

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
August 17, 2023**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara Commission met in regular session on August 17, 2023, at the Miller Community Center, 5575 Armitos Avenue, Goleta. Chair Pearson convened the meeting at 5:00 p.m.

Upon roll call the following Commissioners were present: Robert Doyle, Lisa Knox-Burns, Henry Mercado, Greg Ortiz. Christian Alonso was excused and James Pearson Joined remotely as permitted in accordance with the requirements set out in Government Code 54953(e). Shay Allen joined the meeting at 5:14 p.m.

Also present were Robert P. Havlicek Jr., Executive Director, Irene Melton, Director of Finance, Sanford Riggs, Director of Operations, Irene Vejar, Director of Human Resources, John Polanskey, Director of Development, Evan Baumann, Housing Manager and Todd Amspoker, Legal Counsel. Nancy Wesoff, Director of Contract Administration and Compliance attended remotely.

A request was made to change the order of agenda to adjourn to hear closed session prior to regular meeting. All agreed.

**CLOSED SESSION**

The Executive Director introduced Todd Amspoker of Price, Postel & Parma.

The Board convened to closed session at 5:09 p.m. - Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9).

The Board reconvened to open session at 5:52 p.m. No reportable actions taken in closed session.

**PUBLIC HEARINGS**

The following Public Hearings were held –

ACOP (Public Housing Program Statement of Policies) - Proposed amendment to the Admissions and Continued Occupancy Plan for the Public Housing Program.

Draft Capital Fund Program CA16-PO21-501-24 Proposed Annual Statement/Five Year Action Plan FY 2024-2028

**MINUTES**  
**August 17, 2023**

Page 2

**FY2024 PHA Annual Plan Update**

Sanford Riggs, Director of Operations gave a brief overview of the need for public hearing and the three items addressed in these hearings.

No members of the public attended in person or remotely and no public comment was received.

No action taken.

**APPROVAL OF MINUTES**

MOTION by Commissioner Robert Doyle, seconded by Commissioner Shay Allen to approve the minutes of the meeting of July 20, 2023. All voted aye. Motion carried.

**PUBLIC COMMENT PERIOD<sub>1</sub>**

There were no public comments.

**REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

The Executive Director reported that he was pleased with the results of the coordination with Hamner, Jewell & Associates to assist tenants with relocations due to emergency situations. They have been highly effective in locating housing for residents in a very tight housing market.

Other items mentioned – The lease up of Harry’s House is going well and it is expected that 40 units will be leased up by the end of August. Eight families have moved in as of the date of this meeting.

He thanked staff for taking ownership and working towards a common goal.

Also mentioned was the new Learning Management System, the revision of the Injury and Illness Prevention Program, the Homebuyer trainings facilitated by the Resident Services Department and additional topics covered in staff training held on August 16, 2023.

Commissioners were reminded that a groundbreaking would be held on August 25<sup>th</sup> at Escalante Meadows in Guadalupe and a tour of Buena Tierra was scheduled for earlier that same day.

Commissioner Knox-Burns asked that the agency consider electrical outage when fire drills are held.

Commissioner Pearson asked when the finger printing would begin. Sanford Riggs responded that we will need to update the Administrative Plan and have staff trained prior to implementation. Fingerprinting will give a more thorough criminal history and will allow us to eliminate those with a serious criminal history and this will be new to our agency. There is no cost to the client and all documentation would be stored securely similar to the EIV data – most likely digitally.

**MINUTES**  
**August 17, 2023**

Page 3

Sanford Riggs stated that staff will prepare a presentation for the board's information in the near future.

All questions were answered to the Board's satisfaction.

**APPROVAL OF OPERATION AND MANAGEMENT REPORTS**

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

Commissioner Burns noted that the Accounts Receivable for Public Housing was very high this month. This was due to lack of timely notification to residents and Irene Melton explained that staff are working through this with the auditors.

All voted aye. Motion carried.

**APPROVAL OF EXPENDITURES**

**Resolution No. 3087** - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Allen seconded by Commissioner Doyle to adopt Resolution No. 3087.

Commissioner Doyle noted that with the current financial climate interest on agency bank accounts seemed low. Irene Melton explained that some of our assets are in controlled accounts and she was actively pursuing ways to capture additional interest.

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

**WRITTEN COMMUNICATIONS**

There were no written communications.

**COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Burns reported that she ran into Das Williams and he expressed his support for proposed housing and noted that the agency should do whatever we can to overcome barriers to affordable housing development.

Commissioner Mercado complimented John Polanskey on the recent Buena Tierra television presentation.

**NEW BUSINESS**

**Resolution No. 3088** –Approval of revised Personnel Policy

MOTION by Commissioner Mercado, second by Commissioner Burns to adopt Resolution No. 3088.

Irene Vejar discussed how the policy is rolled out to staff and acknowledgments are maintained.

Commissioner Doyle stated that he felt the vacation leave buyout policy change is fair to staff.

All voted aye. Motion carried.

**Resolution No. 3089** – Authorization to issue multifamily revenue obligations to finance a multifamily rental housing facility currently identified as Heritage Ridge Senior Apartments and authorizing related actions; and,

**Resolution No. 3090** – Authorization to issue multifamily housing revenue obligations to finance a multifamily rental housing facility currently identified as Heritage Ridge Special Needs Family Apartments and authorizing related actions.

MOTION by Commissioner Burns, seconded by Commissioner Allen to adopt Resolution No. 3089 and 3090.

Bob Havlicek noted that the TEFRA Hearing was already held and explained the decision to request use of tax exempt bonds.

All vote aye. Motion carried.

**Resolution No. 3091**– Resolution Authorizing changes to the Admission and Continued Occupancy Policy.

Resolution tabled to September meeting due to need for updated information.

**Resolution No. 3092** – Approval to write-off uncollectible vacated tenant accounts receivable for the period ended June 30, 2023.

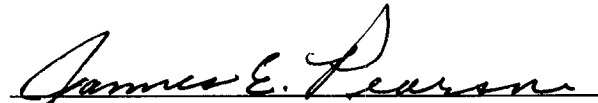
MOTION by Commissioner Doyle, seconded by Commissioner Allen to approve Resolution No. 3092. All voted aye. Motion carried.


MINUTES  
August 17, 2023

Page 5

**ADJOURNMENT**

There being no further business to come before the Board, MOTION by Commissioner Alonso, seconded by Commissioner Mercado to adjourn the meeting at 7:55 p.m. All voted aye. Meeting adjourned.

  
James E. Pearson  
Chair

  
Robert P. Havlicek Jr.  
Secretary/Executive Director