



AGENDA
Regular Meeting
Monday April 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 March 13, 2024
- IV. New Business:
 - A. Award a contract to Microbiz Security Company to Replace and Add additional Security Cameras at the SSFHA site. Speaker: Randall Scott, Security Consultant
 - B. Award a contract to Redwood Engineering and Construction for the addition of Security fencing at the SSFHA site. Speaker: Mike Silva, Project Consultant
 - C. Approve PILOT payment for year ending 3-31-2024
- 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) two (2) cases
**The attorney client and/or work product privilege is claimed for this
communication as authorized by law.**
 - B. Public Employee Performance Evaluation Government Code Section 54957
(Executive Director Review, report and recommendation form Committee)
- VII. Executive Director Report:
 - A. Procurement Policy Update
- VIII. Approval of Disbursements:
Management Vouchers #2318 to #2341 & ACH Payments from 03-01-2024 to
03-29-2024.
- IX. Comments from Commissioners
- X. Adjournment
Next Meeting Monday May 13, 2024, Annual Meeting



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 April 8, 2024

@6:00pm

South San Francisco Housing Authority

350 C Street, 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: April 8, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82753402490?pwd=dWIDWXZtVzc4L3BlakFMc0tsNHd4QT09>

Meeting ID: 827 5340 2490

Passcode: 654131

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 April 8, 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: March 13, 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, T. Powell and N. Nunez

ABSENT:

None

PUBLIC COMMENT:

Nick Nashat, Resident of the SSFHA wanted to thank the Board for making the community safe and providing him with a nice place to live as a senior.

Tonya Thomas, Resident of the SSFHA wanted to echo what Nick stated and thanked the Board for providing a safe place to live for her and her 3 children. Tonya also expressed her support for the budget and the great work that all the staff is doing at the SSFHA Office.

Ryan Caylao, Resident of the SSFHA wanted to thank the staff for all their hard work especially the maintenance staff for making all the necessary repairs. Ryan stated he supported the budget and urged the board to approve.

Letter was received from Sam Nashat and read for the record as follows:

“Ladies & Gentlemen of the Board, I wish to express my deepest gratitude for your public service in improving the quality of life for me and my family.” “We now feel safe and are very pleased with all the work being done by the SSFHA staff and Board of Commissioners.” “Please continue to do the great work for the people of our community.”

PREVIOUS MINUTES:

Previous minutes were reviewed, there was one edit requested by Commissioner D. Vong-Spillan, who stated she did not thank Legal Counsel Mark Wilson during Commissioner Comments it was right after his presentation. A motion to approve the minutes of February 12, 2024 was made by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell. Motion with correction passed with 1 abstention by Commissioner N. Nunez

NEW BUSINESS:

- A. Adoption of FYE 3/31/2023, Presented by Brian Alten, BDO
Resolution was read by Commissioner L. Mercado. Motion to approve resolution #1138 certifying Operating Budget for Conventional Public Housing Project, Contract No. SF-429 for Fiscal Year Ending March 31, 2025 was made by Commissioner D. Vong-Spillan and seconded by Commissioner L. Mercado Roll Call was as follows:
Chair A. Sharma- Yay
Vice-Chair J. Rivas- Yay
Commissioner D. Vong-Spillan-Yay
Commissioner L. Mercado-Yay
Commissioner T. Powell-Yay
Commission M. Rashid-Yay
Commissioner N. Nunez-Yay
No Abstentions
No Nays
Motion passed unanimously
- B. Board reviewed and approved annual renewal of HAARP Policy, motion was made by Commissioner L. Mercado and seconded by Commissioner T. Powell, roll call was taken as follows:
Chair A. Sharma- Yay
Vice-Chair J. Rivas- Yay
Commissioner D. Vong-Spillan-Yay
Commissioner L. Mercado-Yay
Commissioner T. Powell-Yay
Commission M. Rashid-Yay
Commissioner N. Nunez-Yay
No Abstentions
No Nays
Motion passed unanimously

OLD BUSINESS:

- A. Presentation of South San Francisco Housing Authority Proposed Revisions to the Personnel Policy, as approved by the Board at the meeting of February 12, 2024
The Board did not get highlighted copy to compare changes so it was decided that the highlighted version with suggestions made by the Board and Legal Counsel would be distributed to the board for approval at the next regular meeting of April 8, 2024.

CLOSED SESSION:

- A. The Board went into closed session at 7:40pm and came out of closed session at 7:53pm,
No Report out of closed session.

EXECUTIVE DIRECTOR REPORT:

- A. Security Cameras – The RFP has been posted and due on March 25, 2024, Midnight, once the Bids come in, they will be reviewed and graded and a recommendation will be made at the next regular Board Meeting in April.
- B. Security Fence- The RFP has been posted and due on March 29, 2024 close of business. Once the bids are received, they will be reviewed and a recommendation will be made at the next regular Board Meeting.
- C. Procurement Policy Update– 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. The Executive Director had received a few and will be making copies of those that best align with the size and functions of the SSFHA for the committee and Legal Counsel to review. The point is to try to streamline the process and not spend too much money on Legal Counsel doing administrative work.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner L. Mercado and seconded by Vice-Chair J. Rivas to approve Management Vouchers #2286 to #2317 in the amount of \$44,835.15 and ACH payments for the period of 2-01-24 to 2-29-24 in the amount of \$90,391.58 for a grand total of \$135,226.73
Motion passed with one abstention by Commissioner N. Nunez.

Commissioner L. Mercado asked that it be included in the next Cash Register report a section for the total Credit Card payments made for the month.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation. Commissioner L. Mercado welcomed new Commissioner N. Nunez. L. Taylor, Executive Director wanted to let the Board know that the City would like the Housing Authority to start using the SSFHA Office for all future meetings. Meeting was adjourned at 8:11pm.

Seal

Chairperson

Attest

Secretary