

# 12-17-20 Minutes

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA December 17, 2020

As permitted under the Governor's Executive Order N-25-20, dated March 12, 2020 due to concerns of COVID-19 ("Executive Order"), the members of the Board of Commissioners will participate in the meeting via a teleconference connection at locations that may be located outside of the Agency's jurisdiction. Such locations shall not be publicly disclosed, nor shall such locations be open to the public as is expressly authorized by the Executive Order.

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on December 17, 2020 via teleconference. Chair Pearson convened the meeting at 5:00 p.m.

The following Commissioners were present: Lisa Knox-Burns, Robert Doyle, John Lizarraga, Henry Mercado and James Pearson. Larry Hobbisiefken was excused.

Also present were Robert P. Havlicek Jr., Secretary/Executive Director, Jackie Bordon, Executive Secretary, Irene Melton, Director of Finance, John Polanskey, Director of Housing Development, Sanford Riggs, Director of Operations, and Irene Vejar, Director of Human Resources.

### INTRODUCTIONS

No introductions were made.

### APPROVAL OF MINUTES

MOTION by Commissioner Doyle, second by Commissioner Lizarraga to approve the minutes of the regular meeting of November 19, 2020. All voted aye. Motion carried.

### PUBLIC COMMENT PERIOD

No public comments were made.

### REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Executive Director offered to answer questions related to his report. He also shared that a homicide occurred in Evans Park in Santa Maria; more information will be available in January. The first annual all-staff meeting via Zoom was held on December 16, 2020. We had 80+ attendees. This was an opportunity to share our 2020 accomplishments with staff.

We are working on implementing a new system of cigarette smoke detection for our units with installation of a new device that detects cigarette smoke on a molecular level. By policy, all of our units are non-smoking, but we have had some difficulties with residents smoking in their units.

### APPROVAL OF OPERATION AND MANAGEMENT REPORTS

MOTION by Commissioner Lizarraga, second by Commissioner Burns to approve the operation and management reports. All voted aye. Motion carried.

### APPROVAL OF EXPENDITURES

**Resolution No. 2896** - Approval of Expenditure List as submitted, including meeting expenses. MOTION by

Commissioner Mercado, second by Commissioner Burns to adopt Resolution No. 2896. Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

## **WRITTEN COMMUNICATIONS**

All written communications were noted.

## **COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Burns reported that Supervisor Hart asked that we move toward a virtual tour of Pescadero Lofts (relative to Hollister Lofts). John Polanskey thanked Commissioner Knox for connecting us with the videographer and stated that we will work on this project after the holidays.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

**PHA Certifications of Compliance with the PHA Plans and Related Regulations - Board Resolution to accompany 2021 PHA Plan.** Motion by Commissioner Lizarraga, second by Commissioner Mercado to adopt Board Resolution to accompany 2021 PHA Plan. All voted aye. Motion carried.

**Resolution No. 2897** -Approval of Capital Fund Program 5-Year Action Plan. Motion by Commissioner Lizarraga second by Commissioner Doyle to adopt Resolution No. 2897. All voted aye. Motion carried.

**MOTION to adopt Revised Statement of Fiscal Policies.** Motion by Commissioner Lizarraga, second by Commissioner Mercado to adopt Revised Statement of Fiscal Policies. The Executive Director noted that the \$1,000 threshold amount for expenditures reported to the Board was added as a placeholder; the amount can change based on the desires of the Board. After discussion, the Board members agreed to accept the Revised Statement of Fiscal Policies as presented. All voted aye. Motion carried.

**MOTION to adopt Revised Bylaws.** Motion by Commissioner Lizarraga, second by Commissioner Mercado to adopt the Revised Bylaws as presented. All voted aye. Motion carried.

**MOTION to Award Audit Services Contract to Novogradac for FY 2020-2022 with two additional years at the option of the Housing Authority.** Motion by Commissioner Mercado, second by Commissioner Lizarraga to Award the Audit Services Contract to Novogradac. All voted aye. Motion carried.

**Resolution No. 2898** - Approval of Agency-Wide Consolidated Budget for Fiscal Year. 2021. MOTION by Commissioner Lizarraga, second by Commissioner Mercado to adopt Resolution No. 2898. Irene Melton provided an overview of the budget and answered questions. All voted aye. Motion carried.

**Resolution No. 2899** - Approving and Authorizing the Executive Director to execute and take all needed actions relative to entering into a Purchase Sale Agreement for the acquisition of certain real property owned by Sagunto Place L.P., located in Santa Ynez, CA. Motion by Commissioner Lizarraga, second by Commissioner Mercado to adopt Resolution No. 2899. All voted aye. Motion carried.

## **ADJOURNMENT**

There being no further business to come before the Board, MOTION by Commissioner Lizarraga, second by Commissioner Mercado to adjourn the meeting at 6:43 p.m. All voted aye. Meeting adjourned.

James E. Pearson  
Chair

Robert P. Havlicek Jr.  
Secretary/Executive Director