



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday November 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 October 10, 2023
- IV. New Business:
 - A. Election of Vice-Chair
- 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 #2180 to #2205 & ACH
Payments from 10-02-2023 to 10-30-2023.
- VIII. Comments from Commissioners
- IX. Adjournment
Next meeting: Regular Meeting Monday December 11, 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 November 13 @6:00pm

South San Francisco Police Station

1st Floor Conference Room

1 Chestnut Ave. South San Francisco, CA 94080

To attend remotely public access:

SSF Housing Authority is inviting you to a scheduled Zoom Meeting

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87651922679?pwd=cERFdk1GWGROdkc1VENRcS9iQ3h2QT09>

Meeting ID: 876 5192 2679

Passcode: 956538

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 November 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

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: October 10, 2023
DRAFT**

The meeting was called to order at 6:11 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

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

ABSENT:

None

PUBLIC COMMENT:

The following appeared via zoom: SSF Mayor Flor Nicolas, SSF Assistant City Manager Rich Lee & Douglas Englehart, Principal Assurance & Advisory with Smith Marion & Co CPA and in person Director of Economic & Community Development, Nell Salander as well as Auditors from Smith Marion & Co CPA Joey Harding & Stephano Guzman

PREVIOUS MINUTES:

Previous minutes were reviewed and only one correction from Chair A. Sharma who stated he did not hand out the Vendor List, that comment will be stricken from the minutes. Motion to approve the minutes of September 11, 2023 with amendments was made by Vice-Chair S. Pitocchi and seconded by Commissioner D. Vong-Spillan

NEW BUSINESS:

- A. Fiscal Year Ending 3-31-2023, Financial Audit Report, Smith Marion & Co CPA
Presentation of Audit results were presented by Stephano Guzman, Douglas Englehart & Joey Harding. Final result of the Audit for 03-31-23, there were no findings.

- B. The Board approved Resolution #1137 approving an agreement with Sean's Quality Floors for the installation of flooring at the South San Francisco Housing Authority site in units 375-1, 375-2 and 406-1 in the amount of \$20,850. Motion was made by Commissioner J. Rivas and seconded by Vice-Chair S. Pitocchi, roll call was taken as follows:
Chair A. Sharma- Aye
Vice-Chair S. Pitocchi- Aye
Commissioner L. Mercado- Aye
Commissioner D. Vong-Spillan -Aye
Commissioner T. Powell – Aye
Commissioner M. Rashid – Aye
Commissioner J. Rivas -Aye
No Nays
No Abstentions
Motion passed unanimously

OLD BUSINESS:

- A. Follow-Up discussion on changes to Legal Services Agreement with Burke, Williams & Sorenson, LLP for Legal Counsel Services. Executive Director L. Taylor, presented the board with a draft copy of changes that were made to the legal agreement eliminating section 9, which would have allowed the firm to place a lien on past due invoices.

CLOSED SESSION:

- A. Conference with Legal Counsel –Anticipated Litigation: Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)(4) three (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 7:07pm and came out of closed session at 7:18pm. No report out of closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director, L. Taylor reported as follows:

- A. Power Point Presentation regarding the Emergency Security Safety Grant in the amount of \$240,150 to improve safety and security for the residents of the SSF Housing Authority. Copy of the Power Point Presentation is attached. It was reported that there will be a Community Meeting held on October 24, 2023 at the SSFHA office for the residents of our community to hear about the Safety Grant and representatives from the city will be attending to let residents know about the various services and resources that are available.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner L. Mercado and seconded by Commissioner D. Vong-Spillan to approve Management Vouchers #2143 to #2179 in the amount of \$36,573.20 and ACH payments for the period of 09-01-23 to 09-29-23 in the amount of \$60,636.89 for a grand total of \$97,210.09. Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma stated the excel version of the vendor list has to be streamlined with a column for Vendors who do emergency work and those that are providing ongoing services. The Executive Director L. Taylor stated she is working with Legal Counsel to create a contract for vendors who are providing emergency services as needed with the hope that there can be a list created in the future for on call emergency contacts.

Vice-Chair S. Pitocchi announced to the board that he would be officially stepping down from his position as Vice-Chair immediately and not sure if this meeting or the next would be his last meeting as Commissioner. Vice-Chair S. Pitocchi stated that nomination for a new Vice-Chair should be added to the agenda for the next meeting in November. Vice-Chair S. Pitocchi also thanked the Board for all their support throughout the years.

The meeting was adjourned at 7:52pm.

Seal

Chairperson

Attest

Secretary