

**MINUTES**  
**HOUSING AUTHORITY OF THE CITY OF SANTA BARBARA AND**  
**SANTA BARBARA AFFORDABLE HOUSING GROUP**  
**814 Laguna St. Santa Barbara, California**  
**4:00 p.m. – March 5, 2014**

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

4:03 P.M. Chair Green presiding

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

Board Members absent: David Hughes

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, B. Peirson, D. Aazam, J. Schipa, T. Carter, A. Villarreal Redit, C. Montenegro Uhl

**II. PUBLIC COMMENT**

Robert Burke, a member of the public, commented that he has moved into SHIFCO and requests the ability to pay rent online be made a top priority.

**III. CONSIDERATION OF MINUTES**

1. Consideration of the Minutes of the Regular Meeting of February 5, 2014

**MOTION**

M/S Allen/Johnston moved to approve the Minutes as corrected of the Regular Meeting of February 5, 2014.

**VOTE**

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

**IV. BILLS AND COMMUNICATIONS**

Staff confirmed this year's PHAS Score is consistent with previous years.

**V. CONSENT CALENDAR – None**

**VI. REPORT OF EXECUTIVE DIRECTOR**

1. Recommendation that the Commission acknowledge the selection of Tim Waaler as the Housing Authority's 2013 Employee of the Year, Clarissa Montenegro as the Stephen B. Logan Humanitarian of the Year and Organic Soup Kitchen as the Community Partner award winner

No action necessary.

2. Recommendation that the Commission: 1) ratify the Executive Director's award and execution of a contract with Granite Construction in the amount of \$61,212 for parking lot repairs and modifications at La Casa Castillo (620-652 Castillo Street); 2) authorize the Executive Director, or his designee, to approve up to \$6,121 (10% of base contract 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 covered by the HUD Capital Fund Program (CFP) and/or HUD Assisted Public Housing reserves

#### DOCUMENTS

- February 18, 2014 Executive Director's Report prepared by Director of Property & Development

#### SPEAKERS

Staff: R. Pearson, D. Aazam

#### MOTION

M/S Johnston/Woodford moved to 1) ratify the Executive Director's award and execution of a contract with Granite Construction in the amount of \$61,212 for parking lot repairs and modifications at La Casa Castillo (620-652 Castillo Street); 2) authorize the Executive Director, or his designee, to approve up to \$6,121 (10% of base contract 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 covered by the HUD Capital Fund Program (CFP) and/or HUD Assisted Public Housing reserves

#### VOTE

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

3. Recommendation that the Commission: 1) approve two contract amendments with New Beginnings Counseling Center for the period of April 1, 2014 to March 31, 2016, in the amount of \$103,805 per year for the Case Management component of the program, and in the amount of \$10,000 per year for the Counseling component of the program; 2) waive the Housing Authority's procurement procedure for selection of services in this instance; and 3) authorize the Executive Director, or his designee, to execute said amendments on behalf of the Housing Authority

#### DOCUMENTS

- February 25, 2014 Executive Director's Report prepared by Client Services Coordinator

#### SPEAKERS

Staff: R. Pearson, A. Villarreal Redit

Commissioner Allen inquired about the Housing Authority clientele being served by New Beginnings; staff responded that approximately 50-60 households are receiving the 65 hours per month of case management services. Commissioner Woodford inquired about any COLA requested by New Beginnings; staff noted proposed contract is an increase of \$4,000 from previous contract, with the two MFT interns from New Beginnings receiving slight raises in hourly wages (\$.50 and \$.75).

#### MOTION

M/S Woodford/Olson moved to 1) approve two contract amendments with New Beginnings Counseling Center for the period of April 1, 2014 to March 31, 2016, in the amount of \$103,805 per year for the Case Management component of the program, and in the amount of \$10,000 per year for the Counseling component of the program; 2) waive the Housing Authority's procurement procedure for selection of services in this instance; and 3) authorize the Executive Director, or his designee, to execute said amendments on behalf of the Housing Authority

#### VOTE

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

Chair Green opened a joint HACSB/Santa Barbara Affordable Housing Group meeting for following Item:

4. Recommendation that the Housing Authority Commission and Board of Santa Barbara Affordable Housing Group approve and ratify a lease agreement between the two entities allowing for the Housing Authority's use of the facilities located at 702-706 Laguna Street and authorize the execution of same on behalf of both entities

