



**SSFHA**  
South San Francisco  
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

**AGENDA**  
**Annual Meeting**  
**Monday May 13, 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 April 8, 2024
- IV. New Business:
  - A. Approve Amendment to Employment Agreement with Executive Director, increasing the annual salary.
  - B. Election of Officers:
    - Chair
    - Vice-Chair
- V. Executive Director Report:
  - A. Youth Internship Program 2024
  - B. Safety Cameras Status
  - C. Security Fencing StatusPublic Comment:
- VI. Board Training: "Brown Act and Governance" By Mary Wagner, Legal Counsel with Burke, Williamson & Sorenson
- VII. Approval of Disbursements:  
Management Vouchers #2342 to #2370 & ACH Payments from 04-03-2024 to 04-26-2024.
- VIII. Comments from Commissioners
- IX. Adjournment  
Next Meeting Monday June 10, 2024, Regular 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: 2<sup>nd</sup> Monday of every month @ 6:00pm**

**Next Meeting: Monday May 13, 2024**

**@6:00pm**

**South San Francisco Housing Authority**

**350 C Street, South San Francisco, CA 94080**

\*\*\*\*\*

**To attend remotely public access:**

Topic: SSF Housing Authority Board Meeting

Time: May 13, 2024 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89357861198?pwd=Tkw2RkIzK0o0aVZ3clVXblp2TVNRdz09>

Meeting ID: 893 5786 1198

Passcode: 029011

\*\*\*\*\*

**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 May 13, 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](mailto:sosfha@sbcglobal.net)

**MINUTES OF THE REGULAR MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON: April 8, 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, J. Rivas, N. Nunez  
Commissioners D. Vong-Spillan arrived at 6:15pm & T. Powell arrived at 6:56pm

**ABSENT:**

None

**PUBLIC COMMENT:**

Tenants Present: Nick Nashat, Tonya Thomas, Sam Nashat & Mercedes DeChatmon, no public comment.

**PREVIOUS MINUTES:**

Previous minutes were reviewed, there was one edit requested by Commissioner D. Vong-Spillan, who stated the minutes of March 11, 2024 did not reflect her comments. The correct comment was that the policy should cover actions of the board against an employee or the ED or Commissioner, and both would be subject to the same provisions under the policy.

A motion to approve the minutes of March 11, 2024 was made by Chair A. Sharma and seconded by Commissioner D. Vong-Spillan, Motion with corrections was passed unanimously by all Commissioners present.

**NEW BUSINESS:**

- A. Award a contract to Microbiz Security Company to Replace and Add additional Security Cameras at the SSFHA site. A presentation was made by Randall Scott, Security Consultant. The Board had questions regarding the grading/ranking of the bids which was a percentage system that was not clear. The Board requested that the Consultant write a memo and forward it to ED L. Taylor for the record clearly stating on what basis was the recommendations made. The memo should include that the selected vendor was proposing better coverage of all blind spots, it was affordable and the most responsible bidder as they have a good reputation in providing quality security systems. Motion to approve resolution #1140 accepting proposal from Microbiz Security Company to Replace and Add Additional Security Cameras at the SSFHA site was made by Commissioner L. Mercado and seconded by Commissioner D. Vong-Spillan and 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. Award a contract to Redwood Engineering and Construction for the addition of Security Fencing at the SSFHA site. Speaker Mike Silva, Project Consultant, the Board had questions about the design of the fence, and if they can get samples or information as to the quality and design. Areas of coverage were discussed and photos of exact locations were shared. M Silva stated he would get samples and information to the ED to have available in the office for review and confirmed that there would be a five-year warranty on the materials. Motion was made to approve resolution 1141 Accepting Proposal by Redwood Engineering and Construction for The Addition of Security Fencing at The SSFHA Site was made by Commissioner D. Vong-Spillan and seconded by Commissioner N. Nunez, 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

- C. Approve PILOT payment for year ending 3-3-2024, Motion was made by Commissioner N. Nunez and seconded by Commissioner T. Powell, motion passed unanimously by all Commissioners present.

**OLD BUSINESS:**

- A. Approval of The South San Francisco Housing Authority Proposed Revisions to the Personnel Policy, with corrections as approved by the Board at the meeting of February 12, 2024. Commissioner N. Nunez asked to present a list of proposed changes to the policy, it was stated to Commissioner N. Nunez that additional items could not be presented at this time as it has already been conceptually approved by the Board and it was not properly noticed on the agenda or presented to the Personnel Committee for review prior.

Commissioner N. Nunez stated he wanted his recommendations to be considered prior to the Board voting. The Board referred Commissioner N. Nunez's request to the Personnel Committee to review and determine if any further consideration is needed. Commissioner N. Nunez was asked to send his list to the Executive Director to forward to the Personnel Committee. A motion was made to approve Resolution #1139 of The Board of Commissioners of The Housing Authority of the City of South San Francisco Approving the Updated Personnel Policy for Employees with corrections to the name of Commissioners and minor typos by Commissioner L. Mercado and seconded by Vice-Chair J. Rivas. Roll was taken as follows:

Chair A. Sharma- Yay  
Vice-Chair J. Rivas- Yay  
Commissioner D. Vong-Spillan- Abstained  
Commissioner L. Mercado-Yay  
Commissioner T. Powell-Yay  
Commission M. Rashid-Yay  
Commissioner N. Nunez-Abstained  
2 Abstentions  
No Nays  
Motion passed

**CLOSED SESSION:**

- A. The Board went into closed session at 7:48pm and came out of closed session at 9:07pm, No Report out of closed session.

**EXECUTIVE DIRECTOR REPORT:**

- A. Procurement Policy Update – The ED reported that only one policy that was received from various PHA's was comparable to the existing policy so will forward to Legal Counsel to review and edit.

**APPROVAL OF DISBURSEMENTS:**

Motion was made by Vice-Chair J. Rivas and seconded by L. Mercado to approve Management Vouchers #2318 to #2341 in the amount of \$30,162.86 and ACH payments for the period of 03-04-24 to 3-29-24 in the amount of \$59,173.65 for a grand total of \$89,336.51

Motion passed unanimously.

**COMMENTS FROM COMMISSIONERS:**

Commissioner Sharma thanked all Commissioners for their participation. Commissioner L. Mercado requested that the ED ask Legal Counsel to start working on a Best Practice Policy for the Board to review and to report back as to discussions with Legal Counsel and the City regarding the Streets and the Sewer issue. Commissioner D. Vong-Spillan asked about the meeting location and if a larger meeting space could be secured for the next meeting for better air quality, Commissioner T. Powell stated she liked the current location because it was closer to the community so they could attend.

Meeting was adjourned at 9:20pm

Seal

---

Chairperson

Attest

---

Secretary