

**MINUTES  
HOUSING AUTHORITY  
CITY OF SANTA BARBARA  
814 Laguna St. Santa Barbara, California  
4:00 p.m. – May 1, 2013**

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

4:04 P.M. Chair Johnston presiding

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

Commissioner Woodford arrived at 4:08 P.M.

Board Members absent: Don Olson

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, V. Loza, B. Peirson, D. Aazam, J. Schipa, T. Carter, T. Hood, C. Montenegro-Uhl

**II. PUBLIC COMMENT - None**

**III. CONSIDERATION OF MINUTES**

1. Consideration of the Minutes of the Regular Meeting of March 1, 2013

**MOTION**

M/S Allen/Green moved to approve the Minutes of the Regular Meeting of March 1, 2013.

**VOTE**

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

*Note: In order to accommodate members of the public present for Item VI.4, this Report was moved forward and presented at this time, as approved by Chair Johnston*

**VI. REPORT OF EXECUTIVE DIRECTOR**

4. Recommendation that the Commission: (1) hold a public hearing and take public comment on staff's recommendation to rescind the exemption for in-place smokers at SHIFCO Senior Housing and; (2) approve staff's request to designate SHIFCO Senior Housing as a fully non-smoking property effective June 1, 2013

**DOCUMENTS**

- April 19, 2013 Executive Director's Report prepared by Housing Management Supervisor

**SPEAKERS**

Staff: R. Pearson

Chair Johnston opened the public hearing at 4:07 P.M.

Holly Tatomer, resident of SHIFCO and member of the public, noted a petition signed by 40 SHIFCO residents in favor of the non-smoking policy at SHIFCO. She requested a copy of the letter submitted by another SHIFCO resident opposing the non-smoking policy. She agreed to work with SHIFCO's manager to research smoking cessation grants and services available.

Terry Nelson, resident of SHIFCO and member of the public, inquired as to how the policy would be enforced. Staff responded that 2-3 outside sites on the SHIFCO property would be designated as smoking areas and violations of the policy would be handled as a lease violation, and smoking cessation support would be offered and provided to those interested. Mrs. Nelson added that the Housing Authority attempted grandfathering in smokers before and she noted that she feels it did not work.

Robert Burke, member of the public, commented that he is advocating for those residents "left out" and noted that he feels there is a breach of contract if residents moved in under the pretense of being allowed to smoke. He added that he feels it is acceptable if allowances are made and suggested a point (or strike) system be used for those in violation.

Michelle Nassif, member of the public, noted she is on the Housing Authority's Resident Council and is concerned about the long-term smokers.

Edith Perry, resident of SHIFCO and member of the public, commented that she is concerned about those with a medical allowance to smoke marijuana, as she does not want to experience this second hand smoke and the effects it would have on her respiratory health.

Public comment session closed at 4:22 P.M.

Commissioner Hughes noted the importance of consistency in working with residents, as well as humanely and with compassion. He commented that he is hearing from SHIFCO residents that they want a non-smoking environment.

Commissioner Allen added it is the right time to enforce a non-smoking policy considering the rehabilitation of the units and supports the recommendation.

**MOTION**

M/S Hughes/Green moved to approve staff's request to designate SHIFCO Senior Housing as a fully non-smoking property effective June 1, 2013

**VOTE**

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

IV. **BILLS AND COMMUNICATIONS - None**

V. **CONSENT CALENDAR - None**

VI. **REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission: (1) ratify the price increase of \$8,606.50 for the purchase of a new 2013 Ford E-450 Crusader van for a revised "out the door" cost of \$64,246.50 for use at Garden Court; (2) approve the trade-in of Garden Court's current 2003 van for a trade-in value of \$6,500; and (3) note that funds for this purchase will be made-up by a minimum \$30,000 grant from Garden Court, Inc., with the balance of all remaining costs being paid from Housing Authority operating reserves

**DOCUMENTS**

- April 18, 2013 Executive Director's Report prepared by Deputy Executive Director/COO

**SPEAKERS**

Staff: R. Pearson

**MOTION**

M/S Allen/Woodfrod moved to (1) ratify the price increase of \$8,606.50 for the purchase of a new 2013 Ford E-450 Crusader van for a revised "out the door" cost of \$64,246.50 for use at Garden Court; (2) approve the trade-in of Garden Court's current 2003 van for a trade-in value of \$6,500; and (3) note that funds for this purchase will be made-up by a minimum \$30,000 grant from Garden Court, Inc., with the balance of all remaining costs being paid from Housing Authority operating reserves

**VOTE**

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

2. Recommendation that the Commission approve the Master Lease Agreement with CADA for the real property located at 1020 Placido Avenue for use as a non-medical detox facility and authorize the Executive Director or his designee to execute same on behalf of the Housing Authority

**DOCUMENTS**

- April 9, 2013 Executive Director's Report prepared by Deputy Executive Director/CAO

**SPEAKERS**

Staff: R. Pearson, R. Fredericks

Commissioner Allen inquired as to how staff settled on the proposed increase amount; staff responded that it was an amount CADA could afford.

