



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday April 13 2026 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 March 9, 2026 & Special Meeting March 19, 2026
- IV. New Business:
 - A. Consideration of the adoption of a Resolution amending the Bylaws of the Housing Authority of the City of South San Francisco, to change the Regular Meeting date and time of the Authority to the 2nd Tuesday of every month at 6:30pm and to change the Annual Meeting date and time of the Authority to the second Tuesday in May at 6:30pm.
***Public Comment**
- V. Executive Director Report:
 - A. Board Retreat
 - B. Annual Cap Fund Award
 - C. Youth Internship Program
***Public Comment**
- VI. Approval of Disbursements:
Management Vouchers #2999 to #3026 in the amount of \$29,898.20 and ACH Payments from 03-02-2026 to 03-30-2026 in the amount of \$52,404.11 for a grand total of \$82,302.31 for the month of March 2026
***Public Comment**
- VII. Comments from Commissioners:
***Public Comment**
- VIII. Adjournment:



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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 April 13, 2026
@6:00pm
South San Francisco Housing Authority
350 C Street, South San Francisco, CA 94080

To attend remotely public access:

SSFHA Board Meeting is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89017087033?pwd=lqktgPs3ClhNmyDIVC8TWlsSASq7F.1>

Meeting ID: 890 1708 7033

Passcode: 270103

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 April 13, 2026

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

RESOLUTION NO. 1156

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF SOUTH SAN FRANCISCO AMENDING SECTION 1. AND SECTION 2. OF ARTICLE III OF THE BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO, CALIFORNIA TO CHANGE THE TIME FOR THE REGULAR AND ANNUAL MEETINGS OF THE AUTHORITY

WHEREAS, according to the current By-Laws of the Housing Authority of the City of South San Francisco a “Regular” Meeting is to be held on the second Monday of the month at 6:00 PM at the regular meeting place of the Authority and an “Annual” Meeting is to be held on the second Monday of May at 6:00 PM at the regular meeting place of the Authority; and

WHEREAS, it is the desire of the Commissioners to change the time of such meetings to the second Tuesday of the month at 6:30 PM; and

WHEREAS, it is the desire of the Commissioners to rescind any portions of the By-Laws and/or previous resolutions in conflict with the Commissioner’s present wishes; and

WHEREAS, seven days written notice to the Commissioners of Intent to Amend the By-Laws of the Authority is duly acknowledged by each and all of them.

NOW, THEREFORE BE IT RESOLVED that Section 1 and Section 2., Article III of the By-Laws of the Housing Authority of the City of San Francisco shall be amended to read as follows:

Section 1. Annual Meeting. The Annual Meeting of the Authority shall be held on the second Tuesday of May at 6:30 PM at the regular meeting place of the Authority. In the event that such date shall be a legal holiday, the Annual Meeting shall be held on the next succeeding non-holiday falling between Monday and Friday. The Annual Meeting shall be combined with the Regular Meeting for the month of May.

Section 2. Regular Meeting. The Monthly Meeting of the Authority shall be held on the second Tuesday of the month at 6:30 PM at the regular meeting place of the Authority. In the event that such a date shall be a legal holiday, the Regular Meeting shall be held on the next succeeding non-holiday falling between Monday and Friday.

* * * * *

I, Leah Taylor, hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the South San Francisco Housing Authority at a scheduled meeting thereof held on the 13th day of April 2026 by the following vote:

AYES, BOARDMEMBERS: _____

NOES, BOARDMEMBERS: _____

ABSENT, BOARDMEMBERS: _____

ABSTAIN, BOARDMEMBERS: _____

APPROVED:

CLERK of the Authority

APPROVED:

Chair of the Board

**MINUTES OF THE SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
March 9, 2026
DRAFT**

The meeting was called to order at 6:00pm 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, J. Rivas, T. Thomas, C. Penate, T. Powell & B. Shipp

ABSENT:

None

PUBLIC COMMENT:

None

PREVIOUS MINUTES:

Minutes of February 9, 2026 were reviewed and a motion was made by Vice-Chair M. Rashid to approve the minutes of February 9, 2026 and motion was seconded by Commissioner J. Rivas. Motion passed by Commissioners present with one abstention by Commissioner T. Powell.

NEW BUSINESS:

- A. Approval of annual Renewal HARRP Insurance Policy in the amount of \$47,076
Motion made by Commissioner T. Powell to approve the renewal of the HARRP Insurance Policy for FY April 1, 2026 through March 31, 2027. Motion seconded by Commissioner J. Rivas, motion passed by Commissioners present.

- B. Approval of annual PILOT payment for FYE March 31, 2026. Motion made by Commissioner B. Shipp to approve the PILOT payment in the amount of \$14,433.35 for FYE March 31, 2026 and motion seconded by Commissioner C. Penate. Motion passed by all Commissioners present.

EXECUTIVE DIRECTOR REPORT:

- A. Moving To Work Program: It was reported that all participants are now gainfully employed. All participants found employment just 3 weeks after enrollment in the program.

- B. New Pet Policy: All Tenants with pets have complied and all records will be stored on the PHA-web data base.

- C. Automation Update/Recertifications: Staff is working on streamlining the recertification process so it can be done online from submission of documents to signing leases.

APPROVAL OF DISBURSEMENTS:

Motion was made by Vice-Chair M. Rashid and seconded by Commissioner T. Powell to approve Management Vouchers #2973 to #2998 in the amount of \$27,460.47 and ACH Payments from 02-02-2026 to 02-26-2026 in the amount of \$51,302.10 for a grand total of \$78,762.57 for the month of February 2026. Motion passed by Commissioners present

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma, thanked fellow Commissioners for attending the meeting. Commissioner J. Rivas stated the blue recycle bin near his unit has not been replaced and wanted the Executive Director to follow up with the Scavenger Company to find out when it will be replaced. The Executive Director will follow up and reach out to the Commissioner with status. Meeting was adjourned at 7:00pm

Seal

Chairperson

Attest

Secretary

**MINUTES OF THE SPECIAL MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:
March 19, 2026
DRAFT**

The meeting was called to order at 6:00pm 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, J. Rivas, T. Thomas & C. Penate & T. Powell attended remotely, via Zoom.

ABSENT:

Commissioner B. Shipp

PUBLIC COMMENT:

None

NEW BUSINESS:

- A. Adoption of FYE 3/31/2027 Operating Budget, Public Presentation by Leah Taylor, Executive Director and Alina Medina, EA, JD, MST, Founder & Principal, AVA Tax & CFO, Consulting LLC. Board reviewed the past budget for 2026 and new proposed budget for FYE 3/31/2027. Resolution #1155 Resolution Certifying Operating Budget for Conventional Public Housing Project, Contract No SF-429 For FYE March 31, 2027 was read by Chair A. Sharma, motion to adopt Resolution #1155 was made by Commissioner J. Rivas and seconded by Vice-Chair M. Rashid. Roll Call was taken as follows:
 - Chair A. Sharma-Yes
 - Vice-Chair M. Rashid- Yes
 - Commissioner T. Powell-Yes
 - Commissioner J. Rivas- Yes
 - Commissioner T. Thomas- Yes
 - Commissioner C. Penate- Yes
 - No -Noes
 - No- AbstentionsMotion passed by Commissioners present

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma, thanked fellow Commissioners for attending the meeting and thanked the Executive Director L. Taylor & Alina Medina, Founder & Principal AVA Tax & CFO Consulting LLC for a great budget presentation. Meeting was adjourned at 6:30pm

Seal

Chairperson

Attest

Secretary