

**MINUTES OF THE  
SPECIAL MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
April 23, 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 special session on April 23, 2020 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, Le' Wanda Croft, Goleta Housing Manager, Cameron Goodman, Legal Counsel, Irene Melton, Director of Finance, John Polanskey, Director of Housing Development and Sanford Riggs, Director of Operations and Irene Vejar, Director of Human Resources.

**PUBLIC COMMENT PERIOD**

No public comments were received.

**CLOSED SESSION**

Motion by Commissioner Lizarraga, second by Commissioner Burns to open the Closed Session and consider Item X.A. out of order. Conference with Legal Counsel, Anticipated Litigation. Significant exposure to litigation pursuant to Government Code Section 54956.9 (d) (2) – Government Claim by Starlene C. Hunt; All voted aye. Motion Carried.

The Board convened the Closed Session at 5:11 p.m. The open meeting was resumed at 5:31 p.m. The following action was taken in Closed Session:

By unanimous vote, upon recommendation of staff and legal counsel, the Board reviewed, considered, and rejected the government claim of Starlene C. Hunt.

**APPROVAL OF MINUTES**

MOTION by Commissioner Hobbisiefken, second by Commissioner Lizarraga to approve the minutes of the regular meeting of March 19, 2020. All voted aye. Motion carried.

## **MINUTES**

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### **REPORT OF THE SECRETARY/EXECUTIVE DIRECTOR**

The Executive Director informed the Board that former Commissioner Mickey Flacks passed recently. We plan to send something to the family and will consider possibly naming a housing development in the South County in her honor. She was a fierce proponent of affordable housing. She will be missed.

Since last month's meeting, the construction financing for Parkside Gardens rehabilitation and West Cottage Cottages closed. This is an important milestone, especially in this time. We are keeping in contact with the financial institutions and monitoring the market while remaining cautiously optimistic.

Sanford Riggs, Director of Operations, related the protocols being utilized during relocation of the residents at Parkside Gardens during rehabilitation. The main goal is to keep everyone safe.

Maintenance staff is keeping everything functioning with emergency work orders as first priority. Maintenance Managers have the authority to decide necessary repairs and require staff to wear PPE. We are following HIPPA rules when asking medical questions.

In the offices, mail is being quarantined, online contact with clients and landlords has ramped up. All residents/clients have been notified how to report decreases in income. To date, we have received 233 requests from our residents and 197 requests from HCV clients for rent reductions. Additionally, the CARES Act has allowed waivers of verification, etc. to assist in the process.

Irene Vejar, Director of Human Resources, gave an update of HR impacts. She also stated that we are currently preparing for eventual reopening.

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

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

### **APPROVAL OF EXPENDITURES**

**Resolution No. 2854** - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Lizarraga, second by Commissioner Hobbisiefken to adopt Resolution No. 2854. Irene Melton answered several questions to the satisfaction of the Board. All voted aye. Motion carried.

### **WRITTEN COMMUNICATIONS**

All written communications were copies of notices sent to clients and landlords to keep the Board apprised.

**COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Doyle asked if we are having the same issues as Peoples Self Help Housing is having filling units in Santa Maria. The Executive Director stated that has not been our experience. Commissioner Doyle also reported that he and his wife drove by Depot Street and that his wife was impressed by the development.

**NEW BUSINESS**

**Resolution No. 2855** – Approval to Write-Off Uncollectible Tenant Accounts Receivable for the period ended March 31, 2020. MOTION by Commissioner Burns, second by Commissioner Lizarraga to adopt Resolution No. 2855. All voted aye. Motion carried.


**Resolution No. 2856** – Adoption of Revised 2020 Payment Standards. MOTION by Commissioner Burns, second by Commissioner Hobbisiefken to adopt Resolution No. 2856. All voted aye. Motion carried.

**Resolution No. 2857** – Approving Amendments to the Personnel Policy/Handbook: Section 6 – Attendance/Absence and Emergency Teleworking Policy. MOTION by Commissioner Burns, second by Commissioner Doyle to adopt Resolution No. 2857. All voted aye. Motion carried.

**ADJOURNMENT**

There being no further business to come before the Board, MOTION by Commissioner Doyle, second by Commissioner Hobbisiefken to adjourn the meeting at 6:53 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