

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
July 20, 2023**

The Housing Authority of the County of Santa Barbara Commission meeting was held in person and via teleconference connection as permitted in accordance with the requirements set out in AB 2449.

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on Thursday, July 20, 2023, at 890 Refugio Road, Santa Ynez and via teleconference. Chair Pearson convened the meeting at 5:20 p.m. after completion of an offered tour of adjacent property.

Upon roll call the following Commissioners were present: Shay Allen, Christian Alonso, Lisa Knox-Burns, Robert Doyle, Henry Mercado, Greg Ortiz and James Pearson was present via teleconference.

Also present were Irene Melton, Director of Finance, Sanford Riggs, Director of Operations, John Polanskey, Director of Development, Irene Vejar, Director of Human Resources and Nancy Wesoff, Director of Contract Administration and Compliance for Surf Development Company.

INTRODUCTIONS

Other staff present included Maribel Juarez, Lompoc area Housing Manager, James Harms, Lompoc area Maintenance Manager, Chris Diaz, Executive Assistant, Juan Garcia, IT Manager and Bernie Baggaly, Public Information and Training Coordinator.

Auditor, Jason Blumenstock, of Novogradac was introduced via Zoom.

APPROVAL OF MINUTES

MOTION by Commissioner Alonza, seconded by Commissioner Mercado to approve the minutes of the regular meeting of June 15, 2023 with the noted change to "Commissioners' Oral Communication" brought forward by Commissioner Doyle. All voted aye. Motion carried.

PUBLIC COMMENT PERIOD

No public comments were received.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Executive Director's report was included with the board packet.

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Bob Havlicek Introduced Jason Blumenstock of the office of Novogradac and asked that the board allow Jason to present the 2022 audit report at this time. Change to order of agenda was acceptable to board members.

Mr. Blumenstock, CPA and principal with Novogradac, reported that the agency is in a strong financial position with 14.12 months of reserves. This is lower than the previous year, however this is a "point in time" position and each year will be different dependent upon cash inflow and out outflow.

The audit covered each major program and was very thorough. Internal controls are in place and there was one minor audit finding that was not material. It was found that the agency did not follow their procurement process in one instance.

The Executive Director explained the reasons behind the finding. That instance was thoroughly discussed to the Board's satisfaction. The Housing Authority will respond in writing to document the file and modifications are being made to the procurement policy. This was a unique situation that is not expected to come up again.

Commissioner Alonso requested that the board be made aware if such a situation does come up again.

NOTE: Motion to approve audit report at close of agenda

APPROVAL OF OPERATION AND MANAGEMENT REPORTS

MOTION by Commissioner Burns, seconded by Commissioner Allen to approve the operation and management reports.

Discussion:

- A. Parking Policy Amendments - Sanford Riggs explained that the new parking policy will cover the entire county. The policy will be further explained to resident through resident meetings and that we don't expect vehicles to be towed unless they do not have proper tags. Meetings will begin with residents within the next two months. Discussion regarding handicapped parking and towing of vehicles followed.
- B. The Just Cause Eviction Ordinance passed by the Santa Barbara County Board of Supervisors was discussed
- C. Sample Security Reports - Sanford Riggs discussed the increase in security services for Housing Authority properties. Commissioner Doyle noted the increased cost. Sanford Riggs noted that we will cut back security services when possible.

All voted aye. Motion carried.

APPROVAL OF EXPENDITURES

Resolution No. 3086- Approval of Expenditure List as submitted, including meeting expenses.

MOTION by Commissioner Burns, seconded by Commissioner Alonzo to adopt Resolution No. 3086.

Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

WRITTEN COMMUNICATIONS

- A. The written communication from the Attorney General's office was discussed. The agency had received a legal opinion that differs from the opinion of the Attorney General. The topic will be discussed with other members of the California Association of Housing Authorities prior to responding.
- B. The agency has again received PHAS High Performer Status. Sanford Riggs took this opportunity to thank staff in attendance at the meeting.
- C. & D. CAHA Bills SB469 and AB 653 were briefly discussed
- E. This will be the agency's final Annual Plan as all units are being removed from the public housing program.

COMMISSIONERS' ORAL COMMUNICATIONS

Commissioner Alonza thanked John Polanskey for inviting him to meet with local labor union leaders and others to discuss the redevelopment work being performed at Buena Tierra. John added that all parties left the meeting happy to have had the opportunity to house homeless individuals in the Goleta area.

Commissioner Mercado reported that he appreciates the work staff do and is proud of the Executive Director's handling of operations. Commissioner Ortiz seconded the statement with a third from Commissioner Pearson.

NEW BUSINESS

Motion to approve the order of business – Motion by Commissioner Allen, seconded by Commissioner Mercado to accept the change to the order of business. The Executive Director reported that this motion itself was out of order and should have been made prior to audit discussion. Board members accept the explanation. All voted aye. Motion carried.

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Motion to accept the FY 2022 Audit Report –

MOTION by Commissioner Burns, seconded by Commissioner Doyle to accept the FY 2022 Audit Report. Discussion:

All voted aye. Motion carried.

ADJOURNMENT

There being no further business to come before the Board, **MOTION** by Commissioner Mercado, seconded by Commissioner Alonso to adjourn the meeting at 7:45 p.m. All voted aye. Meeting adjourned.



James E. Pearson
Chair



Robert Havlicek
Secretary/Executive Director