



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA
Office: 650-583-7631

AGENDA
Regular Meeting
Monday July 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 June 10, 2024
- IV. New Business:
 - A. Presentation: HUD Energy Branch Program
Guest Speaker: Charles Marshall III, Director Energy Branch, Office of Public Housing Programs U.S Department of Housing and Urban Development
Public Comment
 - B. Request Board Approval of CalPERS unfunded liability annual lump sum payment
- V. Executive Director Report:
 - A. Procurement Policy Modification Status/Training
 - B. National Night Out
 - C. Safety Cameras Status
 - D. Security Fencing Status
 - E. Housing Related Hazards Grant/Lead Based Paint Hazards Grant
 - F. HUD Disaster Training & Policy
Public Comment for each topic
- V. Approval of Disbursements:
Management Vouchers #2406 to #2434 & ACH Payments from 06-05-2024 to 06-27-2024.
- VI. Comments from Commissioners
- VII. Adjournment
Next Meeting Monday August 12, 2024, Regular Meeting



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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 July 8, 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

Join Zoom Meeting

<https://us02web.zoom.us/j/83096677869?pwd=x4Ql2pOqIKotiRkHA7ROm6bYV5Bb2I.1>

Meeting ID: 830 9667 7869

Passcode: 243006

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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 July 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: May 13, 2024
DRAFT**

The meeting was called to order at 6:03 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, D. Vong-Spillan & T. Powell

ABSENT:

None

PUBLIC COMMENT:

Several members of the public spoke under public comment

PREVIOUS MINUTES:

Previous minutes were reviewed, there was one edit requested by Commissioner N. Nunez to change the spelling of yay to yea in the sections where a full vote was taken. A motion to approve the minutes of May 13, 2024 with corrections was made by Commissioner D. Vong-Spillan and seconded by Vice-Chair J. Rivas. Motion with corrections was passed unanimously by all Commissioners present.

NEW BUSINESS:

B. Election of Officers:

Chair – Nomination was made by Commissioner N. Nunez for Chair A. Sharma to serve Another term, Chair A. Sharma accepted. Several members of the Community spoke in favor of Chair A. Sharma to continue as chair. Public Comment was closed and vote was taken as follows:

Chair A. Sharma- Yea

Vice-Chair J. Rivas- Yea

Commissioner D. Vong-Spillan-Yea

Commissioner L. Mercado-Yea

Commissioner T. Powell-Yea

Commission M. Rashid-Yea

Commissioner N. Nunez-Yea

No Abstentions

No Nays

Motion to re-elect Chair A. Sharma as Chair passed unanimously

Election of Officers:

Vice-Chair – Nomination was made by Vice-Chair Rivas for Commissioner M. Rashid to serve as Vice-Chair, Commissioner M. Rashid accepted. Several members of the public spoke in support of Commissioner M. Rashid to serve as Vice-Chair.

Commissioner D. Vong-Spillan nominated Commissioner L. Mercado for Vice-Chair, due to his experience on the Board, Commissioner L. Mercado accepted the nomination. A roll call vote for the position of Vice-Chair was taken as follows:

	Commissioner M. Rashid	Commissioner L. Mercado
Chair A. Sharma	Yea	
Vice-Chair J. Rivas	Yea	
Commissioner M. Rashid	Yea	
Commissioner D. Vong-Spillan		Yea
Commissioner N. Nunez	Yea	
Commissioner L. Mercado	Abstained	Abstained
Commissioner T. Powell		Yea

Commissioner M. Rashid received the majority of votes from Commissioners present and is now the new Vice-Chair.

- A. Approve Amendment to Employment Agreement with Executive Director, increasing the annual salary. Chair A. Sharma reported on behalf of Committee that the Executive Director agreed to a 5% pay increase that was previously approved by the Board. A member of the public spoke in support of the amendment.

EXECUTIVE DIRECTOR REPORT:

- A. Youth Internship Program – The Executive Director reported on the upcoming Youth Internship Program which will be held in July. The program will be open to Youth from the SSFHA Community only and will run for 2 weeks. Youth will be getting hands on training in office work and landscaping. Commissioner D. Vong-Spillan stated “That the program should be open to all students in local high schools or colleges for school credit vs pay” The Executive Director stated the program was budgeted for only a few positions and wanted to give preference to Youth from the community and does not have sufficient staff to supervise too many youths if it were to be available for credit only to Youth living outside of the Community. Members of the public spoke in support of the current Youth Internship Program and how important it is to the Youth in the SSFHA Community.
- B. Safety Cameras Status- Contract has been signed, post for Solar Cameras will be going up by May 24th
- C. Security Fencing Status- Contract has been signed, materials ordered and should begin putting up the new fence by the end of the week.

Members of the Public spoke in support of the Cameras and Fence project and are happy that the projects are moving along.

APPROVAL OF DISBURSEMENTS:

Motion was made by L. Mercado and seconded by Commissioner J. Rivas to approve Management Vouchers #2342 to #2370 in the amount of \$72,288.25 and ACH payments for the period of 04-03-24 to 04-26-24 in the amount of \$114,854.40 for a grand total of \$187,142.65 Motion passed unanimously.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation. Commissioner L. Mercado stated that the ED go to an upcoming City Council meeting and ask the Council regarding sewer & street maintenance. The Executive Director stated that was discussed with Legal Counsel and the City has not taken the position that they would not help and in fact the city has helped in the past few months when help was requested. Commissioner D. Vong-Spillan asked for clarification as to why Legal invoices cannot be reviewed or discussed in closed session, the Executive Director stated she will pass the question on to Legal Counsel to explain.

Meeting was adjourned at 9:20pm

Seal

Chairperson

Attest

Secretary

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: June 10, 2024
DRAFT**

The meeting was called to order at 6:03 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, D. Vong-Spillan & T. Powell

ABSENT:

None

PUBLIC COMMENT:

3 to 4 members of the public present, but no public comment.

PREVIOUS MINUTES:

Previous minutes were reviewed, correction needed to reflect that there were comments from members of the public during public comment. Commissioner D. Vong-Spillan also made a correction to item A of the Executive Director report “Commissioner D. Vong-Spillan stated that the program should be open to all students in local high schools or colleges for school credit vs pay”. A motion to approve the minutes of May 13, 2024 with corrections was moved to the July 8, 2024 meeting for approval.

NEW BUSINESS:

HUD Presentation – Item not considered as HUD representative did not attend the meeting.

- A. Training: Governance by Al Casciato. Commissioners asked questions and one question from a member of the community, Nick Raie.

EXECUTIVE DIRECTOR REPORT: Continued to July meeting

APPROVAL OF DISBURSEMENTS: Motion was made by Commissioner L. Mercado and seconded by Commissioner T. Powell to approve Management Vouchers 2371 to 2405 in the amount of \$73,429.58 and ACH payments for the period of 5-01-24 to 5-31-24 in the amount of \$58,537.78 for a grand total of \$131,967.36 Motion passed unanimously.

COMMENTS FROM COMMISSIONERS:

Commissioner Mercado voiced concerns about contracting out and vendors reaching max payment or being on monthly contracts that may not comply with the procurement policy. Commissioner Vong-Spillan also voiced concerns about the procurement policy and also asked about the status of the stand-by emergency services agreement.

ADJOURNMENT: 7:02pm

Seal

Chairperson

Attest

Secretary