

01-21-21 Minutes

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA JANUARY 21, 2021

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 January 21, 2021 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, Salina Bolden, Housing Manager HCV, Irene Melton, Director of Finance, John Polanskey, Director of Housing Development, Sanford Riggs, Director of Operations, Irene Vejar, Director of Human Resources and Nancy Wesoff, Surf Development Director of Contract Administration and Compliance.

INTRODUCTIONS

The Executive Director introduced Jim Hill and Thomas Moore with Organizational Performance Systems (OPS).

PRESENTATION BY ORGANIZATIONAL PERFORMANCE SYSTEMS

Jim Hill and Thomas Moore presented a slideshow of performance indicators with the assistance of staff members Salina Bolden, Irene Melton, Sanford Riggs and Irene Vejar. Our partnership with OPS allows for streamlining processes by automating/collecting data/reports in a shareable "real time" format without using staff time. These tools assist with planning, forecasting and management.

APPROVAL OF MINUTES

MOTION by Commissioner Burns, second by Commissioner Mercado to approve the minutes of the regular meeting of December 17, 2020. All voted aye. Motion carried. MOTION by Commissioner Burns, second by Commissioner Mercado to approve the minutes of the annual meeting of December 17, 2020. All voted aye. Motion carried.

PUBLIC COMMENT PERIOD

No public comments were received.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Executive Director thanked Sanford Riggs, Irene Melton, Salina Bolden and Irene Vejar for their participation in the OPS Presentation. He also recognized Nancy Wesoff for her work on a Mainstream Voucher Application; we received an additional 75 vouchers. We will have a new Commissioner representing the First District in February. The videographer has reached out to Father Jon at Pescadero Lofts and is working on putting together a video that will be used for community outreach and education (Hollister Lofts).

APPROVAL OF OPERATION AND MANAGEMENT REPORTS

MOTION by Commissioner Mercado, second by Commissioner Doyle to approve the operation and management reports. Irene Vejar noted that the Covid-19 Prevention Plan will be communicated to staff; we had one outbreak in January and 8 staff members were out. We are also working on physical changes to our buildings and have upgraded all building filters to HEPA. All voted aye. Motion carried.

APPROVAL OF EXPENDITURES

Resolution No. 2900 - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Mercado, second by Commissioner Doyle to adopt Resolution No. 2900. Irene Melton and Bob Havlicek answered several questions related to expenditures. Commissioner Doyle stated that he likes the new format. All voted aye. Motion carried.

WRITTEN COMMUNICATIONS

December 22, 2020 Noozhawk Article - Guadalupe Incident: Sanford Riggs gave the Board an update on this incident. This unit has been vacated and boarded up. We are adding additional lighting and cameras to the area.

COMMISSIONERS' ORAL COMMUNICATIONS

There were no Commissioner's oral communications.

NEW BUSINESS

Resolution No. 2901 - Ratifying Expenditure for 2020 Employee Bonuses and Longevity Awards. MOTION by Commissioner Burns, second by Commissioner Lizarraga to adopt Resolution No. 2901. All voted aye. Motion carried.

Resolution No. 2902 - Approval to Write-Off Uncollectible Tenant Accounts Receivable for the period ended December 31, 2020. MOTION by Commissioner Doyle, second by Commissioner Mercado to adopt Resolution No. 2902. All voted aye. Motion carried.

Resolution No. 2903 - Approving and Authorizing Cooperation with the Housing Authority of the City of Santa Barbara for property located at 6647 El Colegio Road, Isla Vista, CA. MOTION by Commissioner Lizarraga, second by Commissioner Burns to adopt Resolution No. 2903. All voted aye. Motion carried.

MOTION TO RESCHEDULE THE FEBRUARY 2021 MEETING TO THURSDAY, FEBRUARY 25, 2021. MOTION by Commissioner Lizarraga, second by Commissioner Mercado to reschedule the regular February meeting. All voted aye. Motions carried.

ADJOURNMENT

There being no further business to come before the Board, MOTION by Commissioner Doyle, second by Commissioner Lizarraga to adjourn the meeting at 7:07 p.m. All voted aye. Meeting adjourned.

James E Pearson
Chair

Robert P. Havlicek Jr.
Secretary/Executive Director