

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. – May 7, 2014

I. CALL TO ORDER/ROLL CALL

4:01 P.M. Chair Green presiding

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

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

II. PUBLIC COMMENT

Sam Babcock, a member of the public and resident of Villa Santa Fe I (VSF), commented that he has been happy to reside at "SHIFCO" for the last 8-9 years and thanks the Housing Authority for the chance to live there and for the cooperation and accommodation for recent renovations. He commented that he serves as a docent at the Santa Barbara Botanic Garden, specializing in trees. He noted the invitation from the Housing Authority, via newsletter, to participate in a small resident committee to provide input regarding the landscaping at VSF. He noted less than a month later residents were informed that feedback in this regard was not needed and residents were usurping the cooperative nature of the committee. Mr. Babcock commented that several healthy, mature trees were removed, which was different from the earlier plans, and despite signatures received from residents requesting the trees not be removed.

Holly Tatomer, a member of the public and resident of VSF, read an article about the landscape issue at VSF published in local paper, *The Mesa Paper*, noting removing mature trees and replacing with new trees is expensive and wastes water. She added the new trees do not attract birds and are not native. She provided the article noted to staff.

Bruce Erickson, a member of the public and resident of VSF, commented that he was present on behalf of another VSF resident who is very frail. He commented that her items were damaged in the move as part of VSF's renovation. He commented that her claim was for \$1,400 in damages and she was offered \$200, and he noted that he feels the Housing Authority did not handle her situation well and needs to be reconsidered. He provided claim paperwork to staff.

Dianne Bess, a member of the public and resident of VSF, commented that her husband has been volunteering to assist neighbors of VSF with renovation of their patios and provided the article from *The Mesa Paper*. She invited the Board to visit her patio and tour the property.

Staff will provide a response to the concerns raised by VSF residents at the June 4, 2014 meeting.

On order of Chair Green, agenda item XI. Closed Session was moved forward to this point in meeting to accommodate the Authority's attorney present for consultation.

XI. CLOSED SESSION

1. Recommendation that the Commission hold a closed session to consider potential litigation pursuant to subsection (a) of section 54956.9 of the Government Code. The claimant is Inger Budke v. Housing Authority of the City of Santa Barbara

Chair Green closed the meeting for the Closed Session at 4:22 P.M and re-opened the meeting at 4:37 P.M. No reportable action.

III. CONSIDERATION OF MINUTES

1. Consideration of the Minutes of the Regular Meeting of April 2, 2014

MOTION

M/S Allen/Suhr moved to approve the Minutes as corrected of the Regular Meeting of April 2, 2014.

VOTE

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

IV. BILLS AND COMMUNICATIONS

Staff provided the Board with two additional hand-outs: City of Santa Barbara Advisory Groups Workshop on May 28, 2014 and invitation to Little Outdoor Library Grand Opening event on May 9, 2014. Additionally, staff noted the upcoming Villa Santa Fe grand openings at both sites and the Housing Authority's Family Self Sufficiency graduation.

V. CONSENT CALENDAR – None

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission approve and authorize the Executive Director/CEO, or his designee, to execute a one-year contract renewal with PathPoint, Inc. at a not-to-exceed cost of \$43,482 for landscape maintenance services for the period of July 1, 2014 through June 30, 2015. Note that the subject contract will be funded under the Authority's budgeted accounts for the applicable programs, i.e. Public Housing, Non-HUD and Santa Barbara Affordable Housing Group

DOCUMENTS

- April 17, 2014 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Woodford moved to authorize the Executive Director/CEO, or his designee, to execute a one-year contract renewal with PathPoint, Inc. at a not-to-exceed cost of \$43,482 for landscape maintenance services for the period of July 1, 2014 through June 30, 2015, to be funded under the Authority's budgeted accounts for the applicable programs, i.e. Public Housing, Non-HUD and Santa Barbara Affordable Housing Group

VOTE

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

2. Recommendation that the Commission select a name for the Housing Authority's proposed affordable senior congregate care development at 251 S. Hope Avenue, in accordance with the Authority's adopted "Project Naming Policy" established pursuant to Resolution No. 1045

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

After discussion, Chair Green and the Board made the decision to have staff return to the Board next month after retrieving more feedback from both staff, the Board and any interested parties, taking into account the history, location, neighborhood and connection to Garden Court on De La Vina.

3. Recommendation that the Commission receive a report on progress toward development of a new senior housing development located at 3869 State Street intended to be co-developed with Front Porch Development Company. This item is for information only

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Director of Property and Development

No action required.

