

**MINUTES  
REGULAR MEETING  
HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND  
SANTA BARBARA AFFORDABLE HOUSING GROUP  
706 Laguna St. Santa Barbara, California  
4:00 p.m. – May 4, 2016**

**I. CALL TO ORDER/ROLL CALL**

4:02 P.M. Chair Hughes presiding

Board Members present: Barbara B. Allen, Dolores Daniel, Geoff Green, Don Olson, Victor Suhr, Catherine Woodford and David Hughes

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, D. Aazam, B. Peirson, V. Loza, T. Carter, T. Morton, A. Fink and J. Schipa

**II. PUBLIC COMMENT**

**III. CONSIDERATION OF MINUTES**

Minutes were considered under Item V. Consent Calendar.

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR**

**MOTION**

M/S Olson/Woodford moved to approve recommendations in Consent Calendar (Item Nos. 1, and 2)

**VOTE**

Ayes:	Barbara Allen	Victor Suhr
	Dolores Daniel	Catherine Woodford
	Geoff Green	David Hughes
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	None	

1. Recommendation that the Commission and Board approve the Minutes of the Housing Authority of the City of Santa Barbara and Santa Barbara Affordable Housing Group's Regular Meeting of April 6, 2016
2. Recommendation that the Commission approve costs incurred and payments made for the month of March, 2016

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission: (1) approve two contracts with New Beginnings Counseling Center for the period of June 1, 2016 to May 31, 2018, in the amount of \$224,000 for the Case Management component of the

program, and in the amount of \$12,000 for the Counseling component of the program; (2) make the selection of New Beginnings under the Housing Authority's Non-Competitive procurement procedure; and (3) authorize the Executive Director, or his designee, to execute said contracts on behalf of the Housing Authority

DOCUMENTS

- April 18, 2016 Executive Director's Report prepared by Resident Services Supervisor

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Green moved to approve two contracts with New Beginnings Counseling Center for the period of June 1, 2016 to May 31, 2018, in the amount of \$224,000 for the Case Management component of the program, and in the amount of \$12,000 for the Counseling component of the program; (2) make the selection of New Beginnings under the Housing Authority's Non-Competitive procurement procedure; and (3) authorize the Executive Director, or his designee, to execute said contracts on behalf of the Housing Authority

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Dolores Daniel	Catherine Woodford
	Geoff Green	David Hughes
	Don Olson	

Nays: None

Abstain: None

Absent: None

2. Recommendation that the Commission: (1) ratify the Executive Director's award and execution of a contract with Tomar Construction in the amount of \$126,800 for accessibility improvements to the apartment located at 511 East Ortega Street, Unit D and associated ramp and sidewalk improvements to comply with ADA slope requirements; (2) authorize the Executive Director, or his designee, to approve up to \$25,360 (20% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project is anticipated to be funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed

DOCUMENTS

- April 14, 2016 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Green/Suhr moved to (1) ratify the Executive Director's award and execution of a contract with Tomar Construction in the amount of \$126,800 for accessibility improvements to the apartment located at 511 East Ortega Street, Unit D and associated ramp and sidewalk improvements to comply with ADA slope requirements; (2) authorize the Executive Director, or his designee, to approve up to \$25,360 (20% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project is anticipated to be funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Dolores Daniel	Catherine Woodford
	Geoff Green	David Hughes
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	None	

3. Recommendation that the Commission: (1) approve and authorize the Executive Director to award and execute a contract with Tomar Construction in the amount of \$468,300 for the rehabilitation of Casa Castillo located at 620-652 Castillo Street; (2) authorize the Executive Director, or his designee, to approve up to \$93,660 (20% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed

DOCUMENTS

- April 14, 2016 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Green/Suhr moved to (1) approve and authorize the Executive Director to award and execute a contract with Tomar Construction in the amount of \$468,300 for the rehabilitation of Casa Castillo located at 620-652 Castillo Street; (2) authorize the Executive Director, or his designee, to approve up to \$93,660 (20% of the base amount) in additional expenses to cover any cost increases resulting from change orders for work not anticipated or covered by the contract; and (3) note that the cost of this project will be funded from the Capital Fund Program (CFP) and/or from Housing Authority reserves, if needed

