

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
December 14, 2023**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on December 14, 2023 at the Housing Authority of the County of Santa Barbara Administrative office located at 815 West Ocean Avenue, Lompoc, CA 93436.

Commissioner James Pearson convened the meeting at 5:00 p.m.

Upon roll call the following Commissioners were present: Shay Allen, Christian Alonso, Lisa Knox-Burns, Robert Doyle, Henry Mercado, Greg Ortiz and James Pearson.

Also present were Bob Havlicek, Executive Director; Irene Vejar, Director of Human Resources; Stacey Murphy, Director of Resident & Support Services; Irene Melton, Director of Finance; John Polanskey, Director of Development; Sanford Riggs Director of Operations; Nancy Wesoff, Director of Contract Administration & Compliance; and Juan Garcia, Information Systems Manager.

**INTRODUCTIONS**

None

**APPROVAL OF MINUTES**

**MOTION by** Commissioner Mercado, seconded by Commissioner Allen to approve the minutes of the regular meeting of November 16, 2023 with corrections to motions and seconds as noted.

Irene Vejar explained that there were staffing changes, and there was no indication in the November meeting notes as to who had made motions on November agenda items requiring a motion and second. The board members reviewed the minutes and agreed upon names of those who proposed motions to all November agenda items. Those names will be added to the enclosed minutes.

All voted aye. Motion carried.

**PUBLIC COMMENT PERIOD**

No public comments were received.

**REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

Bob Havlicek reported that in addition to the items noted in his report Affordable Housing Key Partners has taken ownership of Evans Park in Santa Maria, and the

agency was awarded tax credits for Patterson Point, an upcoming development in the unincorporated area of the county located on North Patterson Avenue in Goleta.

Commissioner Doyle asked whether we would be assisting children aging out of foster care. He suggested that Sanford Riggs reach out to Edwin Weaver, as he is recognized in the area for his work with this issue.

#### **APPROVAL OF OPERATION AND MANAGEMENT REPORTS**

**MOTION by** Commissioner Alonso, seconded by Commissioner Allen to approve the operation and management reports. All voted aye. Motion carried.

#### **APPROVAL OF EXPENDITURES**

**Resolution No. 4015** - Approval of Expenditure List as submitted, including meeting expenses.

**MOTION by** Commissioner Doyle, seconded by Commissioner Alonso to adopt Resolution No. 4015. Irene Melton answered several questions related to expenditures to the satisfaction of the Board.  
All voted aye. Motion carried.

#### **WRITTEN COMMUNICATIONS**

None

#### **COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Knox-Burns noted that she and Greg Ortiz attended Supervisor Laura Capps Christmas gathering. She stated that Supervisor Capps indicated her number one priority is housing for unhoused residents of Santa Barbara County. She also spoke with Dave Davis of MTD regarding Micro-Transit for Goleta, which will be helpful for residents of our Goleta area developments.

Commissioner Ortiz asked about the flood detection devices and how they work. He also asked about the gas detector and shut off devices, and would like more information about those devices to share with the residents.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

**MOTION BY** Commissioner Lisa Knox-Burns, seconded by Commissioner Shay Allen to approve RESOLUTION No. 4016  
Approval of Employee Handbook Revisions For Year 2024

Commissioner Doyle asked if these changes were in addition to the changes approved in August 2023. The question was answered affirming these were updates due to changes in law for 2024.

All voted aye. Motion carried.

**MOTION BY** Commissioner Lisa Knox-Burns, Seconded by Commissioner Robert Doyle to approve RESOLUTION No 4017 - APPROVING AND AUTHORIZING ITS EXECUTIVE DIRECTOR TO EXECUTE AND TAKE ALL NEEDED ACTIONS IN CONSULTATION WITH AUTHORITY'S GENERAL COUNSEL RELATIVE TO ENTERING INTO A HOME-ARP LOAN WITH THE COUNTY OF SANTA BARBARA IN THE APPROXIMATE AMOUNT OF THREE MILLION SIX HUNDRED THOUSAND DOLLARS FOR THE BUENA TIERRA AFFORDABLE HOUSING DEVELOPMENT.

All voted aye. Motion carried.

**MOTION BY** Commissioner Shay Allen, Seconded by Commissioner Henry Mercado to approve RESOLUTION No. 4018 - APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NEEDED ACTIONS TO APPLY FOR FUNDING WITH THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT UNDER THE NATIONAL HOUSING TRUST FUND PROGRAM AND TO SERVE AS AN ADMINISTRATIVE GENERAL PARTNER IN HERITAGE RIDGE SENIOR, L.P. and Rescind Resolution No. 4012 approved November 16, 2023.

All voted aye. Motion carried.

**MOTION BY** Commissioner Christian Alonso, Seconded by Commissioner Shay Allen to approve RESOLUTION No. 4019 - APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NEEDED ACTIONS TO APPLY FOR FUNDING WITH THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT UNDER THE NATIONAL HOUSING TRUST FUND PROGRAM AND TO SERVE AS AN ADMINISTRATIVE GENERAL PARTNER IN HERITAGE RIDGE SPECIAL NEEDS FAMILY, L.P. and Rescind Resolution No. 4013 approved November 16, 2023.

All voted aye. Motion carried.

**MOTION BY** Commissioner Christian Alonso, Seconded by Commissioner Shay Allen to approve RESOLUTION No. 4020 - APPROVING AND AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NEEDED ACTIONS TO APPLY FOR FUNDING WITH THE CALIFORNIA STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT UNDER THE NATIONAL HOUSING TRUST FUND PROGRAM AND TO SERVE AS AN ADMINISTRATIVE GENERAL PARTNER IN PATTERSON POINT, L.P. and Rescind Resolution No. 4014 approved November 16, 2023

All voted aye. Motion carried.

**MOTION BY** Commissioner Robert Doyle, Seconded by Commissioner Shay Allen to approve Resolution No. 4021- Approval of Agencywide Consolidated Budget for Fiscal Year 2024. Irene Melton answered questions to the board's satisfaction and pointed out that this budget includes an additional eleven positions agency-wide due to added housing and program expansion.


All voted aye. Motion carried.

**MOTION BY** Commissioner Christian Alonso, Seconded by Commissioner Lisa Knox-Burns to approve Resolution No. 4022 Ratifying Expenditure for Employee Bonuses and Longevity Awards.

All voted aye. Motion carried.

**ADJOURNMENT**

There being no further business to come before the Board, **MOTION by** Commissioner Robert Doyle, seconded by Commissioner Henry Mercado to adjourn the meeting at 7:34 p.m. All voted aye. Meeting adjourned.

  
James E. Pearson  
Chair

  
Robert P. Havlicek, Jr.  
Secretary/Executive Director