

MINUTES
HOUSING AUTHORITY CITY OF SANTA BARBARA
814 Laguna St. Santa Barbara, California
4:00 p.m. – December 4, 2013

I. CALL TO ORDER/ROLL CALL

4:00 P.M. Chair Johnston presiding

Board Members present: Barbara B. Allen, Geoff Green, David Hughes, Don Olson, Victor Suhr, and Mary Johnston

Commissioner Woodford arrived at 4:01 P.M.

Board Members absent: None

Staff Members present: R. Fredericks, S. Szymanski, V. Loza, B. Peirson, D. Aazam, J. Schipa, T. Carter, F. Quezada

II. PUBLIC COMMENT - None

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of November 6, 2013

Staff noted Commissioner Allen's report from attendance at NAHRO conference is missing from the Minutes.

MOTION

M/S Green/Allen moved to approve the Minutes as corrected of the Regular Meeting of November 6, 2013.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	David Hughes	Mary Johnston
	Don Olson	

Nays: None

Abstain: None

Absent: None

IV. BILLS AND COMMUNICATIONS

V. CONSENT CALENDAR – None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission appropriate \$10,000 from its Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and, if approved, direct the Housing Authority's Executive Director to execute payment to the Foundation in said amount

DOCUMENTS

- November 13, 2013 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks

Staff clarified the Stephen B. Logan Scholarship is administered by the Scholarship Foundation of Santa Barbara, but is separate from these funds. Commissioner Green suggested the Authority's draft internal policy on granting funds should address this separation noting the Logan Scholarship has been ongoing for the last 15 years.

MOTION

M/S Hughes/Green moved to appropriate \$10,000 from its Non-HUD program to fund the Housing Authority Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and direct the Housing Authority's Executive Director to execute payment to the Foundation in said amount

VOTE

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

2. Recommendation that the Commission approve the use of Presidio Springs Community Room as an over-flow site for the Freedom Warming Center and direct the Housing Authority's Executive Director to execute a memorandum of understanding between the Housing Authority and the Unitarian Society, the Freedom Warming Center's fiscal agent

DOCUMENTS

- November 17, 2013 Executive Director's Report prepared by Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks

Staff answered questions about the logistics of the activation of Presidio Springs as an overflow sight for the Freedom Warming Center, assuring the Board that the Warming Center's on-site staff will be consistent and include an additional person (3 total), and that residents using the room in the evening were willing to find alternative accommodations for their activities. Staff also noted that at the recommendation of the Authority's insurance carrier, the Housing Authority Risk Retention Pool (HARRP), HARRP will cover the Housing Authority's insurance needs and liability, and the Warming Center will provide insurance for their operations and liability.

MOTION

M/S Woodford/Green moved to approve the use of Presidio Springs Community Room as an over-flow site for the Freedom Warming Center and direct the Housing Authority's Executive Director to execute a memorandum of understanding between the Housing Authority and the

Unitarian Society, the Freedom Warming Center's fiscal agent

VOTE

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

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly Investment Report for period ended September 30, 2013

DOCUMENTS

- November 18, 2013 Executive Director's Report prepared Finance Director

SPEAKERS

Staff: B. Peirson

Mr. Peirson will provide to the Board by email the first eight pages of the quarter ended October 31st Investment Report Portfolio Summary.

MOTION

M/S Hughes/Allen moved approve and order filed the quarterly Investment Report for period ended September 30, 2013

VOTE

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

2. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended September 30, 2013

DOCUMENTS

- November 19, 2013 Executive Director's Report prepared Finance Director

SPEAKERS

Staff: B. Peirson

Staff discussed HUD's "Shortfall Funding" explaining for the Board its origin and purpose, as well as its effect on the Authority's financial situation.

MOTION

M/S Huges/Green moved to approve and order filed the quarterly financial statements for the quarter ended September 30, 2013

VOTE

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

3. Recommendation that the Commission review and approve the budget for the Authority's Consolidated Property Management Program for fiscal year ending December 31, 2014

DOCUMENTS

- November 18, 2013 Executive Director's Report prepared Finance Director

SPEAKERS

Staff: B. Peirson

MOTION

M/S Woodford/Olson moved to approve the budget for the Authority's Consolidated Property Management Program for fiscal year ending December 31, 2014

VOTE

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

4. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of October, 2013

DOCUMENTS

- October 31, 2013 Executive Director's Report prepared Finance Analyst
- Resolution referenced above together with October 2013 expenditure list

SPEAKERS

Staff: B. Peirson

Questions about certain expenditures were answered to the satisfaction of the Board.

MOTION

M/S Allen/Green moved to adopt Resolution No. 2539 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of September 2013.

VOTE

Ayes:	Barbara Allen	Victor Suhr
	Geoff Green	Catherine Woodford
	Don Olson	Mary Johnston
Nays:	None	
Abstain:	None	
Absent:	David Hughes (for the vote)	

VIII. COMMITTEE REPORT

IX. UNFINISHED BUSINESS - None

X. NEW BUSINESS

NOTE: Agenda Items X.1, X.2 and X.3 were held for consideration until next Commission meeting due to inadequate public notice.

