept the (amended) minutes by Randi DeHollander, seconded by Lynda Foster.

Gloria Bruce, Vice Chairperson	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Daniel Gregg	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Brian Dolan	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Lynda Foster	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Rose Works	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Katrina Hampton	___ yea, ___ nay, ___ abstain
Daphine Lamb-Perrilliat	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Kendra Roberts	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Randi DeHollander	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Jeffrey Dixon	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Debbie Potter	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Mimi Rohr	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
Ndidi Okwelogu, Chairperson	<input checked="" type="checkbox"/> yea, ___ nay, ___ abstain
<b>Total: 12 yea, 0 nay and 0 abstain</b>	

### III. Measure A1 Oversight Committee By-laws and Committee Mandate

**Discussion – Michelle Starratt**, Director, Housing and Community Development, Alameda County Community Development Agency (CDA)

Recommend proposed by-laws after a review and discussion of the Committee mandate. **Action Item**

Discussion:

- Ms. Starratt discussed Committee By-laws and Mandate. The Alameda County voters passed Measure A1 in November 2016. Part of the requirement is to have an Oversight Committee. The main goal of the Measure A1 Oversight Committee is to review expenditures and commitments made by the Housing and Community Development Department (HCD) and to ensure funds are being spent appropriately and money is moving into the communities in need. There was delay in forming the Committee since the Bond Measure designates some seats, but not all. HCD needed to understand how to best fill the Committee seats remaining. The Committee is mandated to regularly evaluate compliance with the bond measure of expenditures of A1 funds for projects and programs. The other part of the mandate is producing a report of work has been done each year. It is the responsibility of HCD to regularly notify the Committee which projects and commitments have moved forward, what has gone into production and how many projects have been finished.
- Ms. Works asked when the Committee will receive the first report.
- Ms. Starratt responded that there are currently some completed graphs and charts, but the actual report will be produced in the next several months. HCD staff will be working with Chair Okwelogu and Vice Chair Bruce to finalize formatting. We want to make sure this report covers more than expenditures and celebrates the work A1 funds are allowing HCD to move forward with and how important affordable housing is to the community. The first report will likely cover 18 months (December 2016-June 2018) rather than 8 months (December 2016-June 2017).
- Ms. Works inquired about organizations that have not yet received funding. She referred to the public comment during the February 27, 2020 Oversight Committee when staff from Habitat for Humanity expressed concern regarding the Homeownership Development RFP.
- Ms. Starratt responded that the difference between funds committed and funds expended. There is currently around \$330 million, out of the \$580 million A1 funds, that has been committed. Money spent is lower than money committed because getting projects through the pipeline is timely and there are more factors to financing projects and finalizing funding sources.
- Chair Okwelogu requested any comments on the Committee mandate or proposed by-laws.
- Ms. DeHollander requested a general overview of the down payment assistance program.
- Ms. Starratt responded that HCD requested Habitat for Humanity attend the May 28, 2020 meeting to present the Renew AC Program, and Hello Housing will present on the AC Boost Program. This will include program updates to date.
- Ms. Foster requested clarification on whether the next meeting agenda will have dedicated time to discuss the report.
- Ms. Starratt replied that Committee members will receive charts and graphs that cover basic information covering what work has been done. The narrative will not be ready at that time, but statistics and data will be provided to get an idea of how many families have been housed and households have been supported.
- Ms. Foster commented that it will be great to see what has happened and what money has been spent and what benefit occurred. All of this information will help to create the narrative.

- Ms. Potter commented that reporting will be used as a tool to educate the community on the importance of affordable housing and what is being done with the money.
- Vice Chair Bruce commented on the need for Committee members to receive monthly updates while the bigger report is being finalized.
- Chair Okwelogu asked for a motion to recommend the by-laws for adoption by the Alameda County Board of Supervisors.
- Ms. Littlejohn requested clarification on the scope of the Committee’s responsibility for informing the public about Measure A1 projects and programming as described in the Measure language and BOS documents versus in the Oversight Committee by-laws. The BOS document establishing the Committee describes certain roles and there are certain roles established by the Measure language, can staff comment on the first duty in the By-laws regarding the language of “inform the public concerning expenditure of Bond proceeds of Measure A1” as this is not included in the BOS language.
- Ms. Starratt explained staff took the language of “producing a report” as being information to the public. That is what the report is for and that is how the language was interpreted.
- Ms. Littlejohn emphasized that there is potentially a difference between providing a report to BOS, which does inform the public, and having an independent duty to inform the public. For example, writing newsletters and email blast that inform the community, but is not independently a duty of the Committee. Want to make sure the intent aligns with the language.<sup>1</sup>

Public Comment:

- No public comment.

Motion to accept the minutes by Linda Foster,  
seconded by Kendra Roberts.