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the quarterly financial statements for the quarter ended March 31, 2014

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

MOTION

M/S Johnston/Allen moved to order filed the quarterly financial statements for the quarter ended March 31, 2014

VOTE

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

2. Recommendation that the Commission review and order filed the quarterly investment report for the quarter ended March 31, 2014

DOCUMENTS

- April 18, 2014 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: B. Peirson

Staff explained for Commissioner Hughes the fluctuation in Section 8 monies in investment report was a result of the possibility of a recapture of reserves from HUD. HUD later clarified the recapture only applies to unspent Voucher dollars (whereas our unspent monies are administrative dollars). These funds that were liquefied for possible recapture will be reinvested. Commissioner Hughes also noted the quarter ended 3-31-14 market value listed in Exhibit C is approximately \$31,000 greater than the value listed in the staff report. Mr. Peirson commented he believed this was due to the asset management's rounding process and will request the numbers be consistent for future reports.

MOTION

M/S Hughes/Woodford moved to order filed the quarterly investment report for the quarter ended March 31, 2014

VOTE

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

3. Recommendation 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 \$30,900.32

DOCUMENTS

- April 7, 2014 Executive Director's Report prepared by Director of Finance
- Resolution referenced above

SPEAKERS

Staff: B. Peirson

MOTION

M/S Hughes/Allen moved to adopt Resolution No. 2554 of the Housing Authority of the City of Santa Barbara, as presented, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$30,900.32

VOTE

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

4. Recommendation that the Commission adopt a resolution of the Housing Authority of the City of Santa Barbara setting forth costs incurred and payments made for the month of March, 2014

DOCUMENTS

- April 30, 2014 Executive Director's Report prepared by Finance Analyst
- Resolution referenced above together with March 2014 expenditure list

SPEAKERS

Staff: B. Peirson

MOTION

M/S Allen/Suhr moved to adopt Resolution No. 2555 of the Housing Authority of the City of Santa Barbara, as presented, setting forth costs incurred and payments made for the period of March, 2014

VOTE

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

Chair Green moved to open the Santa Barbara Affordable Housing Group meeting

5. Recommendation that the Board of Directors adopt a resolution of Santa Barbara Affordable Housing Group authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$3,211.53

DOCUMENTS

- April 17, 2014 Executive Director's Report prepared by Treasurer
- Resolution referenced above

SPEAKERS

Staff: B. Peirson

MOTION

M/S Johnston/Suhr moved to adopt Resolution No. 4 of Santa Barbara Affordable Housing Group, as presented, authorizing the Executive Director to write off as uncollectible certain tenant accounts receivable totaling \$3,211.53

VOTE

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

6. Recommendation that the Board of Directors review and order filed the quarterly financial statements for the quarter ended March 31, 2014

DOCUMENTS

- April 29, 2014 Executive Director's Report prepared by Treasurer

SPEAKERS

Staff: B. Peirson

MOTION

M/S Olson/Woodford moved to order filed the quarterly financial statements for the quarter ended March 31, 2014

VOTE

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

VIII. COMMITTEE REPORT - None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

1. Recommendation that the Board of Directors adopt a resolution approving the following amendments to Santa Barbara Affordable Housing Group's Bylaws: (1) Article III, Section 7 – Place of Meeting, changing regular meeting location to 706 Laguna Street; (2) Article III, add Section 17 – Rules of Order, adding Rosenberg's Rules of Order; and (3) Article IV, Section 2: Appointment, adding language specifying that the President shall be the current Board Chair of the Housing Authority and the Vice President shall be the current Vice-Chair of the Housing Authority, unless otherwise appointed by the Commission at the annual meeting of SBAHG

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO
- Resolution referenced above

SPEAKERS

Staff: R. Pearson

MOTION

M/S Hughes/Olson moved to adopt Resolution No. 5 of the Santa Barbara Affordable Housing Group, as presented, approving and adopting the following policies for Santa Barbara Affordable Housing Group's Bylaws: (1) Article III, Section 7 – Place of Meeting, changing regular meeting location to 706 Laguna Street; (2) Article III, add Section 17 – Rules of Order, adding Rosenberg's Rules of Order; and (3) Article IV, Section 2: Appointment, adding language specifying that the President shall be the current Board Chair of the Housing Authority and the Vice President shall be the current Vice-Chair of the Housing Authority, unless otherwise appointed by the Commission at the annual meeting of SBAHG

