



**Regular Meeting**  
**Monday January 9, 2023 at 6:00pm**  
**AGENDA**

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting December 12, 2022
- IV. Old Business:
  - A. Motion to Waive Reading of Resolution #1129
  - B. Adopt Resolution #1129, Renewing Its Declaration on the Need for Housing Authority Board to Continue Conducting Meetings Remotely Due to Health and Safety Concerns Pursuant to Assembly Bill 361. (With Hybrid Option)
- V. New Business:
  - A. Fiscal Year Ending 3-31-2022, Financial Audit Report. Smith Marion & Co CPA- Special Guest Douglas Englehart, Principal/Assurance & Advisory and Joey Harding, Senior/Assurance & Advisory
  - B. Establishment of Committee for Executive Director Performance Review
- VI. Closed Session:
  - A. Conference With Legal Counsel –Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)(4) two (2) cases  
**The attorney client and/or work product privilege is claimed for this communication as authorized by law.**
- VII. Executive Director Report
- VIII. Approval of Disbursements: Management Vouchers #1838 to # 1874 & ACH Payments from 12-1-2022 to 12-31-2022
- IX. Comments from Commissioners
- X. Adjournment

Next Meeting February 13, 2023

**South San Francisco Housing Authority**  
**Regular Meeting**  
**Date: 1/9/2023 6:00 PM**

**TELECONFERENCE MEETING NOTICE**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 ALLOWING FOR DEVIATION OF TELECONFERENCE RULES REQUIRED BY THE BROWN ACT & PURSUANT TO THE ORDER OF THE HEALTH OFFICER OF SAN MATEO COUNTY DATED MARCH 31, 2020 AS THIS MEETING IS NECESSARY SO THAT THE SOUTH SAN FRANCISCO HOUSING AUTHORITY CAN CONDUCT NECESSARY BUSINESS AND IS PERMITTED UNDER THE ORDER AS AN ESSENTIAL GOVERNMENTAL FUNCTION.**

**This meeting will be conducted as a hybrid meeting, whereby members of the Board of Directors and of the public may attend in person. The opportunity to participate remotely will still be provided. Public Comment will be limited to 3 minutes per person.**

**Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Monday January 9, 2023. Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson's discretion.**

**All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority's rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom please send us your 3 minute comments as follows: Email: [sosfha@sbcglobal.net](mailto:sosfha@sbcglobal.net)**

**Phone: 650-583-7631 (3 minutes max by 12noon, 1-09-2023)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85330043406?pwd=Mzh6VHQvQmFkMXd4TDFYRnZpZHAvUT09>**

**Meeting ID: 853 3004 3406**

**Passcode: 494489**

We ask that you limit your electronic comments so that they will comply with the **3-minute time** limitation for public comment.

**MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON: December 12, 2022**

The meeting was called to order at 6:06 pm by Chair L. Mercado, followed by the pledge of allegiance. Present were as follows and a quorum was declared:

**PRESENT:**

Commissioners L. Mercado, S. Pitocchi, D. Vong-Spillan, M. Rashid, A. Sharma, T.Powell and J. Rivas

**ABSENT:**

None

**PUBLIC COMMENT:**

No public comment

**PREVIOUS MINUTES**

The Board reviewed the previous minutes of the Regular Meeting of November 14, 2022, Chair L. Mercado noticed only one error under closed session there is a semicolon where there needs to be a colon. A motion was made to approve the minutes of the Regular Meeting of November 14, 2022, by Commissioner S. Pitocchi and seconded by Vice-Chair A. Sharma. Motion passed with one abstention by Commissioner T. Powell.

**OLD BUSINESS:**

A. Motion was made by Commissioner S. Pitocchi to waive the reading of Resolution #1128 and seconded by Commissioner D. Vong-Spillan. Roll Call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

T. Powell-Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

**OLD BUSINESS- CONTINUED:**

B. Motion was made by Vice-Chair A. Sharma to approve Resolution # 1128, motion was seconded by Commissioner S. Pitocchi and roll call was taken as follows:

L. Mercado-Aye

A. Sharma-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

T. Powell, Aye

M. Rashid- Aye

J. Rivas- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

**CLOSED SESSION:**

The Board went into closed session at 6:16 pm and came out of closed session at 6:24pm.

