



AGENDA
Regular Meeting
Monday September 11, 2023 at 6:00pm

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
Special Mention remembering Victims of September 11, 2001
- III. Previous Minutes: Regular Meeting August 14, 2023
- IV. New Business:
 - A. Special Presentation and Recognition Ceremony for the participants of the SSFHA 2023 Youth Internship Program
- V. 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.**
- VI. Executive Director Report
- VII. Approval of Disbursements: Management Vouchers #2119 to # 2142 & ACH
Payments from 08-01-2023 to 08-31-2023.
- VIII. Comments from Commissioners
- IX. Adjournment
Next meeting: Regular Meeting Tuesday October 10, 2023

Public Participation Notice



SSFHA
South San Francisco
Housing Authority

360 C Street South San Francisco CA
Office: 650-583-7631

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 September 11, 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 is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84816139147?pwd=L3V4dHRVdDIWRTJ5NGowWEppb3FhZz09>

Meeting ID: 848 1613 9147

Passcode: 579553

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 September 11, 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: August 14, 2023
DRAFT**

The meeting was called to order at 6:15 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

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

ABSENT:

Vice-Chair S. Pitocchi

PUBLIC COMMENT:

No members of the public were present

PREVIOUS MINUTES:

Motion to approve the minutes of July 10, 2023 with no corrections was made by Commissioner T. Powell and seconded by Commissioner D. Vong-Spillan. Motion passed with one abstention by Chair A. Sharma who was not present for the July 10, 2023 meeting.

NEW BUSINESS:

- A. Special Presentation and Recognition Ceremony for the participants of the SSFHA 2023 Youth Internship Program was postponed to the meeting of September 11, 2023
- B. Approving contract with A-Plus Tree Care & Sustainability for tree pruning and care, under resolution#1135 was reviewed and approved by the Board. The Executive Director L. Taylor gathered proposals and A-Plus Tree Care & Sustainability was the most reasonable and responsible bid.
- C. Approving the Legal Services Agreement with Burke Williams & Sorenson, LLP for Legal Counsel Services effective August 1, 2023 and Authorizing the Executive Director to execute the Legal Services Agreement on behalf of the Authority. Under Resolution #1136. Legal Counsel Mary Wagner with Burke, Williams and Sorenson LLP appeared before the Board to introduced herself and inform the board that she will be taking over for Greg Rubens former Legal Counsel for the SSF Housing Authority. The Board had questions regarding the agreement and an issue with section 9. Lien, was raised by Commissioner D. Vong-Spillan. The concerns over section 9 lien, being issued if not paid within 30 days posed a huge problem. M. Wagner proposed to bring that concern back to her partners to have it removed in its entirety and if that cannot be done then she would return to the Board for further discussion. The Board approved resolution #1135 and agreement under the condition that section 9 would be deleted before final approval. Resolution #1136 was amended to reflect the above conditions.

CLOSED SESSION:

A. Conference with Legal Counsel –Anticipated Litigation:

Significant exposure to litigation pursuant to Government

Code § 54956.9(d)(2)(4) one (3) cases

The attorney client and/or work product privilege is claimed for this communication as authorized by law.

Board went into closed session at 6:48pm and came out of closed session at 7:00pm. No report out of closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director, L. Taylor reported as follows:

1. Youth Internship Program- The program was a success. The Youth attended the SSFHA Board Meeting followed by the Board of Supervisors Mtg. in Redwood City, San Mateo County. A special visit and tour were arranged by County Counsel, John D. Nibbelin. The Youth were treated with lunch and a presentation from various County Legal Representatives who spoke about their role and significance in representing San Mateo County. Lastly the Youth attended the SSF City Council Mtg where they assisted with the pledge of allegiance with Mayor Flor Nicolas. In all the Youth learned about Civic Leadership and all branches of local government and the integral part they play in representing the constituents of San Mateo County. Youth also participated in the first onsite vision testing event in partnership with the SSF Host Lions Club at the SSF Housing Authority site. Commissioner D. Vong-Spillan thanked the ED, L. Taylor for taking the Youth to the Board of Supervisors meeting, so they can see local government in action. Commissioner M. Rashid stated he enjoyed participating in the program too from the various Board meetings to the very first vision testing event, it was a great experience for the Youth.
2. Commissioner Retreat: A survey with dates will be issued to gather dates for an upcoming Commissioners Retreat, so Commissioners should keep an eye out for that survey.
3. National Night Out: Over 100 participants attended, it was a success! The food, music and company were incredible. Special thank you was given to Commissioner M. Rashid for the delicious food he prepared and cooked.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner D. Vong-Spillan and seconded by J. Rivas to approve Management Vouchers #2077 to #2118 in the amount of \$87,780.47 and ACH payments for the period of 07-03-23 to 07-30-23 in the amount of \$100,807.38 for a grand total of \$188,587.85 furthermore the motion included the approval of legal invoices check #1990 and check#2003 totaling \$3433.52. Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked the Board for their participation and attending the meeting. Commissioner L. Mercado said he was disappointed to have missed out on the great food at the National Night Out event. Commissioner M. Rashid thanked everyone for attending. The Meeting was adjourned at 7:26pm

Seal

Chairperson

Attest

Secretary