

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
March 28, 2024**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on March 28, 2024 at the Santa Ynez Valley Marriott located at 555 McMurray Road, Buellton, CA 93427.

Commissioner James Pearson convened the meeting at 2:01 p.m.

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

Also present were Bob Havlicek, Executive Director; Irene Vejar, Director of Human Resources; Loren Reeves, Staff Accountant; Stacey Murphy, Director of Resident & Support Services; Sanford Riggs Director of Operations; Nancy Wesoff, Director of Contract Administration & Compliance; Juan Garcia, Information Systems Manager; Beverly Negrete, Senior Quality Control Manager; and Kelsie Shroll, Executive Assistant. The rest of the Housing Authority who attended the Winter Staff Meeting were present as well.

APPROVAL OF MINUTES

MOTION by Commissioner Mercado, seconded by Commissioner Ortiz to approve the minutes of the regular meeting of February 22, 2024. Commissioner Knox-Burns acknowledged Maria Ayala for her work with the FSS program. All voted aye. Motion carried.

MOTION by Commissioner Alonso, seconded by Commissioner Knox-Burns to approve the minutes of the special meeting of March 12, 2024. Commissioner Knox-Burns recognized the IT team for assisting with setting up Zoom for the South County Commissioners in Goleta. All voted aye. Commissioner Alonso abstained as he was not present at the meeting. Motion carried.

PUBLIC COMMENT PERIOD

No public comments were received.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

Executive Director, Bob Havlicek had Sanford Riggs, Director of Operations, update the board on how many Fire Avert devices have been installed and what we have planned for those not installed yet. Commissioner Ortiz asked if there is any way to use these for microwaves. Sanford will check on this and report back to the board.

Sanford also updated the Board on Buena Tierra. Currently, work is to be completed by the end of April and then Housing will lease up the remaining units. He notified the Board that we have already had issues with a couple of tenants, and for one tenant, we will be taking eviction action.

Sanford and Stacey Murphy, Director of Resident and Supportive Services, updated the Board on a recent townhall meeting at Central Plaza Apartments. This was a joint effort between the two departments, and there are more townhall meetings planned for the rest of the year at other developments.

In addition to Bob's report, he attended a Planning Commission meeting in Santa Maria the day before. There are nine projects in South County and a dozen in North County that are potential sites of major rezoning. The Housing Authority is potentially involved in five of the nine located in South County. Many of the projects are being referred to us by others in the industry of the Board of Supervisors.

Commissioner Alonso asked about the issues with contract management referenced in the Resident Services section of the report and if we had considered a contract management system to help. Sanford explained to him that we are looking into a system, but also we have a purchasing agent budgeted for this year and hopefully, that person will help with these issues too.

APPROVAL OF OPERATION AND MANAGEMENT REPORTS

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

APPROVAL OF EXPENDITURES

Resolution No. 4032 - Approval of Expenditure List as submitted, including meeting expenses.

MOTION by Commissioner Knox-Burns, seconded by Commissioner Alonso to adopt Resolution No. 4032. Loren Reeves, Sanford Riggs, and Bob Havlicek answered several questions related to expenditures to the satisfaction of the Board. All voted aye. Motion carried.

COMMISSIONERS' ORAL COMMUNICATIONS

Commissioner Ortiz asked if there were any updates on the water damage at Pescadero Lofts. Sanford informed the board that Jim Harnis, Assistant Director of Maintenance, has started the evaluation process and is looking into different options. He is also looking into the oak tree issue there. We are also working on the speed bumps. We are working on letters that will be sent out to residents and neighbors. We will also check with the fire department first before finalizing anything.

NEW BUSINESS

Resolution No. 4033 Amendment – Approval of the Issuance of 345 Project-Based Vouchers.

MOTION by Commissioner Knox-Burns, seconded by Commissioner Allen to adopt Resolution No. 4033. All voted aye. Motion carried.

Resolution No. 4034 – Approval to increase the Housing Authority credit card limit with Bank of America from \$120,000 but not to exceed \$250,000. **MOTION** by Commissioner Mercado,

seconded by Commissioner Alonso to approve Resolution No. 4034. All voted aye. Motion carried.

MOTION to move the regular April 2024 to meet at Harry's House in Santa Ynez.

MOTION by Commissioner Alonso, seconded by Commissioner Ortiz to move the location of the April 2024 meeting. All voted aye. Motion carried.

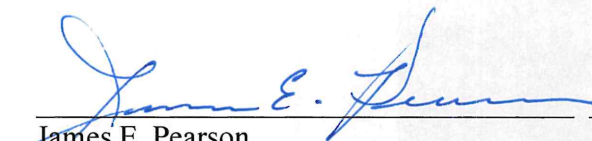
ORAL PRESENTATION ON BROWN ACT


Tom Lewis provided a presentation to the Board on the Brown Act. A few things that he stressed:

- a) Board members should not talk about board related items together especially if there is four or more of them because that is considered a quorum. However, the same goes if four board members talk about the same item in a chair such as Commissioner Knox-Burns and Commissioner Ortiz are discussing a topic that is board related and then Commissioner Ortiz asks Commissioner Alonso to reach out to Commissioner Allen about said item. That is four Commissioners which constitutes as a quorum.
- b) You don't have to take minutes for closed session, but you should report once back in session if any actions need to be taken or not.
- c) For the public comment period, everyone is allowed three minutes to speak, but if they have a translator they are allowed twice as long.
- d) The whole meeting packet must be posted online, and you have to have a link on the front page of the website to go to current board meeting packets.

ADJOURNMENT

There being no further business to come before the Board, **MOTION** by Commissioner Mercado, seconded by Commissioner Ortiz to adjourn the meeting at 4:06 p.m. All voted aye. Meeting adjourned.


James E. Pearson
Chair


Robert P. Havlicek, Jr.
Secretary/Executive Director