



AGENDA
Regular Meeting
Monday January 8, 2024 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 December 11, 2023
- IV. New Business:
 - A. Report back from the following committees:
 1. Procurement Policy Committee
 2. Personnel Policy Committee
 - B. Robert's Rules of Order Summary – Commissioner D. Vong-Spillan
- V. Old Business:
 - A. HOTMA (*Housing Opportunity Through Modernization Act*) Training Update
- VI. 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.**
- VII. Executive Director Report
 - A. Camera Bid Status
 - B. Fence Bid Status
 - C. Tenant Self Sufficiency Program
 - D. Status of HAARP Insurance Claim Hearing- Roof Deck damage Unit #375-2
 - E. Vendor Contract Agreement Template
- VIII. Approval of Disbursements: Management Vouchers #2227 to #2259 & ACH
Payments from 12-04-2023 to 12-31-2023.
- IX. Comments from Commissioners
- X. Adjournment

Next Regular Meeting Monday February 12, 2024



SSFHA
South San Francisco
Housing Authority

350 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 January 8, 2024

@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

Join Zoom Meeting

<https://us02web.zoom.us/j/84769419625?pwd=ZzBHUzF4TEhmTUZ4ZVRwOUU4MmE1dz09>

Meeting ID: 847 6941 9625

Passcode: 405435

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 January 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: December 11, 2023
DRAFT**

The meeting was called to order at 6:05 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 Commissioner T. Powell.

ABSENT:

None

PUBLIC COMMENT:

None

PREVIOUS MINUTES:

Previous minutes were reviewed and motion to approve the minutes of November 13, 2023 was made by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell. Motion passed unanimously by all Commissioners present.

NEW BUSINESS:

- A. Consideration of Approving Solicitation for Bids for Upgrading Existing Security Cameras and adding an additional 6 Independently powered cameras on the South San Francisco Housing Authority Site: Presentation by Randall Scott/Security Consultant with Security Training Institute. There was discussion regarding the bidding process, camera upgrades and locations.

- B. Establish Subcommittee to review outdated policies and procedures – Chair Sharma
Commissioners D. Vong-Spillan and T. Powell agreed to serve on committee to review the Procurement Policy. The Chair A. Sharma, Vice-Chair J. Rivas and Executive Director L. Taylor are serving on the Personnel Committee reviewing the Personnel Policy.

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 6:49pm 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:

See Attached

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner T. Powell and seconded by Commissioner L. Mercado to approve Management Vouchers #2206 to #2226 in the amount of \$50,865.57 and ACH payments for the period of 11-01-23 to 11-28-23 in the amount of \$70,045.76 for a grand total of \$120,911.33. Correction was made to the Cash Register to exclude Voucher #2180 to Voucher #2185 which were already approved at the Board meeting held on October 9, 2023. Motion passed unanimously by Commissioners present with corrections stated.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation and wished everyone a happy and safe holiday season

Meeting adjourned at 7:25pm

Seal

Chairperson

Attest

Secretary

Executive Director's Report – Board Meeting for December 11, 2023

*Debrief Commissioners Retreat

*HOTMA Training

*Status of Bid preparation for Fence (B Street) under Emergency Security Safety Grant

*Vision Testing on 12-7-23, at Preschool located at 2525 Wexford Ave. SSF in partnership with the SSF Host Lions Club over 30 children and school staff were tested, both the Executive Director and Commissioner M. Rashid participated.