



**SSFHA**  
South San Francisco  
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

## AGENDA

### Regular Meeting

**Tuesday October 14, 2025 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 September 8, 2025.
- IV. New Business:
  - A. Approval of South San Francisco Housing Authority Revised Personnel Policy minor amendments. Presentation by the Executive Director L. Taylor
- V. Executive Director Report:
  - A. Household Hazards Grant Project Status  
**\*Public Comment**
  - B. Landscaping Project /Cal Water  
**\*Public Comment**
  - C. Roof Repairs Update  
**\*Public Comment**
  - D. Commissioner Retreat  
**\*Public Comment**
  - E. Audit for FYE 3-31-25 Status  
**\*Public Comment**
- VI. Approval of Disbursements:  
Management Vouchers #2824 to #2853 in the amount of \$27,125.31 and ACH Payments from 9-2-2025 to 9-29-2025 in the amount of \$56,696.03 for a total of \$83,821.34 for the month of September 2025  
**\*Public Comment**
- VII. Comments from Commissioners:  
**\*Public Comment**
- VIII. Adjournment: **Next Regular Meeting Monday November 10, 2025 @ 6:00pm**



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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:**

**Next Regular Meeting: Tuesday October 14, 2025**

**@6:00pm**

**South San Francisco Housing Authority**

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

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**To attend remotely public access:**

**SSF Housing Authority Board Meeting**

**Time: October 14, 2025 06:00 PM Pacific Time (US and Canada)**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/84793933070?pwd=8lv9JFo7V2GnsfvsTu4b0Sc3q0pjBa.1>

Meeting ID: 847 9393 3070

Passcode: 976725

**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 Tuesday October 14, 2025**

**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)**

Commissioner Toni Powell, will be attending remotely from Las Vegas, Nevada

**MINUTES OF THE SPECIAL MEETING OF  
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO  
HELD ON:  
September 8, 2025  
DRAFT**

The meeting was called to order at 6:08 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

**PRESENT:**

Commissioners A. Sharma, M. Rashid, T. Powell, J. Rivas and B. Shipp

**ABSENT:**

No Commissioners absent

**PUBLIC COMMENT:**

No members of the public spoke under this item

**PREVIOUS MINUTES:**

Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve the minutes of Special Meeting of July 24, 2025. Motion passed by Commissioners present. Motion was made by Commissioner T. Powell and seconded by Commissioner J. Rivas to approve the minutes of Regular Meeting of August 11, 2025. Motion passed by Commissioners present.

**NEW BUSINESS:**

- A. Brown Act Training– Mary Wagner, Legal Counsel, Burke, Williams & Sorenson, LLP

**EXECUTIVE DIRECTOR REPORT:**

- A. Lead Paint Hazards Grant Project Status:  
Lead testing was completed; no abatement is needed.
- B. Landscaping Project: The SSFHA was awarded \$24,247.00 from Calwater as a rebate to plant drought resistant plants and remove grass and dry vegetation. The landscaping project must be completed by December 2025.
- C. Roof Repairs Update: The SSFHA filed a claim with HARRP Insurance and was approved for \$101,450.00 to repair three roofs in buildings 364,368 & 370. All buildings suffered rain and wind damage due to high winds during the past winter storm.
- D. Commissioner Retreat: The Board discussed having the yearly retreat on November 15<sup>th</sup> through November 16<sup>th</sup> 2025.

**CLOSED SESSION:**

- A. Conference with Legal Counsel-Anticipated Litigation: Significant exposure to litigation pursuant to Government Code 54956.9(d)(2)(4) one (1) case. Board went into closed session at 7:14 and came out of closed session at 7:45pm, no report out of closed session.

**APPROVAL OF DISBURSEMENTS:**

Motion was made by Commissioner J. Rivas and seconded by Vice-Chair M. Rashid to approve Management Vouchers #2784 to #2823 in the amount of \$42,670.41 and ACH Payments from 8-4-2025 to 8-26-2025 in the amount of \$49,150.65 for a grand total of \$91,821.06 for the month of August 2025. Motion passed by Commissioners present

**COMMENTS FROM COMMISSIONERS:**

Chair A. Sharma thanked the Commissioners and the public for attending the meeting and reminded everyone that the next meeting will be held on Tuesday October 14<sup>th</sup> 2025 due to the holiday on Monday. Meeting was adjourned at 7:45 pm

Seal

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Chairperson

Attest

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Secretary

**RESOLUTION NO. 1153**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO APPROVING UPDATED PERSONNEL RULES FOR EMPLOYEES**

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**WHEREAS**, the Authority has previously adopted Personnel Rules and Regulations which presently apply to all employees except the Authority Executive Director and Board Members; and

**WHEREAS**, existing personnel rules require updating to reflect changes in both California and federal laws regarding personnel-related matters as well as to reflect desired personnel practices.

**WHEREAS**, the Authority has caused to be prepared a, revised set of personnel rules and policies, with the intent that such rules and policies replace existing rules or policies except as provided in this Resolution.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of South San Francisco hereby rescinds the previous personnel rules and replaces them with the Personnel Rules attached to this Resolution as Exhibit A.