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Dolores Daniel	Catherine Woodford
	Geoff Green	David Hughes
	Don Olson	
Nays:	None	
Abstain:	None	
Absent:	None	

4. Recommendation that the Commission receive a follow-up report on subject(s) raised during Public Comment and/or by a Commissioner at a previous meeting. This is a running report provided for information only. Staff will provide an oral report on the status of armories/Freemont Center in response to Commissioners Olson and Suhr at the April 6, 2016 meeting

DOCUMENTS

- April 24, 2016 *Noozhawk* article titled "Santa Barbara School District Working Toward Purchase of National Guard Armory Property"

SPEAKERS

Staff: R. Pearson, S. Szymanski

Commissioner Olson requested staff keep track of the Santa Barbara School District's interest in the Armory property. Additionally, staff will provide report on status of Freemont Center at a future meeting.

5. Recommendation that the Commission receive a report on potential and pending development projects. No action is necessary. This is a running report provided for information only

#### DOCUMENTS

- April 19, 2016 Executive Director's Report prepared by Director of Property and Development

#### SPEAKERS

Staff: R. Pearson, D. Aazam

6. Recommendation That the Commission review and comment on the proposed agenda for the May 19, 2016 Commission Work Session

#### DOCUMENTS

- April 25, 2016 Executive Director's Report prepared by Deputy Executive Director/CAO

#### SPEAKERS

Staff: R. Pearson, R. Fredericks

Staff will update work session agenda with start time change to 9:00 AM, end time of 2:30 PM and option for working lunch.

*Chair Hughes requested Closed Sessions be moved forward to this point in meeting.*

### VII. CLOSED SESSION

Chair Hughes ordered Closed Session at 4:51 P.M.

1. Public Employee Performance Evaluation (Government Code section 54957)  
Title: Executive Director/CEO
2. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency designated representatives: David K. Hughes, Chair  
Unrepresented Employee: Executive Director/CEO
3. Public Employee Appointment (Government Code section 54957)  
Title: Executive Director/CEO
4. Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One potential case)

Chair Hughes ordered Closed Session over at 5:48 P.M. For Items 1 – 3, no reportable action taken. For Item 4, the Commission unanimously approved the initiation of arbitration in one matter. Once the matter has been formally commenced, the action, defendants and other particulars shall be disclosed to any person upon inquiry unless to do so would jeopardize the Authority's ability to effectuate service of process or would jeopardize the Authority's ability to conclude settlement negotiations to the Authority's advantage.

### VII. TREASURER'S REPORT

1. That the Commission: (1) review and order filed the quarterly investment report for quarter ended March 31,

2016; and (2) review and approve an amended Investment Policy for calendar year 2016

DOCUMENTS

- April 26, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Olson/Woodford moved to (1) order filed the quarterly investment report for quarter ended March 31, 2016; and (2) approve an amended Investment Policy for calendar year 2016

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

2. That the Commission review and order filed the quarterly financial statements for the quarter ended March 31, 2016

DOCUMENTS

- April 27, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Suhr moved to order filed the quarterly financial statements for the quarter ended March 31, 2016

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

3. That the Board review and order filed the quarterly financial statements for Santa Barbara Affordable Housing Group for the quarter ended March 31, 2016

DOCUMENTS

- April 27, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Woodford/Allen moved to order filed the quarterly financial statements for Santa Barbara Affordable Housing Group for the quarter ended March 31, 2016

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

4. That the Commission find it in the best interests of the Authority to enter into a professional services agreement with the firm Barton, Gonzalez & Meyers, P.A. for audit services for the two fiscal years ending March 31, 2017 and 2018, without a competitive solicitation

DOCUMENTS

- April 20, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Woodford/Olson moved approval to enter into a professional services agreement with the firm Barton, Gonzalez & Meyers, P.A. for audit services for the two fiscal years ending March 31, 2017 and 2018, without a competitive solicitation

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

5. That the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$32,041.66

DOCUMENTS

- April 20, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

At the request of the Commission, staff will provide a follow up report to the Board after 6 months of collection efforts.

