



AGENDA
Annual Meeting
Monday May 8, 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 April 10, 2023
- IV. Closed Session:
 - A. Conference with Legal Counsel –Anticipated Litigation:
Significant exposure to litigation pursuant to Government
Code § 54956.9(d)(2)(4) two (2) case
**The attorney client and/or work product privilege is claimed for this
communication as authorized by law.**
 - B. Conference with Labor Negotiator Govt. Code Section 549576 Position: Executive
Director, Report back from Negotiators, Subcommittee of Appointed Commissioners
with recommendations to the Board regarding Tentative Agreement over Salary
Increase.
- V. New Business:
 - A. Review and Approve Amendment to Employment Agreement with Executive
Director, increasing the annual salary.
 - B. Election of Officers:
Chair
Vice-Chair
 - C. Approve PILOT payment for year ending 3-31-2023
 - D. Approve Proposal from Smith Marion & Co CPA to complete Financial Audit for
Fiscal Year Ending 3-31-2023
- VI. Executive Director Report
- VII. Approval of Disbursements: Management Vouchers #1977 to # 2008 & ACH
Payments from 4-07-2023 to 4-28-2023
- VIII. Comments from Commissioners
- IX. Adjournment
Next meeting: Regular Meeting June 12, 2023



SSFHA
South San Francisco
Housing Authority

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

Next Meeting: Monday May 8, 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 of May 8, 2023 @6:00pm scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81758707131?pwd=Si9wRGpQZF12V09KZXkyT21sZm9Tz09>

Meeting ID: 817 5870 7131

Passcode: 794018

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 May 8, 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: APRIL 10, 2023**

The meeting was called to order at 6:03 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,
J. Rivas and T. Powell

ABSENT:

None

PUBLIC COMMENT:

South San Francisco Lion's Club President, Mark Raffaelli attended the meeting and gave a brief presentation on joining the South San Francisco Host Lion's Club. The meetings are held the first Tuesday of the month at 5:00pm at the SSFPD conference room. The monthly dues are \$10.00 per month and a one-time fee of \$43.00 for the Lion's International. The Lion's Club raises funds to support Youth Sports Programs, Vision Care for those who can't afford eye exams or glasses etc. It is a great club that needs more members and the support of the SSF Housing Authority to join as individuals and as a group.

PREVIOUS MINUTES

It was noted by Commissioner D. Vong-Spillan that the title Vice-Chair was added under the attendance section when it should only read the initial and last name of the Commissioner. Commissioner S. Pitocchi also noted that under Executive Director's Report there was a question by Commissioner D. Vong-Spillan as to the enforcement of the tenant responsibility to keep the roof decks clear of debris and heavy equipment. The Executive Director, L. Taylor confirmed that the responsibility to keep the roof decks clear of debris and heavy equipment would be enforced through the tenant's Lease Agreement. Commissioner S. Pitocchi also asked that under the Executive Director's report it should be added that Landscaping Training was in progress and landscaping equipment will be purchased once funding is received. Commissioner S. Pitocchi made a motion to approve the minutes with the corrections stated, motion was seconded by Commissioner J. Rivas, Commissioner D. Vong-Spillan abstained. Motion passed by the majority of the Commissioners present.

NEW BUSINESS:

A. South San Francisco Housing Authority Board of Commissioners to discuss a strong recommendation to wear masks at Board Meetings. Chair L. Mercado asked members of the Board to consider the health and safety of fellow Commissioners by volunteering to wear masks while attending future Board Meetings. Chair L. Mercado stated while the wearing of masks is not mandatory, it would be nice if fellow Commissioners can agree to voluntarily wear masks and support the health and safety of their fellow Commissioners. All Commissioners present agreed.

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. The Board went into closed session at 6:33 and came out of closed session at 6:55pm. No report out of closed session

EXECUTIVE DIRECTOR REPORT:

Executive Director, L. Taylor reported as follows:

Roofs: Deck Repairs will begin April 11, 2023 and continue throughout the week. All 4 buildings with roof decks will be repaired.

Landscaping Services: The Contract with Curb Appeal was terminated on March 31, 2023. All landscaping maintenance will be done inhouse by the SSFHA Maintenance Staff.

Toilet Project Completion: The remaining 24 toilets will be installed by the end of May 2023

Questions from the Board:

1. Q. Will policies be available in digitized form or online?

A. Yes, SSFHA staff is working on setting up a file for Commissioners to access all Policies online.

2. Q. Will the SSFHA get a Tax Determination Letter and forward that info to Home Depot and Lowes so the SSFHA can get better rates when purchasing Landscaping tools and renovation materials?

A. Yes, currently the letter received from the Auditors is being used and staff is working with the IRS for the Determination Letter in case the letter from the auditors is not sufficient.

APPROVAL OF DISBURSEMENTS:

Motion made by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell to Approve Disbursements: Management Vouchers #1938 to #1976 in the amount of \$240,501.11 and Approval of ACH Payments from 03-01-2023 to 03-31-2023, in the amount of \$104,560.74 for a grand total of \$345,061.85 Motion passed unanimously by Commissioners present, Commissioner S. Pitocchi absent.

COMMENTS FROM COMMISSIONERS:

Chair L. Mercado wanted to thank the Board for their hard work and dedication. Chair L. Mercado also stated that The Housing Authority should start planning to convert to electrical vs gas. Too late for this Fiscal Budget but perhaps for next year a plan should be drafted on a conversion with timelines and cost so the Board can review. Commissioner M. Rashid said he reached out to the City Clerk about his position and she told him not to worry as they have not opened up the Tenant Commissioner position yet and he will be notified when it is open. Chair L. Mercado stated that all Commissioners need to be cognizant of when their term is expiring so they can take a proactive approach and reapply. Meeting adjourned at 7:25pm.

Seal

Chairperson

Attest

Secretary