

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
March 19, 2020**

As permitted under the Governor's Executive Order N-25-20, dated March 12, 2020 due to concerns of COVID-19 ("Executive Order"), the members of the Board of Commissioners will participate in the meeting via a teleconference connection at locations that may be located outside of the Agency's jurisdiction. Such locations shall not be publicly disclosed, nor shall such locations be open to the public as is expressly authorized by the Executive Order.

The Board of Commissioners of the Housing Authority of the County of Santa Barbara met in regular session on March 19, 2020 at 815 West Ocean Avenue, Lompoc, California via teleconference. Chair Pearson convened the meeting at 5:00 p.m.

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

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

**INTRODUCTIONS**

The FSS Graduate, Geneva Ordonio, was not able to attend this meeting.

**PUBLIC COMMENT PERIOD**

No public comments were received.

**APPROVAL OF MINUTES**

MOTION by Commissioner Lizarraga , second by Commissioner Hobbisiefken, to approve the minutes of the special meeting of February 27, 2020. Commissioner Pearson abstained, all others voted aye. Motion carried.

**REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

The Executive Director reported on the steps being taken due to COVID-19: we are participating in weekly calls with Santa Barbara County Office of Emergency Services; we will join a HUD call tomorrow that will include 5,000 housing providers.

First and foremost the safety of staff, residents, HCV participants and landlords has been taken into consideration; On March 16, 2020, we issued our COVID-19 Emergency Pandemic Plan to all employees; we are able to keep in touch with staff using Alert Media via email and text; staff over 65 or those with health risks are working remotely; all offices are closed to the public, landlords, tenants and participants can email documents or put documents in drop boxes provided; all annual inspections have been paused; maintenance staff have been issued personal protective gear and will respond to emergency work orders only; additional sanitation services have been contracted through our regular janitorial provider for every site – “touch surfaces” being the focus. Every precaution is being taken to keep our staff and residents safe.

The Executive Director answered questions from the Board.

**APPROVAL OF OPERATION AND MANAGEMENT REPORTS**

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

**APPROVAL OF EXPENDITURES**

**Resolution No. 2851** - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Lizarraga, second by Commissioner Doyle to adopt Resolution No. 2851. Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

**WRITTEN COMMUNICATIONS**

Written communications were noted.

**COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Doyle reported that John Polanskey did an excellent job speaking at Kiwanis; he also inquired about possibly holding future meetings via Zoom during the pandemic.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Resolution No. 2852 – Authorization to sign checks on behalf of the Housing Authority of the County of Santa Barbara. Motion by Commissioner Doyle, second by Commissioner Hobbisiefken to adopt Resolution No. 2852. All voted aye. Motion carried.

Resolution No. 2853 – Approval of Agency Wide Consolidated Operating Budget Revision No. 1 for Fiscal Year Ending December 31, 2020. Motion by Commissioner Lizarraga, second by Commissioner Mercado to adopt Resolution No. 2853. All voted aye. Motion carried.

**ADJOURNMENT**

There being no further business to come before the Board; Motion by Commissioner Lizarraga, second by Commissioner Mercado to adjourn the meeting at 6:18 p.m. All voted aye. Meeting adjourned.

  
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James E. Pearson  
Chair

  
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Robert P. Havlicek Jr.  
Secretary/Executive Director