4. Recommendation that the Commission adopt a resolution approving the continued use of 2013 utility allowances effective January 1, 2014, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required, and that the Commission further approve the continued use of the 2013 utility allowance schedule for the Vista La Cumbre senior public housing complex

DOCUMENTS

- November 18, 2013 Executive Director's Report prepared by Leasing Agent
- Resolution referenced above

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Hughes/Green moved to adopt Resolution No. 2540 of the Housing Authority of the City of Santa Barbara, as presented, approving the continued use of 2013 utility allowances effective January 1, 2014, for tenant paid utilities for residents of affordable rental housing in the City of Santa Barbara as well as Housing Authority programs where utility allowances are required, and the continued use of the 2013 utility allowance schedule for the Vista La Cumbre senior public housing complex

VOTE

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

5. Recommendation that the Commission: 1) approve the dedication of a total of 24 Section 8 Project Based Vouchers to two proposed new construction projects with 10 vouchers allocated to Peoples' Self-Help Housing's Haley and Salsipuedes Apartments (510 & 520 N. Salsipuedes Street/610 E. Haley Street) and 14 vouchers to Grace Housing's proposed development at the Grace Lutheran Church (3869 State Street); and 2) authorize the Executive Director/CEO or his designee to execute any and all contracts/documents required for the dedication of said vouchers

DOCUMENTS

- November 18, 2013 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Fredericks

Commissioner Allen inquired as to any time limits in holding the vouchers until the proposed projects are completed; Mr. Fredericks noted HUD does not set a time limit, but the Authority can set a time frame within the pre-contract between the parties. He added that if something went wrong with one of the projects, the Housing Authority will not be committed per the same agreement.

MOTION

M/S Hughes/Woodford moved to adopt Resolution No. 2541 of the Housing Authority of the City of Santa Barbara, 1) approving the dedication of a total of 24 Section 8 Project Based Vouchers to two proposed new construction projects with 10 vouchers allocated to Peoples' Self-Help Housing's Haley and Salsipuedes Apartments (510 & 520 N. Salsipuedes Street/610 E. Haley Street) and 14 vouchers to Grace Housing's proposed development at the Grace Lutheran Church (3869 State Street); and 2) authorizing the Executive Director/CEO or his designee to execute any and all contracts/documents required for the dedication of said vouchers

VOTE

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

6. Recommendation that Commission adopt a resolution approving an amended and fully restated Plan Document and Summary Plan Description for the Housing Authority's 401(a) Employees' Money Purchase Pension Plan

DOCUMENTS

- November 10, 2013 Executive Director's Report prepared by Human Resource Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Fredericks, T. Carter

Staff clarified that the trustees, Rob Fredericks, Rob Pearson, Bob Peirson and Skip Szymanski, review the loan requests. Commission Hughes noted the process for repayment of loans was not clear; staff explained repayment is accomplished through mandatory payroll withdrawals. Staff also clarified that if an employee is terminated the outstanding loan must be repaid within a certain period of time or will become taxable income. Commission Hughes noted the importance of staff being adequately educated to understand the consequences of such loans; staff replied that training is being provided at the Authority's all-staff meeting scheduled in December.

MOTION

M/S Hughes/Green moved to adopt Resolution No. 2542 of the Housing Authority of the City of Santa Barbara, approving an amended and fully restated Plan Document and Summary Plan Description for the Housing Authority's 401(a) Employees' Money Purchase Pension Plan

VOTE

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

7. Recommendation that Commission adopt a resolution approving an amended and fully restated Housing Authority City of Santa Barbara Cafeteria Plan Document and associated attachments effective January 1, 2014

DOCUMENTS

- November 23, 2013 Executive Director's Report prepared by Human Resource Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Olson/Allen moved to adopt Resolution No. 2543 of the Housing Authority of the City of Santa Barbara, approving an amended and fully restated Housing Authority City of Santa Barbara Cafeteria Plan Document and associated attachments effective January 1, 2014

VOTE

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

XI. COMMISSION MATTERS

1. Recommendation that Commission elect a Commissioner Green as Chair and Commissioner Hughes as Vice Chair for the Housing Authority for 2014 or have the Chair appoint an ad hoc nominating committee that would return at your next meeting with recommendations for Chair and Vice Chair for 2014

DOCUMENTS

- November 20, 2013 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Allen/Woodford moved to elect Commissioner Green as Chair and Commissioner Hughes as Vice Chair for the Housing Authority for 2014

VOTE

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

2. Recommendation that the Chair appoint a 3rd Commissioner (in addition to Chair and Vice Chair) to serve on the Commission's Ad Hoc Subcommittee charged with completing the Executive Director/CEO's performance evaluation for the year ending 12-31-13

SPEAKERS

Staff: R. Fredericks

MOTION

Chair Johnston appointed Barbara Allen as the 3rd Commissioner to serve on the Commission's Ad Hoc Subcommittee charged with completing the Executive Director's performance evaluation for the year ending 12-31-13

Commissioner Olson requested staff's consideration of a Commission finance subcommittee to review the quarterly statements with staff due to their increased complexity. Commissioner Hughes suggested staff consult with the Authority's Counsel before the formation of such a committee. Staff will return to next meeting after consulting with Counsel with a proposal.

XII. CLOSED SESSION – None

XIII. ADJOURNMENT

At 5:37 P.M. the meeting was adjourned to Wednesday January 8th, 2014 at 4:00 P.M. on order of Chair Johnston.



ROB PEARSON, ASSISTANT SECRETARY

APPROVED:



DAVID HUGHES, VICE CHAIR

