

**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. – December 4, 2019**

I. CALL TO ORDER/ROLL CALL

4:00 P.M. Chair Wheatley presiding

Board Members present: Lucille Boss, Geoff Green, Lawrence Larsson and David Rowell

Board Members absent: David Gustafson and Victor Suhr

Staff Members present: R. Fredericks, S. Szymanski, D. Aazam, B. Peirson, V. Loza, T. Carter, T. Hood, A. Fink, J. Morales, C. Wright 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/Boss moved to approve recommendations in Consent Calendar (Items 1 and 2).

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	

Nays: None

Abstain: None

Absent: David Gustafson, Victor Suhr

1. Recommendation that the HACSB Commission and SBAHG Board approve the Minutes of their November 6, 2019 Regular Meeting.
2. Recommendation that the Commission approve costs incurred and payments made for the month of October 2019.

Chair Wheatley moved forward "Closed Session Item XI.1 Public Employee Performance Evaluation" to this point in the meeting.

XI. Closed Session

1. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Government Code section 54957)

Title: Executive Director/CEO

Chair Wheatley ordered the meeting closed at 4:03 P.M. The meeting reopened at 4:16 P.M. on order of Chair Wheatley, with nothing to report. Authority counsel, Mark Manion, was present for Closed Session.

Chair Wheatley ordered forward "New Business Item X.6 Executive Director/CEO Compensation" to this point in the meeting.

X. NEW BUSINESS

6. Recommendation that the Commission approve and authorize an exemplary performance award equal to 5% of the Executive Director/CEO's annual compensation.

DOCUMENTS

- November 19, 2019 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Green/Rowell moved to approve and authorize an exemplary performance award equal to 5% of the Executive Director/CEO's annual compensation.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission receive a report on the status of the proposed amendments to the Average Unit-Size Density (AUD) Incentive Program Ordinance recently considered by the Planning Commission and City Council. No action is necessary as this report is for information only.

DOCUMENTS

- November 22, 2019 Executive Director's Report

SPEAKERS

Staff: R. Fredericks

Commissioner Green inquired about the expiration beyond the trial period; Secretary Fredericks replied that the correct information is that they kept the expiration date and got rid of the 250 unit cap. Commissioner Green also inquired about the Housing Authority's proposals that did not get addressed. Secretary Fredericks noted his sense was the 10% was hard fought and any more would be pushing too much, but he will continue to have conversations with leadership. Chair Wheatley commented whether staff is empowered to market the intention of these changes and make sure the community is aware of the goal of the new policies and how to implement them. Secretary Fredericks noted the City is updating their 5-Year Consolidated Plan which is an opportunity to include this information. Commissioner Rowell noted there needs to be more public awareness of these ordinances and amendments, such as more public notification.

2. Recommendation that the Commission review and order filed HUD's report, dated November 14, 2019, on the results of a recent HUD field audit of the Authority's required monthly Section 8 Voucher Management System (VMS) reporting.

DOCUMENTS

- October 29, 2019 Executive Director's Report prepared by Director of Finance

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Green/Larsson moved to order filed HUD's report, dated November 14, 2019, on the results of a recent HUD field audit of the Authority's required monthly Section 8 Voucher Management System (VMS) reporting.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

VII. TREASURER'S REPORT

1. Recommendation that the Commission review and approve the budgets for the Authority's Consolidated Property Management, Villa Santa Fe and Santa Barbara Housing Partnership IV programs for fiscal year ending December 31, 2020.

DOCUMENTS

- November 20, 2019 Executive Director's Report prepared by Finance Director

SPEAKERS

Staff: R. Fredericks, B. Peirson

MOTION

M/S Green/Larsson moved to approve the budgets for the Authority's Consolidated Property Management, Villa Santa Fe and Santa Barbara Housing Partnership IV programs for fiscal year ending December 31, 2020.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

VIII. COMMITTEE REPORT – None

IX. UNFINISHED BUSINESS – None

X. NEW BUSINESS

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

DOCUMENTS

- November 14, 2019 Executive Director’s Report prepared by Senior Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks, A. Fink, V. Loza

MOTION

M/S Green/Larsson moved to adopt Resolution No. 2720, of the Housing Authority of the City of Santa Barbara, approving proposed amendments to the Housing Authority’s Administrative Plan governing the operation of its Section 8 Housing Choice Voucher (HCV) program.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

2. Recommendation that the Commission: (1) hold a public hearing and take public comment on proposed amendments to the Housing Authority’s Admissions and Continued Occupancy Policy for its Low Income Housing Tax Credit program; and (2) adopt a resolution approving said amendments.

