



**SSFHA**  
South San Francisco  
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

**AGENDA**  
**Regular Meeting**  
**Monday December 8, 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 October 14, 2025, No Minutes for November 10<sup>th</sup> 2025 as meeting was canceled.
- IV. New Business:
  - A. Special Recognition Presentation: Community Volunteers – SSFHA Community Garden & Landscaping Project  
**\*Public Comment**
- V. Executive Director Report:
  - A. Landscaping Project/Cal Water  
**\*Public Comment**
  - B. Roof Repairs Update  
**\*Public Comment**
  - C. Commissioner Retreat  
**\*Public Comment**
- VI. Approval of Disbursements:

Management Vouchers #2854 to #2891 in the amount of \$85,305.05 and ACH Payments from 10-01-2025 to 10-31-2025 in the amount of \$53,547.82 for a total of \$138,852.87 for the month of October 2025  
**\*Public Comment**

Management Vouchers #2897 to #2915 in the amount of \$116,598.40 and ACH Payments from 11-04-25 to 11-28-25 in the amount of \$53,397.89 for a total of \$169,996.29 for the month of November 2025  
**\*Public Comment**
- VII. Comments from Commissioners:  
**\*Public Comment**
- VIII. Adjournment: **Next Regular Meeting Monday January 12, 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: Monday December 8, 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:**

**SSFHA is inviting you to a scheduled Board- Zoom meeting.**

**Join Zoom Meeting**

Leah Taylor is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82193120376?pwd=BabLGCNCbzlOQaFJ8HmFMgllEa2vQ6.1>

Meeting ID: 821 9312 0376

Passcode: 036472

**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 December 8, 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)**

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

The meeting was called to order at 6:00 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

**ABSENT:**

Commissioner Byron Shipp

**PUBLIC COMMENT:**

No comments

**PREVIOUS MINUTES:**

Minutes of September 8, 2025 were reviewed and a motion was made by Vice-Chair M. Rashid to approve minutes with no edits. Motion was seconded by Commissioner J. Rivas. Motion passed by Commissioners present.

**NEW BUSINESS:**

- A. Approval of South San Francisco Housing Authority Revised Personnel Policy, minor amendments. Presentation was made by the Executive Director L. Taylor. Minor changes were approved to remove items in the Personnel Policy that are not subject to board approval but rather under the Executive Director's authority to change as needed based on budget constraints or updates. Resolution #1153 was read by Chair A. Sharma, motion was made by Vice-Chair M. Rashid to approve Resolution #1153 updating Personnel Rules for Employees and seconded by Commissioner T. Powell. Roll Call was taken as follows:

Chair A. Sharma – Yes

Vice-Chair M. Rashid – Yes

Commissioner T. Powell – Yes

Commissioner J. Rivas – Yes

No - abstentions

No - None

Motion passed by Commissioners present

**EXECUTIVE DIRECTOR REPORT:**

- A. Housing Related Hazards Grant Status – In process
- B. Landscaping Project – Due date is December 12, 2025, volunteers have been recruited to assist with the project and in addition to the landscaping there will be a creation of a Community Garden where tenant volunteers will grow fruits and vegetables.
- C. Roof Repairs – Is in process. The Insurance claim to repair the roofs in 3 buildings has been approved and the SSF Housing Authority will receive over \$101,450 for roof repairs.
- D. Commissioner Retreat – All Commissioners have confirmed that they will be attending the Board Retreat this year, the Executive Director will gather quotes from various sites to determine if the retreat will be local or off site.
- E. Audit for FYE 3-31-25 Status – There was a conflict in schedule with the previous auditors approved Sorenson McAdams and they will not do the audit for fiscal year ending 3-31-25, instead the audit will be conducted by Henderson & Pilleteri, LLC

**APPROVAL OF DISBURSEMENTS:**

Motion was made by Commissioner J. Rivas and seconded by Commissioner T. Powell to approve 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 grand total of \$83,821.34 for the month of September 2025. Motion passed by Commissioners present

**COMMENTS FROM COMMISSIONERS:**

Chair A. Sharma thanked the Board for their attendance and hard work.

Meeting was adjourned at 6:35 pm

Seal

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Chairperson

Attest

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Secretary