Gloria Bruce, Vice Chairperson	<u>X</u> __ yea, ___ nay, ___ abstain
Daniel Gregg	<u>X</u> __ yea, ___ nay, ___ abstain
Brian Dolan	<u>X</u> __ yea, ___ nay, ___ abstain
Lynda Foster	<u>X</u> __ yea, ___ nay, ___ abstain
Rose Works	<u>X</u> __ yea, ___ nay, ___ abstain
Katrina Hampton	___ yea, ___ nay, ___ abstain
Daphine Lamb-Perrilliat	<u>X</u> __ yea, ___ nay, ___ abstain
Kendra Roberts	<u>X</u> __ yea, ___ nay, ___ abstain
Randi DeHollander	<u>X</u> __ yea, ___ nay, ___ abstain
Jeffrey Dixon	<u>X</u> __ yea, ___ nay, ___ abstain
Debbie Potter	<u>X</u> __ yea, ___ nay, ___ abstain
Mimi Rohr	<u>X</u> __ yea, ___ nay, ___ abstain
Ndidi Okwelogu, Chairperson	<u>X</u> __ yea, ___ nay, ___ abstain

Through a roll-call of 12 yeas, 0 nays and 0 abstentions, the Committee approved the by-laws for adoption by the Board of Supervisors.

**IV. Calendar Review – Bob Fuller**, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)  
A review of Regular meeting dates in 2020. **Informational**

Discussion:

- Mr. Fuller lead the discussion of the Committee’s schedule to review the previous years’ annual reports and the reporting periods. It is anticipated the Committee will continue to use teleconference for meetings through July. This should not prevent the Committee from its work. There is roughly a 3-month timeline from initial review of the Measure A1 report by the Committee to approval of the report, including the Committee’s evaluation. For example, Report 1 – Dec. 2016 June 2018 would be presented at the first. Between first and second meeting, Committee members would have opportunity to draft their own comments on the report. The second meeting will include discussion will be held of the report and member comments. The Committee will elect a representative(s), or HCD staff to organize the Committee’s comments into a draft evaluation for inclusion in the final report. The third meeting will be the final evaluation and endorsement of the Committee evaluation for inclusion in the finalized report. This three-month timeline is not exclusive to one reporting period. Depending upon capacity of the Committee and HCD staff, we may be able to present the next report at the meeting when the Committee adopts its evaluation of the previous annual report.
- Chair Okwelogu asked for any questions or comments regarding the calendar and report review timeline.
- No comments from the Committee

**V. Annual Report - – Bob Fuller**, Housing Specialist, Housing and Community Development, Alameda County Community Development Agency (CDA)

Discussion:

- Mr. Fuller lead a discussion of the Committee’s contents of the Measure A1 annual reports. Each annual report will include major elements for the Committee to evaluate for compliance with the 2016 ballot measure including Cash Flow, Capacity Building, Policymaking, Program Execution, Outcomes for Support Populations. The other element included in finalized reports is the Committee’s evaluation of Measure A1 implementation for that reporting period. HCD will be working with a graphic designer to best tell the story of the A1 funds and affordable housing.
- Chair Okwelogu asked if the Committee has any questions or comments regarding the key elements of the Measure A1 annual reports.
- Ms. Foster requested to know if the changes made due to Covid-19 will impact HCD staff in getting information to the Committee.
- Mr. Fuller expressed staff is currently working remotely and there have been some impacts to the original work plan, but no significant delays to gathering information. HCD staff is in communication with all partners.
- Ms. Starratt expressed HCD staff is continuing to work towards the goals of the Department and some staff have been pulled from regular duties in order to assist with the Covid-19 emergency. Technology is allowing us to move ahead, like with this Public Meeting, but there is a lot of attention needed for Covid-19 related issue.
- Since this is informational there is no need to call roll nor take a vote.

**VI. Public Comment for Items Not on the Agenda – Chairperson Okwelogu**

Speakers:

- No public comment.

**VII. Future Meetings - Chairperson Okwelogu**

Discussion:

- Chair Okwelogu requested Committee members to express any matters they would like to

initiate.

- Ms. Starratt explained the next meeting will include reports from Habitat for Humanity on Renew AC and from Hello Housing on AC Boost and updates from the other A1 programs. This will include reporting on cities that have fully expended funds and where there are still Regional Pool Funds available.
- Ms. Lamb-Perrilliat asked if the proposed calendar will be posted with the new times.
- Chair Okwelogu replied yes, on the Measure A1 website staff will share with the Committee.
- Chair Okwelogu adjourns the meeting of Measure A1 Oversight Committee until our next regular meeting on Thursday, May 28<sup>th</sup> at 9:30 a.m.

**Adjournment at 10:29 a.m.**