**MOTION**

M/S Woodford/Green moved to approve the Master Lease Agreement with CADA for the real property located at 1020 Placido Avenue for use as a non-medical detox facility and authorize the Executive Director or his designee to execute same on behalf of the Housing Authority

**VOTE**

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

3. Recommendation that the Commission receive a report from staff on the impacts of federal sequestration on the Authority's Section 8 Housing Choice Voucher (HCV) program and approve staff's recommended action plan to manage the projected funding shortfall

**DOCUMENTS**

- April 18, 2013 Executive Director's Report prepared by Finance Director

**SPEAKERS**

Staff: R. Pearson

Commissioner Hughes suggested staff return to the Board before implementing #3 of the action plan. Mr. Pearson noted the funds mentioned in #5 of the action plan, the HCV administrative fee reserve, can only be used for Section 8 purposes. Staff discussed process of terminating existing Voucher holders' subsidy, notice time and HUD requirements, noting all avenues will be pursued to avoid this action.

Chair Johnston allowed a member of the public, Robert Burke, to comment at this time. Mr. Burke suggested VASH Vouchers as a solution to the shortfall.

**MOTION**

M/S Hughes/Allen moved to approve numbers 1, 2, 4 and 5 of staff's recommended action plan to manage the projected funding shortfall, and requested staff return for Board approval before implementing number 3 of the action plan

**VOTE**

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

**VII. TREASURER'S REPORT**

1. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of February 2013

**DOCUMENTS**

- March 28, 2013 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with February 2013 expenditure list

**SPEAKERS**

Staff: B. Peirson

**MOTION**

M/S Green/Allen moved to adopt Resolution No. 2517 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of February 2013

**VOTE**

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

**VIII. COMMITTEE REPORT - None**

**IX. UNFINISHED BUSINESS - None**

**X. NEW BUSINESS**

1. Recommendation that the Commission: (1) receive an update on the Housing Authority's Section 18 disposition application to HUD for its HUD Assisted Public Housing inventory; and (2) adopt a resolution creating a new nonprofit/instrumentality of the Housing Authority to be known as Santa Barbara Affordable Housing Group (SBAHG) that will be the owner/buyer of the public housing units (AMP 3) to be disposed under HUD's Section 18 program

**DOCUMENTS**

- April 9, 2013 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

**SPEAKERS**

Staff: R. Pearson, R. Fredericks

Commissioner Hughes inquired about the certainty of receiving Section 8 Replacement Vouchers. Staff responded that unless the 180 Tenant Protection Vouchers are received, the transfer of the Public Housing units will not go forward. Commissioner Hughes also inquired as to the longevity of the Vouchers, to which Mr. Pearson responded that the Vouchers will be project-based, with greater protection than tenant-based, become part of the Authority's baseline allotment, and will be guaranteed for at least 15 years.

Mark Manion, counsel for the Authority, was present for meeting and added that by adopting the referenced Resolution the Board is authorizing everything that is needed at this point, including the by-laws and new officers.

In the future, the real estate transactions will be brought to the Board with both entities present

to approve.

**MOTION**

M/S Hughes/Allen moved to adopt Resolution No. 2518 of the Housing Authority of the City of Santa Barbara, creating a new nonprofit/instrumentality of the Housing Authority to be known as Santa Barbara Affordable Housing Group (SBAHG) that will be the owner/buyer of the public housing units (AMP 3) to be disposed under HUD's Section 18 program

**VOTE**

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

2. Recommendation that the Commission adopt a resolution incorporating Policy 2.4 Return to Work Program into the Authority's Manual of Policies and Procedures

**DOCUMENTS**

- April 17, 2013 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

**SPEAKERS**

Staff: R. Pearson, T. Carter

Commissioner Hughes inquired as to how workload of the absent employee is completed, and staff noted it is accomplished by other staff absorbing or occasionally there is a need to hire temporary employees.

