

**MINUTES OF THE
REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA
October 17, 2019**

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on October 17, 2019 at 815 West Ocean Avenue, Lompoc, California.

Chair Lizarraga called the meeting to order at 5:00 p.m.

Upon roll call the following Commissioners were present: Lisa Knox Burns, Larry Hobbisiefken, John Lizarraga, Henry Mercado and James Pearson. Robert Doyle was excused.

Also present were Robert P. Havlicek Jr., Secretary/Executive Director, Jackie Bordon, Executive Secretary, Irene Melton, Director of Finance, John Polanskey, Director of Housing Development, Sanford Riggs, Director of Operations, Irene Vejar, Director of Human Resources and Nancy Wesoff, Surf Director of Contract Administration and Compliance.

INTRODUCTIONS

Richard Nordlund, a potential First District commissioner candidate, was introduced.

APPROVAL OF MINUTES

MOTION by Commissioner Burns, second by Commissioner Mercado to approve the minutes of the regular meeting of September 19, 2019. All voted aye. Motion carried.

PUBLIC COMMENT PERIOD

No public comments were received.

REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR

The Executive Director apologized for having to attend last month's meeting via telephone; he currently sits on the Board of Directors of HARRP Insurance and meeting/travel time conflicted with our Board meeting. The Executive Director distributed a copy of The Commissioners Handbook to each Board members; gave an update on Adopt-A-Home for The Residences at Depot Street; reported that an RFP has been issued for update of our Emergency Plan to include physical assessment of our properties and staff training; all PC's are being updated to minis (a sample was presented); the pilot mobile work order system will be rolled out November 7; provided an update on online recertifications via Rent Café, A/P batch processing, video capture software training; reported that vacancy loss has seen a dramatic improvement of 43% drop in turn-around time; and reminded everyone that Housing Santa Barbara is scheduled for Saturday, October 19th at De La Guerra Plaza in Santa Barbara from 10-2.

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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. 2817 - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Pearson, second by Commissioner Burns to adopt Resolution No. 2817. Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

WRITTEN COMMUNICATIONS

None.

COMMISSIONERS' ORAL COMMUNICATIONS

Commissioner Hobbisiefken asked if we have a schedule for spraying; the Executive Director stated that it depends on the development/problem.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Resolution No. 2818 – Authorization to open bank accounts for Parkside Garden Apartments, L.P. MOTION by Commissioner Pearson, second by Commissioner Hobbisiefken to adopt Resolution No. 2818. All voted aye. Motion carried.

Resolution No. 2819 – Authorization to open bank accounts for The Residences at Depot Street, L.P. MOTION by Commissioner Burns, second by Commissioner Mercado to adopt Resolution No. 2819. All voted aye. Motion carried.

Resolution No. 2820 – Approval to Write-Off Un-Collectible Tenant Accounts Receivable for the period ended September 30, 2019. MOTION by Commissioner Pearson, second by Commissioner Mercado to adopt Resolution No. 2820. All voted aye. Motion carried.

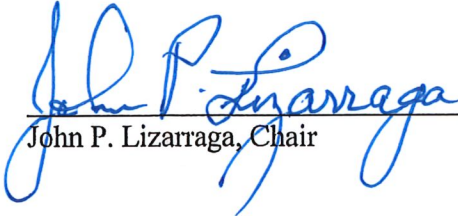
Resolution No. 2821 – Adoption of Flat Rent Schedule for 2020. MOTION by Commissioner Pearson, second by Commissioner Hobbisiefken to adopt Resolution No. 2821. All voted aye. Motion carried.

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Resolution No. 2822 – Approving Amendments/Additions to the Personnel Policy; Sections 2, 6 And 9. MOTION by Commissioner Pearson, second by Commissioner Mercado to adopt Resolution No. 2822. All voted aye. Motion carried.

ADJOURNMENT

There being no further business to come before the Board, MOTION by Commissioner Pearson, second by Commissioner Mercado to adjourn the meeting at 5:45 p.m. All voted aye. Meeting adjourned.



John P. Lizarraga, Chair



Robert P. Havlicek Jr.
Secretary/Executive Director