



SSFHA
South San Francisco
Housing Authority

360 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday April 10, 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 March 13, 2023
- IV. New Business: South San Francisco Housing Authority Board of Commissioners to discuss a strong recommendation regarding masks at meetings - Chair L. Mercado
- V. Closed Session:
 - A. 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 #1938 to # 1976 & ACH
Payments from 3-01-2023 to 3-31-2023
- VIII. Comments from Commissioners
- IX. Adjournment

Next meeting: Annual Meeting May 8, 2023



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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: *2nd Monday of every month @ 6:00pm*

Next Meeting: Monday April 10, 2023 @6:00pm
South San Francisco Police Station
1st Floor Conference Room
1 Chestnut Ave. South San Francisco CA

To attend remotely public access:

SSF Housing Authority Board Meeting
Time: April 10, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/84202882156?pwd=VUtCM1JLVVF6OE9TVEF0N0E2QUtZZz09>

Meeting ID: 842 0288 2156
Passcode: 735249

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 April 10, 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

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: March 13, 2023**

The meeting was called to order at 6:04 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, Vice-Chair Sharma and J. Rivas

ABSENT:

Commissioner T. Powell

PUBLIC COMMENT:

No public comment

PREVIOUS MINUTES

The Board reviewed the previous minutes of the regular meeting of February 13, 2023. Commissioner D. Vong-Spillan stated that there is an error in the heading of the minutes, should be February 13, 2023 not January. Commissioner D. Vong-Spillan also stated another correction is needed under New Business, there are a couple of O's where there should be zeros. Chair L. Mercado made a motion to approve the minutes with the corrections stated, motion was seconded by Commissioner D. Vong-Spillan. Commissioner S. Pitocchi and Vice-Chair Sharma abstained from voting for the motion. Motion passed by the majority of the Commissioners present.

NEW BUSINESS:

A. Adoption of FYE 3/31/2024 Operating Budget: Presentation by Brian Alten with BDO. Two new Part-Time Maintenance staff were added to the budget with the anticipation to possibly hire a 3rd Part-Time Maintenance staff. Most work will be done in house such as landscaping, flooring etc. The Executive Director, L. Taylor went over the Extraordinary Maintenance List and was encouraged by the Board to complete all projects to improve living conditions for the tenants. Resolution 1132 was read and motion was made by Commissioner D. Vong-Spillan to approve the Operating Budget for FYE 3/31/2024, under resolution #1132, motion was seconded by Commissioner S. Pitocchi. Roll Call was taken as follows:

L. Mercado-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

A. Sharma-Aye

M. Rashid- Aye

J. Rivas-Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

B. Approval of Annual Renewal HARRP, Resolution #1133 was read and motion was made by Commissioner D. Vong-Spillan to approve Resolution # 1133, motion was seconded by Commissioner S.Pitocchi Roll call was taken as follows:

L. Mercado-Aye

S. Pitocchi- Aye

D. Vong-Spillan-Aye

A. Sharma- Aye

M. Rashid- Aye

J. Rivas-Aye

No Nays

No Abstentions

Motion passed unanimously by Commissioners present.

CLOSED SESSION:

A. Public Employee Performance Evaluation Government Code Section, 54957(Executive Director Performance Review) Report out of closed session, The Performance Review Subcommittee presented to the full Board of Commissioners the Performance Review for the Executive Director and it was voted on and accepted by the Board.

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. No report out of closed session

EXECUTIVE DIRECTOR REPORT:

Roofs: There will be an additional 6 roofs that will be patched, no major repairs. Several Contractors looked at the water damage to one of the decks and all gave the opinion that the roof on the decks needed to be replaced and the drainage pipes needed to be maintained. After further discussion with ALCAL roofing company they agreed to add the deck project under an emergency change order.

Automation: The SSFHA is at 100% automated. All work orders are being done online, and tenants are making monthly rent payments online as well. Rent payments are still accepted manually by check if tenants prefer to continue to do it that way. Information is currently being gathered from tenants to implement a mass communication feature which will allow for mass communication with the community

Landscaping: A formal termination notice was sent to Curb Appeal, effective March 31, 2023 outside contracted landscaping services will end and all landscaping maintenance will be done in house.

APPROVAL OF DISBURSEMENTS:

Motion made by Commissioner S. Pitocchi and seconded by Commissioner J. Rivas to Approve Disbursements: Management Vouchers #1916 to #1937 in the amount of \$48,669.57 and Approval of ACH Payments from 2-2-2023 to 2-28-2023, in the amount of \$67,179.32 and lastly the legal bill from Burke, Williams & Sorenson, LLP check #1902 in the amount of \$343.20 for a grand total of \$116,191.09 Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Chair L. Mercado wanted to thank the board for their dedication, even though rules are changing for all Boards and Commissions as to virtual meetings. Chair L. Mercado also requested that discussion regarding wearing masks be added to the next Board Agenda. Chair L Mercado would like to discuss making a strong recommendation for those present and affiliated with the board to be respectful of those who are immune compromised and wear masks. Lastly Chair L. Mercado wanted to thank Executive Director L. Taylor for all her hard work. Meeting was adjourned at 8:44pm.

Seal

Chairperson

Attest

Secretary