**MOTION**

M/S Green/Suhr moved to adopt Resolution No. 2519 of the Housing Authority of the City of Santa Barbara, incorporating Policy 2.4 Return to Work Program into the Authority's Manual of Policies and Procedures

**VOTE**

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

3. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures effective June 8, 2013 relative to: (1) eliminating the Resident Services Director position, Resident Services Supervisor position, and one Housing Management Specialist II position; (2) updating the Director of Housing Management position description and changing its title to Director of Housing Programs; (3) creating two new Housing Programs Analyst positions; and (4) adjusting the City comparables and salary ranges for the Housing Management Supervisor and Leasing

Agent positions.

DOCUMENTS

- April 17, 2013 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Hughes/Green moved to adopt Resolution No. 2520 of the Housing Authority of the City of Santa Barbara, approving amendments to the Authority's Manual of Policies and Procedures effective June 8, 2013 relative to: (1) eliminating the Resident Services Director position, Resident Services Supervisor position, and one Housing Management Specialist II position; (2) updating the Director of Housing Management position description and changing its title to Director of Housing Programs; (3) creating two new Housing Programs Analyst positions; and (4) adjusting the City comparables and salary ranges for the Housing Management Supervisor and Leasing Agent positions.

VOTE

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

4. Recommendation that the Commission adopt a resolution approving the Authority's SEMAP form HUD-52648 for submittal to HUD for FYE 3-31-13

DOCUMENTS

- April 19, 2013 Executive Director's Report prepared by Housing Management Specialist II
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Green moved to adopt Resolution No. 2521 of the Housing Authority of the City of Santa Barbara, approving the Authority's SEMAP form HUD-52648 for submittal to HUD for FYE 3-31-13

VOTE

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

5. Recommendation that the Commission receive an update on the status of the Authority's Villa Santa Fe project and adopt a resolution reflecting and acknowledging a change in equity investor for the Villa Santa Fe Apartments development and authorize the Executive Director or designee to execute and take all needed actions relative to the proposed project

#### DOCUMENTS

- April 24, 2013 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

#### SPEAKERS

Staff: R. Pearson, R. Fredericks

Staff explained the timeline for completion of construction/rehabilitation upon questioning by Commissioner Hughes, as well as the benefits of the change, both monetarily and to the residents. Staff will follow up with Commissioner Hughes' suggestion to photograph units before and after rehabilitation for the benefit of the Board.

Mr. Szymanski updated the Board on the resident meetings at both properties as well as radon testing at SHIFCO and will provide written report of results of the latter in a future meeting.

#### MOTION

M/S Allen/Green moved to adopt Resolution No. 2522 of the Housing Authority of the City of Santa Barbara, reflecting and acknowledging a change in equity investor for the Villa Santa Fe Apartments development and authorizing the Executive Director or designee to execute and take all needed actions relative to the proposed project

#### VOTE

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

#### XI. COMMISSION MATTERS

The Commission discussed a date for a work session to update the Authority's 5 Year Action Plan. Staff will send out a survey email to determine the date that works for both Commission and staff.

#### XII. CLOSED SESSION

1. Recommendation that the Commission hold a closed session to consider litigation pursuant to subsection (a) of section 54956.9 of the Government Code. The litigation is Inger Budke, William Budke, Kristiana Budke through her Guardian Ad Litem Inger Budke and Sofia Budke through her Guardian Ad Litem v. Housing Authority of the City of Santa Barbara, Robert Pearson, Skip Szymanski, Roberta Maccianti and Does 1 through 100. SBSC Case No. 1383047. Report: None anticipated
2. Recommendation that the Commission hold a closed session pursuant to section 54956.8 of



the Government Code to consider:

Conference with Real Property Negotiators

Property: 350 Hitchcock Way, Santa Barbara, California

Authority Negotiator(s): Robert G. Pearson

Negotiating Party: Larry and Laura Worchell Family Trust, Horowitz Family Trust

Shaghan Securities, LLC, TMI Holdings, LLC, Avenue 26 Holdings, LLC, and No Way Hitchcock, LLC

Under Negotiation: Price and terms of payment

3. Recommendation that the Commission hold a closed session to consider a liability claim pursuant to section 54956.9 of the Government Code.

Claimant: Ann Nicoletti

Agency: Housing Authority of the City of Santa Barbara

No reportable actions per legal counsel present. Closed Session began at 5:47 P.M. and ended at 6:21 P.M.

### XIII. ADJOURNMENT

Meeting adjourned at 6:22 P.M. on order of Chair Johnston.



ROBERT G. PEARSON, SECRETARY

APPROVED:

  
MARY JOHNSTON, CHAIR