

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
December 20, 2018**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on December 20, 2018 at 815 West Ocean Avenue, Lompoc, California. Chair Burns convened the meeting at 5:00 p.m.

The following Commissioners were present: Robert Doyle, Meagan Harmon, Larry Hobbisiefken, Lisa Knox-Burns, John Lizarraga, James Pearson and Jesse Ramirez.

Also present were Robert P. Havlicek Jr., Executive Director, Jackie Bordon, Executive Secretary, Irene Melton, Director of Finance, John Polanskey, Director of Housing Development, and Sanford Riggs, Director of Operations.

INTRODUCTIONS

Mr. Riggs introduced Nancy Wesoff, Director of Contract Administration & Compliance and Le' Wanda Croft, Goleta Housing Manager.

PUBLIC COMMENT PERIOD

No public comments were made.

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL; ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 54956.9(d) (2) - Government claim by Laura Lyn Hunter.

The Board adjourned the closed session at 5:23 p.m. It was reported that the Board reviewed, considered and rejected the claim.

APPROVAL OF MINUTES

MOTION by Commissioner Lizarraga, second by Commissioner Doyle to approve the minutes of the regular meeting of November 13, 2018. Commissioner Pearson abstained. All others voted aye. Motion carried.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Executive Director distributed a copy of an article from the Santa Barbara Rental Property News entitled Partners in Housing Solutions – a Success Story.

Our Team is one of two finalist in the MTD request for proposals. The MTD Board expects to meet in January to review the two final proposals.

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Additional topics included the award of Family Unification Program (FUP) vouchers; the award of additional mainstream, vouchers for persons with disabilities; an explosion in a privately owned unit in Lompoc that is leased under the Section 8 Program; an online "Docu-sign" program to speed up processing of documents from Section 8 Landlords; lease up for a Section 8 Vouchers is currently 93-98 days and our lease up is at 94%; in 2018, our agency housed 173 homeless families – effectively housing 11% of the Point in Time count of homeless; as an additional safety measure, we are working on connecting the cell phones of our caretakers with the camera systems on each property; and each manager presented 2018 accomplishments at the annual winter staff meeting .

The Executive Director also announced that an off-site Directors meeting is in the planning stages.

APPROVAL OF OPERATION AND MANAGEMENT REPORTS

MOTION by Commissioner Pearson, second by Commissioner Hobbisiefken to approve the operation and management reports. All voted aye. Motion carried.

APPROVAL OF EXPENDITURES

Resolution No. 2777 - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Harmon, second by Commissioner Lizarraga to adopt Resolution No. 2777. Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

WRITTEN COMMUNICATIONS

The December Resident Newsletter, HUD Financial Review Report and HUD FUP Award Letter were all noted.

COMMISSIONERS' ORAL COMMUNICATIONS

Commissioner Burns reported on her recent attendance at the Second District Boards and Commissions breakfast meeting hosted by Supervisor Wolfe; it was reported that the Guadalupe Library is having issues with homeless individuals in the library.

Commissioner Harmon shared that Emily at United Way is very grateful for the relationship our organizations share.

UNFINISHED BUSINESS

None.

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NEW BUSINESS

Resolution No. 2778 – In recognition of 15 years of service for Chuck Moore. MOTION by Commissioner Lizarraga second by Commissioner Harmon to adopt Resolution No. 2778. All voted aye. Motion carried.

Resolution No. 2779 - Ratifying Expenditures for 2018 Employee Bonuses and Longevity Awards. MOTION by Commissioner Pearson, second by Commissioner Doyle to adopt Resolution No. 2779. All voted aye. Motion carried.

Resolution No. 2780 – Approval of Agency-Wide Consolidated Budget for Fiscal Year 2019. MOTION by Commissioner Lizarraga, second by Commissioner Pearson to adopt Resolution No. 2780. All voted aye. Motion carried. The Board requested additional breakdown for the IT Department costs and "Other" costs.

Resolution No. 2781 – Supporting and approving application to HUD SAC for approval of the disposition of real property commonly referred to as APN 091-450-003 located at 1025 West Ocean Avenue, Lompoc, California. MOTION by Commissioner Harmon second by Commissioner Pearson to adopt Resolution No. 2781. All voted aye. Motion carried.


Resolution No. 2782 – Authorization to open a savings account with Community West Bank, N.A. for deposit of former Guadalupe RDA Funds. MOTION by Commissioner Pearson, second by Commissioner Doyle to adopt Resolution No. 2782. All voted aye. Motion carried.

ADJOURNMENT

There being no further business to come before the Board, MOTION by Commissioner Pearson, second by Commissioner Lizarraga to adjourn the meeting at 6:40 p.m. All voted aye. Meeting adjourned.



Lisa Knox-Burns
Chair



Robert P. Havlicek Jr.
Secretary/Executive Director