



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday March 11, 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 February 12, 2024
- IV. New Business:
 - A. Adoption of FYE 3/31/2025 Operating Budget
 - B. Approval of Annual Renewal HAARP Policy
- V. Old Business:
 - A. Approval of South San Francisco Housing Authority Revised Personnel Policy
- 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. Security Camera RFP Status
 - B. Security Fence Status
 - C. Procurement Policy Update
- VIII. Approval of Disbursements:
Management Vouchers #2286 to #2317 & ACH Payments from 02-01-2024 to
02-29-2024.
- IX. Comments from Commissioners
- X. Adjournment
Next Regular Meeting Monday April 8, 2024



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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 March 11, 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

Topic: SSF Housing Authority Board Meeting

Time: Mar 11, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89780721744?pwd=SzhwMzlXcGFBSjNIRERjKyttV0I4UT09>

Meeting ID: 897 8072 1744

Passcode: 530773

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 March 11, 2024. 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: February 12, 2024
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, who arrived at 7:41pm

ABSENT:

None

PUBLIC COMMENT:

None

PREVIOUS MINUTES:

Previous minutes were reviewed and a motion to approve the minutes of January 8, 2024 was made by Commissioner D. Vong-Spillan and seconded by Commissioner L. Mercado. Motion passed unanimously by all Commissioners present.

NEW BUSINESS:

- A. Presentation of South San Francisco Housing Authority Proposed Revisions to the Personnel Policy. Presentation by Legal Counsel, Mark Wilson with Burke, Williams & Sorenson, LLP and Executive Director L. Taylor. All highlighted areas in draft Personnel Policy proposed revisions were reviewed. The following changes were made to the draft copy as follows: Notice to reduction of workforce 30 day notice would be given across the board for part-time and full-time permanent employees. Conference & Travel: Request from staff would go to the Executive Director for approval and request from Board members or the Executive Director would go to the Chair if under \$500.00 for approval and if over \$500.00 it will go to the Chair & Vice-Chair for approval. All reference to Commissioners and Executive Director in the personnel policy under Conference and Travel will be deleted and added to a best practice policy instead. Legal Counsel will make the necessary changes and forward to the Executive Director for Board approval.
- B. Establishment of Committee for Executive Director performance review. L. Taylor, Executive Director requested Commissioner M. Rashid to join Chair A. Sharma and Vice-Chair J. Rivas on the Committee to perform the performance review.

OLD BUSINESS:

- A. Procurement Policy – Chair A. Sharma and L. Taylor, Executive Director reported that quotes were received from Legal Counsel and it was very expensive so it is recommended that the Executive Director gather various samples of Procurement Policies adopted by other housing authorities and then present to the Committee for review and

recommend the best policy to refer to Legal Counsel Mary Wagner. Legal Counsel will review and make final edits for Board approval. Board agreed that this would be the best plan of action.

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 7:37pm and came out of closed session at 7:54pm. No report out of closed session.

EXECUTIVE DIRECTOR REPORT:

Executive Director, L. Taylor reported as follows:

*Fence Project- Two proposals will be gathered, one for the entire project and one for the priority areas just in case there is not enough funding for the entire project.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner L. Mercado and seconded by Commissioner T. Powell to approve Management Vouchers #2260 to #2285 in the amount of \$35,550.13 and ACH payments for the period of 1-04-24 to 1-30-24 in the amount of \$60,591.41 for a grand total of \$96,141.54. Motion passed unanimously by Commissioners present.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation. Commissioner L. Mercado asked that staff look into doing the pressure washing in house. Executive Director L. Taylor confirmed that the Housing Authority has already purchased the tools for power washing but contracts out the gutter cleaning on the two-story buildings for safety reasons but can look at having staff do the one-story buildings to cut the cost by 50%. Commissioner D. Vong-Spillan wanted to thank Legal Counsel Mark Wilson for his presentation regarding the Personnel Policy as it was very informative and well presented.

Meeting adjourned at 8:25pm

Seal

Chairperson

Attest

Secretary