\* \* \* \* \*

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the Housing Authority of the City of South San Francisco at a scheduled meeting thereof held on the 14th day of October 2025 by the following vote:

**AYES, BOARDMEMBERS:** \_\_\_\_\_

**NOES, BOARDMEMBERS:** \_\_\_\_\_

**ABSTAINED BOARDMEMBERS:** \_\_\_\_\_

APPROVED: \_\_\_\_\_  
**Clerk of the Authority**

APPROVED: \_\_\_\_\_  
**Chair of the Board**

## **Personnel Policy Amendments**

**Please see sections marked in red/yellow for proposed changes to the Personnel Policy.**

Effective Date: 10/11/1983

Last Update: 10/14/25 Updated: ~~1-08-2024~~ 10-14-25

PERSONNEL POLICY OF THE

HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO

Introduction. These Personnel Rules ("Rules") establish the personnel system for the Housing Authority of the City of South San Francisco ("Authority") and establish employment policies and procedures for the administration of the Authority's personnel system. The Authority expects each employee to read these Personnel Rules carefully, as they are a valuable reference for understanding your job. These Personnel Rules are applicable to all employees, including part time. However, they are not applicable to the Authority Executive Director or Board Members.

All previously issued and inconsistent policy statements or memoranda are superseded. The Authority reserves the right to revise, modify, delete, or add to any and all policies, procedure, work rules, or benefits stated here, except for the policy of at-will employment. Any written changes will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this document.

**1. BASIC PRINCIPLES**

- a. Merit System. The Authority is an equal opportunity employer and employment of personnel and all actions affecting employees shall be based solely on merit, ability and justice.
- b. Politics. All members, officers and employees of the Authority whose employment as such constitutes their principal employment, are subject to the provisions of the Hatch Act.
- c. Nepotism. The employment of more than one member of the same immediate family shall be avoided insofar as possible.
- d. Authority of Effect Personnel Actions. The Board of Commissioners of the Authority shall employ the Executive Director. The Executive Director has the authority to create positions, eliminate positions, appoint, promote, transfer, demote, suspend and separate all other personnel.
- e. Administration. The Executive Director shall have the primary responsibility of enforcement of the provisions and purposes of this policy and related personnel policies established by the Board and all state and federal laws.
- f. Amendment. Amendment of the provisions of the personnel policies shall be by Resolution of the Board.

No further accumulation is allowed until the vacations hours balance has dropped below two hundred eighty (280) hours.

- iv. Beginning After five Fifth year Anniversary years of service, an employee is entitled to Vacation leave as follows:

Length of Service	Annual Accrual
5 through 9 <sup>th</sup> year, inclusive	15 days
10 <sup>th</sup> through 14 <sup>th</sup> years, inclusive	20 days
15 <sup>th</sup> through 24 <sup>th</sup> years, inclusive	25 days
25 <sup>th</sup> and succeeding years	30 days

- v. If a new employee does not pass probation, they will not be entitled to vacation pay or use. If an employee terminates employment after his/her anniversary date and before using his/her annual leave, they shall be paid in a lump sum for any accrued annual leave, at his/her current rate of pay. This lump sum shall be calculated by multiplying one day's pay date.
- vi. Employees will have the option to "buy out" and receive compensation for no more than a maximum of two weeks of accrued unused vacation hours (80) hours to be paid during any pay period but only once per fiscal year. The employee will need to make his/her request in writing by filling out the Buyout Vacation Request Slip and have it approved by the Executive Director/Payroll Mgt.
- vii. In addition, the Authority may observe any other day of national mourning or celebration, provided that it has been proclaimed by the President of the United States. Any such holiday shall be granted only to those employees who are regularly scheduled to work on the day in which it has been proclaimed such a holiday.

c. Sick Leave.

Employees will be provided with 96 hours of paid sick leave on their date of hire, and then will be provided with 96 hours of paid sick leave on January 1<sup>st</sup> in subsequent years. The amount of sick leave hours as well as the cap of maximum accrued hours will be determined, set and modified as needed by the Executive Director based on budget restrictions and will be stated in the Employee Handbook. All affected employees will be notified of any changes.

- i. Sick leave, when used, will be paid at the employee's then current base rate of pay.

- ii. The employee will receive an itemized written statement each day period showing the amount of sick leave they have available.
- iii. Unused time under this policy is not paid out at the time of separation from employment. However, employees who are re-employed with the Authority within a year of separation will have their accrued unused bank of time off under this policy made available to them.
- iv. Sick leave may be used for an existing health condition or preventive care for the employee or a "family member" which includes the employee's child (biological, adopted, or foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis ["in place of a parent"], regardless of age); biological, adoptive or foster parent, stepparent, legal guardian, or person who stood in loco parentis when the employee was a child; spouse or registered domestic partner; grandparent; grandchild; or sibling. Employees who are victims of domestic violence, sexual assault, or stalking may also use accrued paid sick leave for certain other absences.