VOTE

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

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

2. Recommendation that the Commission adopt a resolution approving the following amendments to the Housing Authority's Bylaws: (1) Article I, Section 3 – Office of the Authority, adding the new administrative office building as a component of the Authority's central offices; (2) Article III, Section 1 - Regular Meetings, changing the Regular Meetings location to 706 Laguna Street; and (3) Article III, Section 6 - Rules of Order – changing Robert's Rules of Order to Rosenberg's Rules of Order

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Deputy Executive Director/CAO

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Johnston moved to adopt Resolution No. 2556 of the Housing Authority of the City of Santa Barbara, as presented, approving and adopting the following amendments to the Authority's Bylaws: (1) Article I, Section 3 – Office of the Authority, adding the new administrative office building as a component of the Authority's central offices; (2) Article III, Section 1 - Regular Meetings, changing the Regular Meetings location to 706 Laguna Street; and (3) Article III, Section 6 - Rules of Order – changing Robert's Rules of Order to Rosenberg's Rules of Order

VOTE

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

3. Recommendation that the Commission adopt a resolution appropriating needed funding and authorizing needed actions relative to all agreements necessary (including creating a new limited partnership joint venture with Garden Court, Inc.) for pre-development activities necessary for the eventual development of a new affordable housing complex at 251 S. Hope Avenue

DOCUMENTS

- April 17, 2014 Executive Director's Report prepared by Director of Property and Development

SPEAKERS

Staff: R. Pearson

MOTION

M/S Olson/Johnston moved to adopt Resolution No. 2557 of the Housing Authority of the City of Santa Barbara, as presented, appropriating needed funding and authorizing needed actions relative to all agreements necessary (including creating a new limited partnership joint venture with Garden Court, Inc.) for pre-development activities necessary for the eventual development of a new affordable housing complex at 251 S. Hope Avenue

VOTE

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

4. Recommendation that the Commission adopt a resolution approving revisions to Sections 1.3 Working Hours, 1.9 Separations, 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 4.11 Paid Family Leave and 5.5 Domestic Violence Leave and the incorporation of Section 5.6 Crime Leave Policy into the Housing Authority's Manual of Policies and Procedures

DOCUMENTS

- April 21, 2014 Executive Director's Report prepared by Human Resources Analyst

SPEAKERS

Staff: R. Pearson

MOTION

M/S Allen/Johnston moved to adopt Resolution No. 2558 of the Housing Authority of the City of Santa Barbara, as presented, approving revisions to Sections 1.3 Working Hours, 1.9 Separations, 2.2 Harassment Free Workplace, 2.3 Equal Employment Opportunity, 4.11 Paid Family Leave and 5.5 Domestic Violence Leave and the incorporation of Section 5.6 Crime Leave Policy into the Housing Authority's Manual of Policies and Procedures

VOTE

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

5. 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 3-31-2014

DOCUMENTS

- April 22, 2014 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Pearson

MOTION

M/S Johnston/Suhr moved to adopt Resolution No. 2559 of the Housing Authority of the City of Santa Barbara, as presented, approving the Authority's Section 8 Management Assessment Program form HUD-52648 for submittal to HUD for FYE 3-31-2014

VOTE

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

6. Recommendation that the Commission: (1) hold a public hearing and take public comment on staff's recommendation to adopt amendments to the Authority's Section 8 Administrative Plan governing the operation of its Section 8 Housing Choice Voucher Program; and (2) adopt a resolution approving said amendments to the Administrative Plan

DOCUMENTS

- April 24, 2014 Executive Director's Report prepared by Director of Housing Programs

SPEAKERS

Staff: R. Pearson

Chair Green opened public comment at 5:56 PM; closed public comment at 5:57 seeing no one from public present requesting to speak.

MOTION

M/S Hughes/Johnston moved to adopt Resolution No. 2560 of the Housing Authority of the City of Santa Barbara, as presented, approving amendments to the Authority's Section 8 Administrative Plan governing the operation of its Section 8 Housing Choice Voucher Program

VOTE

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

XII. COMMISSION MATTERS

1. Commissioner Allen provided a report to the Board on attendance at regional NAHRO conference in Burlingame, CA as part of service on NAHRO's regional commission committee. She commended the staff that attended and presented and noted the importance of the conference in bringing the regions involved together in advocacy

XIII. CLOSED SESSION

Note Closed Session was held earlier in meeting.

XIII. ADJOURNMENT

Meeting adjourned at 6:03 P.M. on order of Chair Green.



ROBERT PEARSON, SECRETARY

APPROVED:



GEOFF GREEN, CHAIR