MOTION

M/S Allen/Olson moved to adopt Resolution No. 2636 of the Housing Authority of the City of Santa Barbara, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$32,041.66

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

6. That the Board adopt a resolution of the Santa Barbara Affordable Housing Group authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$719.17 as of December 31, 2015

DOCUMENTS

- April 20, 2016 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Pearson, B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 11 of the Santa Barbara Affordable Housing Group, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$719.17 as of December 31, 2015

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

**VIII. COMMITTEE REPORT – None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. That the Commission adopt a resolution authorizing the destruction of certain records held by the Finance and Housing Management Departments

DOCUMENTS

- April 20, 2016 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2637 of the Housing Authority of the City of Santa Barbara, authorizing the destruction of certain records held by the Finance and Housing Management Departments

VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

2. Recommendation that the Commission adopt a resolution approving revisions to the Introductory Letter and Sections 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 2.5 No Retaliation, 4.8 Retirement Plans, 4.16 Sick Leave Policy, 5.2 School Leave, 5.9 Family Medical Leave Act, California Family Rights Act and California Pregnancy Disability Leave of the Housing Authority's Manual of Policies and Procedures effective May 4, 2016

#### DOCUMENTS

- April 13, 2016 Executive Director's Report prepared by Human Resources Manager

#### SPEAKERS

Staff: R. Pearson, T. Carter

#### MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2638 of the Housing Authority of the City of Santa Barbara, approving revisions to the Introductory Letter and Sections 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 2.5 No Retaliation, 4.8 Retirement Plans, 4.16 Sick Leave Policy, 5.2 School Leave, 5.9 Family Medical Leave Act, California Family Rights Act and California Pregnancy Disability Leave of the Housing Authority's Manual of Policies and Procedures effective May 4, 2016

#### VOTE

Ayes: Barbara Allen Catherine Woodford  
Don Olson David Hughes  
Victor Suhr  
Nays: None  
Abstain: None  
Absent: Dolores Daniel, Geoff Green

3. Recommendation that the Commission adopt a resolution approving the Authority's Section 8 Management Assessment Program form HUD-52648 for submittal to HUD for FYE 3-31-2016

#### DOCUMENTS

- April 18, 2016 Executive Director's Report prepared by Housing Programs Analyst

#### SPEAKERS

Staff: R. Pearson

#### MOTION

M/S Olson/Woodford moved to adopt Resolution No. 2639 of the Housing Authority of the City of Santa Barbara, approving the Authority's Section 8 Management Assessment Program form HUD-52648 for submittal to HUD for FYE 3-31-2016

#### VOTE

Ayes: Barbara Allen Catherine Woodford





Abstain: None  
Absent: Dolores Daniel, Geoff Green

**XI. COMMISSION MATTERS**

Commissioners Allen and Woodford provided written reports on attendance and participation at NAHRO's National Legislative Conference in Washington, D.C. April 9 -13, 2016. Commissioner Woodford's report was distributed during meeting.

**XII. CLOSED SESSION – All Closed Session Items moved forward in meeting at order of Chair Hughes.**

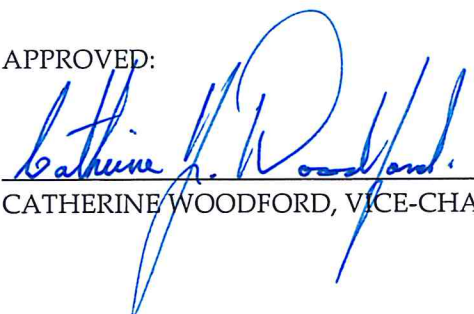
1. Public Employee Performance Evaluation (Government Code section 54957)  
Title: Executive Director/CEO
2. Conference with Labor Negotiators (Government Code section 54957.6)  
Agency designated representatives: David K. Hughes, Chair  
Unrepresented Employee: Executive Director/CEO
3. Public Employee Appointment (Government Code section 54957)  
Title: Executive Director/CEO
4. Conference with Legal Counsel – Anticipated Litigation  
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (One potential case)

**XIII. ADJOURNMENT**

Meeting adjourned at 6:30 P.M. to May 19, 2016 at 9:00 A.M. at 418 Santa Fe Place on order of Chair Hughes.

  
\_\_\_\_\_  
ROBERT G. PEARSON, SECRETARY

APPROVED:

  
\_\_\_\_\_  
CATHERINE WOODFORD, VICE-CHAIR