#### DOCUMENTS

- February 20, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

#### SPEAKERS

Staff: R. Pearson, R. Fredericks

#### MOTION

M/S Allen/Suhr moved to approve and ratify a lease agreement between the Housing Authority and Santa Barbara Affordable Housing Group allowing for the Housing Authority's use of the facilities located at 702-706 Laguna Street and authorize the execution of same on behalf of both entities

#### VOTE

|       |               |                    |
|-------|---------------|--------------------|
| Ayes: | Barbara Allen | Victor Suhr        |
|       | Mary Johnston | Catherine Woodford |
|       | Don Olson     | Geoff Green        |
| Nays: | None          |                    |

Abstain: None  
Absent: David Hughes

*Chair Green closed the joint meeting of HACSB/SBAHG and continued with the following HACSB matters:*

## VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended December 31, 2013

### DOCUMENTS

- January 28, 2014 Executive Director's Report prepared by Director of Finance

### SPEAKERS

Staff: R. Pearson, B. Peirson

### MOTION

M/S Johnston/Allen moved to order filed the quarterly financial statements for the quarter ended December 31, 2013

### VOTE

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

2. Recommendation that the Commission 1) review and order filed the quarterly Investment Report for period ending December 31, 2013; and 2) review and approve the Authority's Investment Policy for Calendar Year 2014

### DOCUMENTS

- January 29, 2014 Executive Director's Report prepared by Directory of Finance

### SPEAKERS

Staff: R. Pearson, B. Peirson

### MOTION

M/S Allen/Olson moved to 1) order filed the quarterly Investment Report for period ending December 31, 2013; and 2) approve the Authority's Investment Policy for Calendar Year 2014

### VOTE

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

3. Recommendation that the Commission adopt a resolution setting forth costs incurred and payments made for the month of January, 2014

DOCUMENTS

- February 20, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with January 2014 expenditure list

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2549 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of January, 2014

VOTE

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

**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 relative to: 1) a 2.5% Cost of Living (COLA) salary adjustment for general, supervisory and management staff effective March 29, 2014; 2) a restructuring of the benefit allowance for general, supervisory and management staff; and 3) an increase to the medical allowance for general and supervisory employees with employee only coverage effective April 1, 2014

DOCUMENTS

- February 29, 2014 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above

SPEAKERS

Staff: R. Pearson, T. Carter

MOTION

M/S Olson/Johnston moved to adopt Resolution No. 2550 of the Housing Authority of the City of Santa Barbara, as presented, approving amendments to the Authority's Manual of Policies and Procedures relative to: 1) a 2.5% Cost of Living (COLA) salary adjustment for general, supervisory and management staff effective March 29, 2014; 2) a restructuring of the benefit allowance for general, supervisory and management staff; and 3) an increase to the medical

allowance for general and supervisory employees with employee only coverage effective April 1, 2014

VOTE

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

2. **Closed Session** – Conference with the Authority’s Real Property Negotiator, Robert Pearson, (Government Code Section 54956.8) regarding the Real Property located at 251 S. Hope Ave., Santa Barbara, CA

At 5:29 P.M. Chair Green ordered the meeting closed for Item X.2. At 5:54 P.M. meeting was reopened. The Chair announced that Commission gave direction to its Real Property Negotiator Robert Pearson regarding the next item and directed that the Commission now move forward and consider agenda item X.3 immediately below.

3. Recommendation that the Commission adopt a resolution authorizing the Housing Authority’s Executive Director to take needed actions to complete the purchase of Real Property commonly known as 251 S. Hope Avenue, Santa Barbara, CA

DOCUMENTS

- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Olson moved to adopt Resolution No. 2551 of the Housing Authority of the City of Santa Barbara, as presented, authorizing the Housing Authority’s Executive Director to take needed actions to complete the purchase of Real Property commonly known as 251 S. Hope Avenue, Santa Barbara, CA

VOTE

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

- XI. **COMMISSION MATTERS** – None

**XIII. ADJOURNMENT**

Meeting adjourned at 5:56 P.M. on order of Chair Green.

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ROB FREDERICKS, ASSISTANT SECRETARY

APPROVED:

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GEOFF GREEN, CHAIR