No report out of closed session.

**Executive Director's Report:**

- Tree pruning and tree removal work started 11-14-2022 and was completed December 8,2022
- Gutters will be cleaned starting tomorrow 12-13-22 and continuing through the end of the week.
- Roofing Project will commence first week of January, weather permitting and it should take about 4 days per building.
- End of the year Newsletter was distributed to tenants and Commissioners should be receiving a copy shortly
- Tenants will also receive information as to the Tenant Portal and they will be able to register and start making their payments online.
- Website has been updated with all current minutes and agendas

**Approval of Disbursement:**

Approval of Disbursements: Management Vouchers #1810 to #1837 in the amount of \$53,422.22 and Approval of ACH Payments from 11-01-2022 to 11-31-2022, in the amount of \$61,757.73 for a grand total of \$116,179.55. Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas, Motion passed unanimously.

**COMMENTS FROM COMMISSIONERS:**

Chair L. Mercado wanted to thank fellow Commissioners and the Executive Director for their hard work this past year, also wanted to wish everyone a safe and happy holiday season.

Commissioner T. Powell stated that she would like to commend fellow Commissioners as well as Executive Director L. Taylor for all their hard work this past year, as so much progress has been made. Commissioner S. Pitocchi stated that he wanted to encourage all Commissioners to attend the reorganization at City Hall on Tuesday 12-13-2022. Meeting adjourned at 6:44pm.

Seal

---

Chairperson

Attest

---

Secretary

**RESOLUTION NO.1129**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF HOUSING AUTHORITY OF THE CITY  
OF SOUTH SAN FRANCISCO  
MAKING FINDINGS AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF  
THE BOARD OF DIRECTORS PURSUANT TO ASSEMBLY BILL 361.**

---

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of the novel coronavirus (COVID-19); and

**WHEREAS**, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means; and

**WHEREAS**, as a result of Executive Order N-29-20, The Authority staff set up Zoom meetings for its meetings; and

**WHEREAS**, on September 16, 2021, the Governor signed Assembly Bill ("AB") 361 into law as an urgency measure that went into effect immediately; and

**WHEREAS**, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act's standard teleconferencing requirements if certain conditions are met; and

**WHEREAS**, on April 11, 2022, pursuant to Assembly Bill 361, the Board adopted Resolution #1113 making findings on the need for the Board to continue to teleconference in order to ensure the health and safety of the public; and

**WHEREAS**, each month since the passing of Resolution on record, the Board has reviewed the situation and adopted a Resolution renewing its declaration for the need to continue conducting meetings remotely due to health and safety concerns, pursuant to AB 361; and

**WHEREAS**, while the Board will attempt a transition to meeting in person following a hybrid meeting format as of May 9, 2022; and

**WHEREAS**, adopting a Resolution making findings and authorizing the option for the Board to continue conducting meetings remotely due to health and safety concerns, pursuant to AB 361 also provides members of the Board with the flexibility to participate via teleconference in the event of potential COVID-19 exposure, future orders restricting attendance, a new variant causing the need to return to full remote meetings or other COVID-19 related concerns.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Directors of the Housing Authority of the City of South San Francisco hereby makes the following findings, in compliance with AB 361, and in order to continue to teleconference under the modified Brown Act requirements:

- a. The Board has reconsidered the circumstances of the state of emergency;
- b. The Governor's proclamation for a state of emergency issued on March 4, 2020 remains in effect;
- c. Full return to in person meetings would cause imminent risk to attendees who are vulnerable or where staff or councilmembers may have an asymptomatic, or where they are only able to attend remotely due to an infection, and it would be unsafe for the public to attend at their remote meeting location; and
- d. State and local officials continue to strongly recommend masks be worn by all individuals in indoor settings.

\*\*\*\*\*

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Board of Directors at a scheduled meeting thereof held on the 9<sup>h</sup> day of January 2023, by the following vote:

**AYES, BOARDMEMBERS:**

**NOES, BOARDMEMBERS:**

**ABSENT, BOARDMEMBERS:**

\_\_\_\_\_  
**CLERK OF THE HOUSING AUTHORITY  
OF THE CITY OF SOUTH SAN  
FRANCISCO**

APPROVED:

\_\_\_\_\_  
**CHAIR OF THE BOARD**