

HOUSING AUTHORITY OF THE CITY OF LOS ANGELES

Board of Commissioners

REGULAR MEETING

TELECONFERENCE

THURSDAY– JANUARY 28, 2021

CALL-IN NUMBER: 1(408) 650-3123, ACCESS CODE: 382-374-933

Spanish Interpretation Teleconference Information:

CALL-IN NUMBER: 1(408) 650-3123, ACCESS CODE: 612-280-069

ACTION MINUTES

Commissioner Ben Besley called the Board of Commissioners Regular Meeting to order on Thursday, January 28, 2021 at 9:06am. Executive Assistant, Tiffany Prescott, recorded the minutes of the meeting.

I. ATTENDANCE

Present: Commissioner Ben Besley
Commissioner Cielo Castro (Joined meeting at 9:08am)
Commissioner Noramay Cadena
Commissioner Delfino De La Cruz
Commissioner Dan Tenenbaum
Commissioner Ana Bryan

Absent: Commissioner Lucelia Hooper

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 22, 2021 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 Samantha Elizarraraz, Pennilyn Jucaban, Chris Boffman and Eric Tellez as Employees of the Month

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 WEDNESDAY, JANUARY 27, 2021 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 JANUARY 28, 2021 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 Resolution Authorizing the President and CEO, or Designee, to Execute a Contract with Hyland Software, Inc., for an Initial Two-Year Term with Three (3) One-Year Options for Renewal for a Total Contract Amount Not-to-Exceed \$1,800,000 for Software Licensing, Hosting, Consulting, Training, Maintenance and Technical Support

Purpose: Authorize the President and CEO, or designee, to execute a contract with Hyland Software, Inc. for an initial two-year term with three (3) one-year options for renewal, for a total contract amount not-to-exceed \$1,800,000, for software licensing, hosting, consulting, training, maintenance and technical support services.

Contact: Luis Yataco, Information Technology Director

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

2. Proposed Resolution Authorizing the President and CEO, or Designee, to Increase the Contracting Awards for Environmental Services and Construction Contract Administration/Management Services Under Request for Qualifications HA-2018-90 (RFQ) in an Amount Totaling \$4,400,000; and Further Authorizing the President

and CEO, or Designee, to Reallocate Funding Awards Under the RFQ Based Upon Future Business Needs

Purpose: To authorize the President & CEO to increase the contracting awards Environmental Services and Construction Administration/Management Services under Request for Qualifications HA-2018-90. With the evaluation of the condition of its residential and commercial real property assets and assessment of new acquisition opportunities to identify improvement, redevelopment and modernization opportunities, the Development Services, Asset Management and Housing Services departments will require the support of a variety of Architectural, Engineering and Related Professional Services on an as-needed basis.

Contact: Howard Baum, Deputy General Counsel

Action: **APPROVED**

Motioned: Commissioner Noramay Cadena

Seconded: Commissioner Dan Tenenbaum

5 AYES, 0 NAYS, 2 ABSENT (Hooper, 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 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 Policy of the Housing Authority of the City of Los Angeles. 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 Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

2. Proposed Resolution Authorizing the President and CEO, or 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 State National, and to Execute Related Actions

Purpose: The purpose of this item is to authorize the Housing Authority of the City of Los Angeles' (the "Authority") 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 \$448,890 from Ironshore Specialty Insurance Company, Allied World Surplus Lines Insurance, Indian Harbor Insurance & RSUI Indemnity; (2) Employment Practices Liability Insurance ("EPLI") for an annual premium (including surplus taxes and BOR fees) of \$436,343 from Ironshore Specialty Insurance Company and Allied World Surplus Lines Insurance; and (3) Excess Workers' Compensation Insurance from State National for an annual premium (including BOR fees) of \$134,211.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

3. Proposed Resolution Approving Extension of Expanded Families First Coronavirus Response Act Benefits for Employees of the Housing Authority of the City of Los Angeles

Purpose: The purpose of this item is to request that the Board of Commissioners approve the extension of paid leave benefits to employees of the Housing Authority of the City of Los Angeles who have been impacted by COVID-19.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

4. Proposed Resolution Approving and Adopting the Housing Authority of the City of Los Angeles' Pay Schedules for Calendar Year 2021

Purpose: The purpose of this item is to comply with California Code of Regulations Title 2, section 570.5, which requires that a public entity's pay schedule be duly approved and adopted by the employer's governing body in accordance with the requirements of applicable public meeting laws.

Contact: Annie Markarian, Director of Labor and Employee Relations

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

5. Proposed Resolution Authorizing the President and CEO, or His Designee, to Write Off Uncollectible Accounts Receivable Including \$24,375 for Public Housing Rental Units, and \$71,522 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 Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

6. 2019 Audited Financial Statements and Federal Single Audit Reports

Receive and File

Contact: Marlene Garza, Chief Financial Officer

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), Motion Carried

7. Jordan Downs Redevelopment Project Quarterly Progress Report (4th Quarter 2020)

Receive and File

Contact: Jenny Scanlin, Chief Strategic Development Officer

Action: **APPROVED**

Motioned: Commissioner Dan Tenenbaum

Seconded: Commissioner Delfino De La Cruz

6 AYES, 0 NAYS, 1 ABSENT (Hooper), 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. 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

VIII. ADJOURNMENT

Motioned: Commissioner Cielo Castro

Seconded: Commissioner Noramay Cadena

6 AYES, 0 NAYS, 1 ABSENT (Hooper), **Meeting adjourned at 10:45am.**