~~v. Each full-time regular employee may accrue sick leave up to a maximum accrual of 1200 hours determined by the Executive Director on a yearly basis based on budget restrictions. Once that maximum amount is reached, no further hours will be awarded until January, 1st of the year following the date on which the total dropped below 1200 the maxim hours allowed.~~

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- ~~vi.v.~~ In no event shall an employee be paid for sick leave not taken.
  - ~~vii.vi.~~ All leave taken and approved shall be provided to an employee without loss of pay or benefits provided that the employee has sufficient unused accumulated sick leave. An employee who has insufficient unused sick leave hours on record to use for the purposes prescribed, may request the use of other paid leave balances, such as vacation hours or leave without pay. The Executive Director may approve the use of the other paid leave hours of absence without pay in lieu of such leave by an employee for such purposes.
- d. Bereavement Leave
- All Employees are permitted 5 days of Unpaid Bereavement Leave upon the death any family member listed in Section 12945.2 of the Government Code. In case of

- ii. Reimbursement. The pay of an employee who has been summoned for jury duty or subpoenaed as a witness will continue at the regular rate. All reimbursement received by the employee shall be turned over to the Authority to be credited against regular salary. Payment received by the employee for travel expense may be retained by the employee.
- i. **Other Leave As Required By Law.** The Authority shall permit leave for crime victims; domestic violence, sexual assault and stalking victims legal proceedings; civil service volunteers; military service; voting; and such other leaves as are required by law. Unless paid leave is required by law, such leaves shall be unpaid.

13. **EMPLOYEE BENEFITS.** Employees shall be provided safe, sanitary and healthful working conditions. In addition, they may receive the following benefits as specified by law or the applicable benefit program/plan, unless such time as the Authority determines such benefits can and should be modified: The Executive Director has the authority to add, delete or modify benefits as per budget restrictions this includes Health Insurance, Dental Insurance, Vision Insurance, Life Insurance and any Wellness Programs. All information related to benefits will be stated in the Employee Handbook. All affected employees will be notified of any changes or modifications to Employee Benefits.

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- a. State Unemployment Insurance Fund. This is a fund established to afford protection for those unemployed but able to and available for work. The Authority pays a tax on gross wages and salaries into this fund as prescribed by California law.
- b. State Disability Fund. The California State Insurance (SDI) program provides short-term Disability Insurance (DI) and Paid Family Leave (PFL) wage replacement benefits to eligible workers who need time off work. An employee may be eligible for DI if they is unable to work due to non-work-related illness or injury, pregnancy, or childbirth. The employee may be eligible for PFL to care for a seriously ill family member or to bond with a new child. The employee pays a percentage of a prescribed portion of his/her compensation for this purpose.
- c. State Compensation Insurance Fund. This is insurance purchased by the Authority to provide medical, hospital, death, and other benefits in case of injuries received on the job, subject to the requirements of that program. Any injuries sustained at work must be reported in order to be considered valid claims under the state's Worker's Compensation laws. The Authority must be informed of any work-related injuries in order to comply with federal and state injury record-keeping requirements.

d. Health Insurance. Full time employee (defined as those working at least 35 hours/ week) and their eligible dependents will be entitled to receive a fully paid health insurance plan approved by the Authority through Kaiser

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~~Permanente as more fully described in the documents and coverage related to that plan.~~

~~e. Dental Insurance. Full-time employees and their eligible dependents will be entitled to receive a fully paid dental plan as approved by the Authority with Delta Dental as more fully described in the documents and coverage related to that plan.~~

~~f. Vision Insurance. Full-time employees and their eligible dependents will be entitled to receive a fully paid vision plan as approved by the Authority with VSP as more fully described in the documents and coverage related to that plan.~~

g.d. Retirement Plan. Retirement benefits in effect between the Authority and the California Public Employees' Retirement System (CalPERS) shall be those established for miscellaneous employees and CalPERS Miscellaneous 2% at 60 formula. The rate for employee contributions shall be deducted from the pay by the Authority and forwarded to the system in accordance with the rules and regulations governing such employee contributions.

h.e. Retiree Medical. Will be established by the Authority and will be added to the employee handbook and as an addendum to this policy once completed.

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14. **TRAINING.**

- a. In-service training may be provided to aid employees to improve current job performance and to gain efficiency in their work.
- b. Employee training shall be a function of every supervisor and Manager.
- c. An employee who takes a job-related course at an accredited institution of learning that has been pre-approved by the Executive Director shall be eligible to receive reimbursement per fiscal year for the costs of tuition, fees and course materials.

The employee will be eligible for this reimbursement upon the successful completion of the course and upon the employee having achieved a grade of "Pass or C" or better.

15. **GRIEVANCES.** Grievances should be settled by those immediately concerned. The first step is discussion with the immediate supervisor of employee. In the event a grievance cannot be settled an employee and his/her supervisor, the employee may present a grievance to the Executive Director. It is the policy of the Board that grievances and disciplinary matters should be with justice and impartiality; and an appeal may be presented to the Board of Commissioners whose decision in all matters will be final.