

**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. – March 1, 2017**

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

4:00 P.M. Chair Hughes presiding

Board Members present: Barbara Allen, Geoff Green, Lawrence Larsson, Don Olson, Victor Suhr and Catherine Woodford

Board Members absent: None

City Council Liaison present: Cathy Murillo

Staff Members present: R. Fredericks, S. Szymanski, D. Aazam, V. Loza, T. Carter, A. Villarreal Redit and J. Schipa

**II. PUBLIC COMMENT – None**

**III. CONSIDERATION OF MINUTES**

Minutes were considered under Item V. Consent Calendar.

**IV. BILLS AND COMMUNICATIONS**

**V. CONSENT CALENDAR**

**MOTION**

M/S Green/Allen moved to approve recommendations in Consent Calendar (Item No. 1 and 2)

**VOTE**

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

1. Recommendation that that the HACSB Commission and SBAHG Board approve the Minutes of their February 8, 2017 Special Meeting.
2. Recommendation that that the Commission approve costs incurred and payments made for the month of December, 2016.

**VI. REPORT OF EXECUTIVE DIRECTOR**

*Note: Per Chair Hughes, Items under Report of Executive Director were presented out of order as follows: Item 4, 3, 1, 2 then 5.*

4. Recommendation that the Commission review and approve the Authority's amendments to internal guidance document related to the granting of funds to community organizations.

DOCUMENTS

- February 16, 2017 Executive Director's Report

SPEAKERS

Staff: R. Fredericks

Commissioner Allen noted she better understands Rental Housing Mediation Program's role, and support provided, to relieve the Authority and supports staff's recommendation with the understanding there is continued advocacy with City Council to provide greater support for the program as well.

MOTION

M/S Woodford/Green moved to approve the Authority's amendments to internal guidance document related to the granting of funds to community organizations.

VOTE

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

3. Recommendation that the Commission: (1) hear a report from staff on the impacts of federal funding reductions on the Authority's Section 8 Housing Choice Voucher (HCV) program and clients; and (2) approve staff's recommended action plan set forth to manage the projected funding shortfall.

DOCUMENTS

- February 21, 2017 Executive Director's Report prepared by Deputy Executive Director/COO

SPEAKERS

Staff: R. Fredericks

Mr. Fredericks notified the Board of the latest projection for the 2017 HUD budget for the Section 8 Housing Choice Voucher program reflecting a 3% funding reduction of last year's annual budget (an increase in funding from the 5% budget reduction previously communicated to the housing authorities), adding that if this is the case, the action plan would be altered slightly, including not having to hold back as many Vouchers. Staff noted reserves would not be fully expended due to the uncertain future.

MOTION

M/S Allen/Green moved to approve staff's recommended action plan set forth to manage the Authority's projected Section 8 Housing Choice Voucher (HCV) program funding shortfall.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Lawrence Larsson	David Hughes
	Don Olson	

Nays: None

Abstain: None

Absent: None

1. Recommendation that the Commission receive an update on the Authority's Health Access and Care Coordination (HACC) project. No action is necessary, for information only.

DOCUMENTS

- February 14, 2017 Executive Director's Report prepared by Resident Services Supervisor

SPEAKERS

Staff: R. Fredericks, A. Villarreal Redit

Ms. Villarreal Redit provided an overview of the HACC project for the Board. Hannah Greenberg, leading the project as Health Services Coordinator, was present to answer questions and provide additional information for the Board about the pilot project. Chair Hughes noted the benefit to the Authority's residents and directed staff to pursue the feasibility of funding through partners and possibly the Authority to continue the program beyond the pilot period

2. Recommendation that the Commission: (1) authorize the Executive Director/CEO to waive the Authority's standard solicitation and selection process for operation of the Training Program and approve a two-year contract with Spherion Recruiting and Staffing in an amount not to exceed \$325,464, for the period beginning April 1, 2017 and ending March 31, 2019; and (2) authorize the Executive Director/CEO or his designee to execute same on behalf of the Authority.

DOCUMENTS

- February 21, 2017 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Allen/Olson moved to (1) authorize the Executive Director/CEO to waive the Authority's standard solicitation and selection process for operation of the Training Program and approve a two-year contract with Spherion Recruiting and Staffing in an amount not to exceed \$325,464, for the period beginning April 1, 2017 and ending March 31, 2019; and (2) authorize the Executive Director/CEO or his designee to execute same on behalf of the Authority.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Lawrence Larsson	David Hughes
	Don Olson	

Nays: None

Abstain: None

Absent: None

5. Recommendation that the Commission receive an oral report on the status of the Low Income Housing Tax Credit (LIHTC) program application submission for The Gardens on Hope development at 251 S. Hope Avenue. No action necessary, for information only.

Mr. Aazam informed the Board that the LIHTC application has been submitted for The Gardens on Hope.

**VII. TREASURER'S REPORT – None**

**VIII. COMMITTEE REPORT – None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures effective March 1, 2017 relative to: (1) eliminating the Deputy Executive Director/Chief Administrative Officer position; (2) adding one additional Office Assistant I position; and (3) adjusting the City comparables and salary ranges and/or updating the position descriptions and organizational structure for certain Authority management and general staff positions.

**DOCUMENTS**

- February 13, 2017 Executive Director's Report prepared by Human Resources Manager

**SPEAKERS**

Staff: R. Fredericks, T. Carter.

**MOTION**

M/S Allen/Green moved to adopt Resolution No. 2659 of the Housing Authority of the City of Santa Barbara, approving approving amendments to the Authority's Manual of Policies and Procedures effective March 1, 2017 relative to: (1) eliminating the Deputy Executive Director/Chief Administrative Officer position; (2) adding one additional Office Assistant I position; and (3) adjusting the City comparables and salary ranges and/or updating the position descriptions and organizational structure for certain Authority management and general staff positions.

**VOTE**

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

2. Recommendation that the Commission adopt a resolution approving revisions to Section 4.8 Retirement Plans Policy in the Housing Authority's Manual of Policies and Procedures effective March 1, 2017.

**DOCUMENTS**

- February 21, 2017 Executive Director's Report prepared by Human Resources Manager

**SPEAKERS**

Staff: R. Fredericks, T. Carter

MOTION

M/S Green/Woodford moved to adopt Resolution No. 2660 of the Housing Authority of the City of Santa Barbara, approving revisions to Section 4.8 Retirement Plans Policy in the Housing Authority's Manual of Policies and Procedures effective March 1, 2017.

VOTE

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

XI. CLOSED SESSION - None

XII. COMMISSION MATTERS

Commissioner Allen noted Santa Barbara City Councilmember Cathy Murillo's presence and suggested a recap of the Board's discussion on Item VI.4, Amendments to Internal Policy for Granting Funds to Community Organizations specific to Rental Housing Mediation Program and the City Council's support of the program. Chair Hughes agreed and recommended it follow the close of this meeting.

XIII. ADJOURNMENT

Meeting adjourned at 4:58 P.M. on order of Chair Hughes.

  
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ROB FREDERICKS, SECRETARY

APPROVED:

  
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DAVID K. HUGHES, CHAIR