



AGENDA
Regular Meeting
Monday June 12, 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 May 8, 2023
- IV. New Business:
 - A. Report Back from Subcommittee- Banking & Investment Opportunities
- 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 #2009 to # 2045 & ACH
Payments from 05-01-2023 to 05-26-2023. **Carry over from May 8, 2023 Board
Meeting check #1990 and check #2003
Legal invoices to be reviewed and approved.
- VIII. Comments from Commissioners
- IX. Adjournment
Next meeting: Regular Meeting July 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: *2nd Monday of every month @ 6:00pm*

Next Meeting: Monday June 12, 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 June 12, 2023 @6:00pm scheduled Zoom meeting.

Topic: SSF Housing Authority Board Meeting

Time: Jun 12, 2023 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87078477580?pwd=cUNLZnlMNitqYVgvU1k3K2JySHZ1Zz09>

Meeting ID: 870 7847 7580

Passcode: 263552

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 June 12, 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: May 8, 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:

None

PREVIOUS MINUTES:

Commissioner T. Powell stated that she had requested at the last meeting that mask be made available at every meeting and that was not in the minutes. No other corrections stated by the Board. Commissioner T. Powell made a motion to approve the minutes of April 10, 2023 with amendments stated, motion was seconded by Commissioner S. Pitocchi and approved unanimously.

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.

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.

The Board went into closed session at 6:10 and came out of closed session at 6:58pm. No report out of closed session for item A. Report for item B only to approve the recommendations of the Subcommittee for an annual salary increase as reported for the Executive Director.

NEW BUSINESS:

A Review and approve amendment to employment agreement with Executive Director,
increasing the annual salary. Approved unanimously by the Board of Commissioners.

B. Election of Officers:

Chair: Chair L. Mercado nominated Vice-Chair A. Sharma, Vice-Chair A. Sharma accepted nomination to the seat of Chair. No other nominations were made and a vote was taken by roll call as follows:

L. Mercado, Yay

A. Sharma, Yay

S. Pitocchi, Yay

D. Vong-Spillan, Yay

T. Powell, Yay

M. Rashid, Yay

J. Rivas, Yay

No Nays

No Abstentions

Chair A. Sharma was elected to the seat of Chair

Vice-Chair: Chair A. Sharma nominated Commissioner S. Pitocchi to the seat of Vice-Chair and Commissioner S. Pitocchi accepted the nomination to Vice-Chair. No other nominations were made and a vote was taken by roll call as follows:

L. Mercado, Yay

A. Sharma, Yay

S. Pitocchi, Yay

D. Vong-Spillan, Yay

T. Powell, Yay

M. Rashid, Yay

J. Rivas, Yay

No Nays

No Abstentions

Vice-Chair S. Pitocchi was elected to the seat of Vice-Chair

C. Approve Pilot payment for year ending 3-31-2023: Vice-Chair S. Pitocchi made a motion to approve the Pilot payment for year ending 3-31-2023 and it was seconded by Commissioner T. Powell, a vote was taken by roll call as follows:

L. Mercado, Yay

A. Sharma, Yay

S. Pitocchi, Yay

D. Vong-Spillan, Yay

T. Powell, Yay

M. Rashid, Yay

J. Rivas, Yay

No Nays

No Abstentions

Motion was approved unanimously

D. Approve Proposal from Smith Marion & Co CPA to complete Finance Audit for Fiscal Year Ending 3-31-2023, Resolution #1134 was read by Commissioner S. Pitocchi. Motion was made by Vice-Chair S. Pitocchi and seconded by Commissioner L. Mercado. A vote was taken by roll call as follows:

L. Mercado, Yay

A. Sharma, Yay

S. Pitocchi, Yay

D. Vong-Spillan, Yay

T. Powell, Yay

M. Rashid, Yay

J. Rivas, Yay

No Nays

No Abstentions

Motion was approved unanimously

EXECUTIVE DIRECTOR REPORT:

Executive Director, L. Taylor reported as follows:

See Directors Report Attached

Executive Directors Report May 8, 2023

Digital/Online SSFHA Policies:

Staff has started to enter SSFHA Policies onto a file that will be accessed by SSFHA Commissioners. Target date for completion should be at the end of this fiscal year or sooner March 31, 2024.

Tax Exempt Status/Lowes & Home Depot:

The SSFHA has successfully completed the process of applying for Tax Exempt status with Lowes & Home Depot.

Landscaping:

Maintenance staff started cutting the grass today at the SSFHA site and will be completing more training tomorrow.

Community Meetings/Conferences:

I attended two conferences last month one was PHA Web to learn more about their services both for Accounting, Operations, Collections and Maintenance. The other was NAHRO (National Association of Housing and Redevelopment Officials) a networking conference for Executive Directors to discuss HOTMA implementation and exemptions as well as Best Practices for PHA's.

I joined the Columbia Retired Police Officers Association, SSF Host Lion's Club on behalf of the SSFHA and will be trying to join the Gateway Lion's Club, Elk's Club, and other community organizations that provide services and resources to our community.

Youth Internship Program:

We will continue to focus on Youth in our Community to give them an opportunity to do Office Work, Data Entry, Landscaping Project and attend both the SSFHA Board Meeting as well as a SSF City Council Meeting. This program will run from July 10th through July 21st. Next year we will budget to recruit Interns outside of the community in addition to our Community Youth Internship Program.

National Night Out:

We have registered for this year which will be held Tuesday August 1st, 2023. Flyers will go out in June and then again in July.

APPROVAL OF DISBURSEMENTS:

Motion made by Commissioner L. Mercado and seconded by Vice-Chair S. Pitocchi to Approve Disbursements: Management Vouchers #1977 to #2008, excluding check #1990 in the amount of \$767.50 and check #2003 in the amount of \$2666.02 for a total approval of: 36,898.71 and approval of ACH Payments from 04-07-2023 to 04-28-2023, in the amount of \$54,914.16 for a grand total of \$91,812.86 Motion passed unanimously by Commissioners present,

Ck# 1990 in the amount of \$767.50 & ck#2003 in the amount of \$2,666.02 for a total of \$3433.52 will be reviewed and considered for approval at the next scheduled meeting of June 12, 2023.

COMMENTS FROM COMMISSIONERS:

Commissioner L. Mercado congratulated the new Chair A. Sharma. Vice-Chair S. Pitocchi reminded everyone if they want to add anything to the agenda they need to go through the Chair for those requests. Executive Director L. Taylor confirmed there will be a check in with the Chair before the agenda is posted. Vice-Chair S. Pitocchi wanted to thank the Board for their vote of confidence in electing him as Vice-Chair.

Seal

Chairperson

Attest

Secretary