



**AGENDA**  
**Regular Meeting**  
**Monday March 13, 2023 at 6:00pm**

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting February 13, 2023
- IV. New Business:
  - Adoption of FYE 3/31/2024 Operating Budget
  - Approval of Annual Renewal HAARP Policy
- V. Closed Session:
  - A. Public Employee Performance Evaluation Government Code Section 54957 (Executive Director Performance Review)
  - B. Conference With Legal Counsel –Anticipated Litigation:  
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)(4) one (1) case  
**The attorney client and/or work product privilege is claimed for this communication as authorized by law.**
- VI. Executive Director Report
- VII. Approval of Disbursements: Management Vouchers #1916 to # 1937 & ACH Payments from 2-2-2023 to 2-28-2023
- VIII. Comments from Commissioners
- IX. Adjournment

Next meeting April 10, 2023



**SSFHA**  
South San Francisco  
Housing Authority

360 C Street South San Francisco CA

Office: 650-583-7631

**Public Participation Notice**

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

**To attend in person:** *2<sup>nd</sup> Monday of every month @ 6:00pm*

**Next Meeting: Monday March 13, 2023 @6:00pm**  
**South San Francisco Police Station**  
**1<sup>st</sup> Floor Conference Room**  
**1 Chestnut Ave. South San Francisco CA**

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**To attend remotely public access:**

**SSF Housing Authority Board Meeting**

**Time: Mar 13, 2023 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83733878890?pwd=UIB0SFNrdeJ5Q1g3cGI5WGJacGxidz09>**

**Meeting ID: 837 3387 8890**

**Passcode: 909474**

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**How to submit written public comment:**

**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 March 13, 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)**

**MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON: January 9, 2023**

The meeting was called to order at 6:07 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, and T. Powell

**ABSENT:**

Vice-Chair Sharma and Commissioner J. Rivas

**PUBLIC COMMENT:**

Councilmember Eddie Flores, greeted the Board and wanted to recognize Commissioner T. Powell for attending the event for Black History Month and accepting the resolution. Councilmember Eddie Flores also updated the Board regarding free Covid vaccination that will be held on February 27<sup>th</sup> at Spruce Elementary in South San Francisco. Councilmember Eddie Flores reported changes in AB2449 regarding remote meeting attendance will no longer be allowed for Councilmembers and Commissioners, information will be sent to the Executive Director in the next few days. It was also reported that the reopening of the Orange Park Fields will occur sometime this spring.

**PREVIOUS MINUTES**

The Board reviewed the previous minutes of the regular meeting of January 9, 2023, Commissioner S. Pitocchi stated that per his notes it reads that Vice-Chair A. Sharma made the motion to approve the Disbursements and not Commissioner T. Powell. The Executive Director will review the meeting recording to confirm the error and will notify the Board and make the correction as needed. Commissioner S. Pitocchi made the motion to approve the minutes of January 9, 2023 with the identified amendment. Motion was seconded by Commissioner T. Powell. Motion passed unanimously by Commissioners present.

**OLD BUSINESS:**

A. Motion was made by Commissioner D. Vong-Spillan to waive the reading of Resolution #1130 and seconded by Commissioner S. Pitocchi. Roll Call was taken as follows:

L. Mercado-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

T. Powell-Aye

M. Rashid- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

**OLD BUSINESS- CONTINUED:**

**B.** Motion was made by Commissioner S. Pitocchi to approve Resolution # 1130, motion was seconded by Commissioner D. Vong-Spillan Roll call was taken as follows:

L. Mercado-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

T. Powell, Aye

M. Rashid- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

**NEW BUSINESS:**

**A.** Motion to approve Addendum to existing Agreement with Fox & Rothchild LLP to increase maximum amount of contract from \$5,000 to \$10,000 was presented by Executive Director, L Taylor. Commissioner D. Vong-Spillan asked for a copy of the existing agreement to review scope of work etc. The Executive Director L. Taylor will forward a copy of the Agreement to the Board. Commissioner T. Powell recommended a change in the requested amount to an additional \$2500.00 to the existing agreement instead of \$5000.00. The Executive Director agreed that \$2500.00 would be sufficient to complete the work that has already been started. Commissioner D. Vong-Spillan made the motion to make corrections to resolution #1131 approving the addendum for an additional \$2500.00 instead of \$5,000 for a total \$7500.00 through the end of the term. Motion to amend and approve resolution was seconded by Commissioner S. Pitocchi and vote was taken as follows:

L. Mercado-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

T. Powell, Aye

M. Rashid- Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

**Approval of Disbursements:**

Motion made by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell to Approve Disbursements: Management Vouchers #1875 to #1915 in the amount of \$86,495.00 and Approval of ACH Payments from 1-4-2023 to 1-31-2023, in the amount of \$51,005.00 for a grand total of \$137,500.18. Motion passed unanimously by Commissioners present.

**COMMENTS FROM COMMISSIONERS:**

Chair L. Mercado stated due to the lack of a quorum at the end of the meeting due to the departure of Commissioners S. Pitocchi and T. Powell, that all other items on the agenda will be carried over to the next regular meeting of March 13, 2023. All other items were two closed session items. Meeting adjourned at 7:30pm.

Seal

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Chairperson

Attest

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Secretary