DOCUMENTS

- November 15, 2019 Executive Director’s Report prepared by Senior Housing Programs Analyst

SPEAKERS

Staff: R. Fredericks, A. Fink, V. Loza

MOTION

M/S Green/Rowell moved to adopt Resolution No. 2721, of the Housing Authority of the City of Santa Barbara, approving proposed amendments to the Housing Authority’s Admissions and Continued Occupancy Policy for its Low Income Housing Tax Credit program.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

3. Recommendation that the Commission: (1) hold a public hearing and take public comment on the Housing Authority’s adoption of a proposed Agency Annual Plan for fiscal year ending March 31, 2021 and Five Year

Plan for fiscal years 2020-2025 as required by the U.S. Department of Housing and Urban Development (HUD); and (2) adopt a resolution approving said Plans and authorizing their submission to HUD along with all required certifications.

DOCUMENTS

- November 19, 2019 Executive Director's Report prepared by Administrative and Public Information Coordinator

SPEAKERS

Staff: R. Fredericks, J. Schipa

MOTION

M/S Rowell/Green moved to adopt Resolution No. 2722, of the Housing Authority of the City of Santa Barbara, approving proposed Agency Annual Plan for fiscal year ending March 31, 2021 and Five Year Plan for fiscal years 2020-2025 along with all required certifications as required by the U.S. Department of Housing and Urban Development (HUD).

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

4. Recommendation that the Commission adopt a resolution approving amendments to the Authority's Manual of Policies and Procedures implementing a 1.5% across-the-board salary increase for management, supervisory and general employees effective November 30, 2019.

DOCUMENTS

- November 19, 2019 Executive Director's Report prepared by Human Resources Manager

SPEAKERS

Staff: R. Fredericks, T. Carter

MOTION

M/S Larsson/Green moved to adopt Resolution No. 2723, of the Housing Authority of the City of Santa Barbara, approving amendments to the Authority's Manual of Policies and Procedures implementing a 1.5% across-the-board salary increase for management, supervisory and general employees effective November 30, 2019.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

5. Recommendation that the Commission adopt a resolution approving the implementation of a new 2020 utility allowance schedule effective January 1, 2020, 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.

DOCUMENTS

- November 13, 2019 Executive Director's Report prepared by Leasing Agent

SPEAKERS

Staff: R. Fredericks, J. Morales

MOTION

M/S Green/Boss moved to adopt Resolution No. 2724, of the Housing Authority of the City of Santa Barbara, approving the implementation of a new 2020 utility allowance schedule effective January 1, 2020, 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.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

6. Recommendation that the Commission approve and authorize an exemplary performance award equal to 5% of the Executive Director/CEO's annual compensation.

Moved forward in meeting.

XI. CLOSED SESSION – *moved forward in meeting*

- 1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
(Government Code section 54957)
Title: Executive Director/CEO

XII. COMMISSION MATTERS

1. Recommendation that the Commission elect a Chair and Vice-Chair for the Housing Authority Board of Commissioners for 2020 by vote or have the Chair appoint a three-member ad hoc nominating committee to return at your next meeting with recommendations for Chair and/or Vice Chair for 2020.

DOCUMENTS

- November 4, 2019 Executive Director's Report

SPEAKERS

Staff: R. Fredericks

MOTION

M/S Larsson/Rowell moved approve election of Commissioner Boss as Vice Chair and Commissioner Wheatley as Chair for the Housing Authority Board of Commissioners for 2020.

VOTE

Ayes:	Lucille Boss	David Rowell
	Geoff Green	Patricia Wheatley
	Lawrence Larsson	
Nays:	None	
Abstain:	None	
Absent:	David Gustafson, Victor Suhr	

2. Chair Wheatley ordered the January 2020 Board meeting cancelled.
3. Secretary Fredericks distributed information about NAHRO conferences in early 2020 for possible attendance by Commissioners.
4. An announcement was made regarding the Garden Court holiday party.
5. Secretary Fredericks noted the City Council meetings in December discussing AUD and Housing Authority development with the City at the Carrillo/Castillo parking lot site.

XIII. ADJOURNMENT

Meeting adjourned at 5:14 P.M.



ROB FREDERICKS, SECRETARY

APPROVED:



PATRICIA WHEATLEY, CHAIR