



AGENDA

Regular Meeting

Monday August 12, 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 May 13, 2024, June 10, 2024 & July 8, 2024
- IV. New Business:
 - A. Approve proposal from Smith Marion & Co. to complete Financial Audit for Fiscal Year Ending 3-31-2024
*Public Comment
 - B. Special Presentation & Awards to participants of the SSFHA Youth Internship Program 2024: Destiny Gonzalez Ruano
Jana Ali
Omar Ali
Mariam Rashid
Raul Gomez
Nehemias Gomez

***Public Comment**
- V. Executive Director Report:
 - A. HUD On Site Inspections
 - B. National Night Out Report back
 - C. Safety Cameras Status
 - D. Security Fencing Status
 - E. Painting Project
 - F. Procurement Policy Status

***Public Comment for each topic**
- VI. Approval of Disbursements:
Management Vouchers #2435 to #2465 in the amount of \$40,882.69 & ACH Payments from 07-03-2024 to 07-27-2024 in the amount of 92,310.13 for a total of \$133,192.82 for the month of July.
- VII. Comments from Commissioners
- VIII. Adjournment Next Meeting Monday September 9, 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: 2nd Monday of every month @ 6:00pm

Next Meeting: Monday August 12, 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/87825391802?pwd=UceUwxGM1ozBOAyyDEcpqYfuz0Av9Y.1>

Meeting ID: 878 2539 1802

Passcode: 083068

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 August 12, 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 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 with one abstention by Commissioner N. Nunez.

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:

Several members of the public spoke under public comment regarding status of retaining walls, when will the security fence be installed? when will we be replacing windows? Can No Soliciting Signs be installed?

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:

- A. HUD Presentation-Item not considered as HUD Representative did not attend.
- B. Training Governance- Al Casciato

EXECUTIVE DIRECTOR REPORT:

Continued to the July 8, 2024 Meeting.

APPROVAL OF DISBURSEMENTS:

Motion was made by L. Mercado and seconded by Commissioner L. Mercado to approve Management Vouchers #2371 to #2405 in the amount of \$73,429.58 and ACH payments for the period of 05-01-24 to 05-31-24 in the amount of \$58,537.78 for a grand total of \$131,967.36 Motion passed with one abstention by Commissioner N. Nunez.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation. Commissioner D. Vong-Spillan made a comment on “How do the payment to Comp Grant Management comply with the procurement process” and “What is the status of the Emergency Services Vendor Agreements” this was posed as a comment and not a question. 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 J. Rivas asked about the gap in the fence on B Street side and if it can be fixed. Commissioner N. Nunez asked that a draft of minutes be circulated prior to finalization, but Counsel advised that this was not possible under the Brown Act.

Meeting was adjourned at 7:02pm

Seal

Chairperson

Attest

Secretary

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON: July 8, 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 regarding status of retaining walls, security fence be installation, replacing windows and the need for No Soliciting Signs.

PREVIOUS MINUTES:

Previous minutes of June 8, 2024 were reviewed, corrections and clarification still needed to the minutes of June 8, 2024. The Minutes of May 13, 2024 were not posted therefore could not be discussed. Commissioner D. Vong-Spillan stated she could send her notes for the meeting of June 8, 2024 to the Executive Director for review and clarification. It was requested that minutes from May 13, 2024 & June 8, 2024 be referred and approved at the next regularly scheduled meeting of August 12, 2024.

NEW BUSINESS:

- A. HUD Energy Branch Program – Presentation by Charles Marshall II, Director Energy Branch, Office of Public Housing Programs U.S Department of Housing and Urban Development. The Board had several questions relating to various programs.
- B. Board Approval of CalPERS unfunded liability annual lump sum payment. A motion was made by Commissioner L. Mercado and seconded by Commissioner T. Powell to approve the lump sum payments to CalPERS unfunded liability accounts in the total amount of \$35,683.00 motion was passed by all Commissioners present.

EXECUTIVE DIRECTOR REPORT:

- A. Procurement Policy Modification Status/Training:
The Executive Director reported that Legal Counsel is completing the draft Procurement Policy and once completed that Committee will meet to review and make recommendations to the full Board.
- B. National Night Out:
Scheduled for Tuesday August 6, 2024 @5:30pm all are invited
- C. Safety Camera Status - The poles are up for the solar cameras. There was a problem with our Network/Mesh and it might need to be updated we are working with the City & HUD to resolve the issue.

- D. Security Fencing – Phase 1 & Phase 2 are completed, currently we are waiting for the material to complete the corners of the fence to eliminate any gaps. Phase 3 & Phase 4 will be completed by the end of August.
- E. Housing Related Hazards Grant/Lead Based Paint Hazards Grant – The Executive Director reported there are two different grants one for Lead Based Paint removal in the amount of 7.5 million and the other for Housing Related Hazards Grant in the amount of 5 million to address the threat of carbon monoxide. The cost of writing the grants was \$5,000 each. In compliance with the procurement policy, proposals were gathered and the lowest most responsible proposal was accepted. The information gathered was well documented and recorded in the Procurement Policy Binder available for public review. Research & testing were done and the decision was made to proceed with hiring a grant writer to assist with competing for both grants as this would address health & safety issues. Members of the community spoke in support of the grants and were happy that the Housing Authority is addressing the issues. The Executive Director also stated that the grants will assist in the Housing Authority’s plan to convert all 80 units from gas to electric there for addressing the threat of Carbon Monoxide.
- F. HUD Disaster Training & Policy – The Executive Director will attend the meeting on July 30th 2024.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve Management Vouchers #2406 to #2434 in the amount of \$77,832.91 and ACH payments for the period of 06-05-24 to 06-27-24 in the amount of \$56,383.86 for a grand total of \$134,216.77 Motion passed with one abstention by Commissioner N. Nunez.

COMMENTS FROM COMMISSIONERS:

Commissioner Sharma thanked all Commissioners for their participation. Commissioner N. Nunez asked to revisit the issue of circulating the draft of minutes to the board and getting comments from the Board prior to the meetings. Legal Counsel reiterated it was a violation of the Brown Act. The Board already receives the Draft Minutes prior to the meetings to be discussed and corrected in an open public meeting. Vice-Chair M. Rashid invited everyone to come for National Night Out. Commissioner L. Mercado requested that the Executive Director continue to look into getting confirmation from the IRS regarding Non-Profit Status 501C3, the Executive Director stated she will assign staff to follow up. The Executive Director L. Taylor wanted to thank the Board for the beautiful flower arrangements that were sent to her family on the passing of her mother for the Celebration of Life Memorial which was held on June 22, 2024.

Meeting was adjourned at 7:50pm

Seal

Chairperson

Attest

Secretary