

**MINUTES OF THE  
REGULAR MEETING OF THE  
BOARD OF COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE COUNTY OF SANTA BARBARA  
November 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 November 19, 2020 via teleconference. Chair Pearson convened the meeting at 5:00 p.m.

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

Also present were Robert P. Havlicek Jr., Secretary/Executive Director, Jackie Bordon, Executive Secretary, Le' Wanda Croft, Goleta Housing Manager, Irene Melton, Director of Finance, Beverly Negrete, Quality Control Manager, John Polanskey, Director of Housing Development, and Sanford Riggs, Director of Operations.

**INTRODUCTIONS**

Sanford Riggs introduced Beverly Negrete, Quality Control Manager.

**PUBLIC HEARING FOR DRAFT 2021 PHA PLAN AND CAPITAL FUND PROGRAM ANNUAL STATEMENT/FIVE YEAR ACTION PLAN FOR FY 2020-2025:** Chair Pearson opened the public hearing at 5:03 p.m.:

Sanford Riggs, Director of Operations presented a summary of the Plan to the Board. No public comments were received. The public hearing closed at 5:05 p.m.

**APPROVAL OF MINUTES**

MOTION by Commissioner Burns, second by Commissioner Lizarraga to approve the minutes of the regular meeting of October 15, 2020. All voted aye. Motion carried.

**PUBLIC COMMENT PERIOD**

No public comments were received.

## **MINUTES**

**November 19, 2020**

Page 2

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

The Executive Director reported that we are wrapping up with Wallace and Smith at The Residences at Depot Street; they are completing all punch list items. The property looks good.

The Finance Department issued an RFP for Audit Services. We are currently evaluating the proposals.

Construction at both Parkside Gardens and West Cox are going well and on schedule.

The funds are in place for Perkins Place in Cuyama; we are working with Frank Thompson, the property owner, to make sure the building blends with the community as requested by the residents of the town.

Commissioner Burns asked about Sagunto Place, specifically renderings. Bob Havlicek noted that the renderings are not quite ready; but will be presented to the Board soon.

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

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

### **APPROVAL OF EXPENDITURES**

**Resolution No. 2884** - Approval of Expenditure List as submitted, including meeting expenses. MOTION by Commissioner Doyle, second by Commissioner Lizarraga to adopt Resolution No. 2884. Irene Melton answered several questions to the satisfaction of the Board; one item on page 7 (20291) will have a follow up next month. All voted aye. Motion carried. Commissioner Doyle suggested the possibility of only expenditures exceeding \$1,000 be presented for Board review and approval in the future. Bob Havlicek stated that this request will be added to the agenda for a future meeting.

### **WRITTEN COMMUNICATIONS**

The Executive Director noted that we will be working with OPS to track productivity in all aspects of our business and to assist clients in finding help.

### **COMMISSIONERS' ORAL COMMUNICATIONS**

Commissioner Burns noted that People's Self-Help Housing has appointed Anna Miller as their new Chief Operating Officer. This promotion was announced recently by CEO & President Ken Trigueiro.

Commissioner Hobbisiefken thanked Housing Management for replacing the washers and dryers in Isla Vista.

## MINUTES

November 19, 2020

Page 3

### UNFINISHED BUSINESS

None.

### NEW BUSINESS

**Resolution No. 2885** – Recognition of 25 Years of Service for Bob Havlicek. MOTION by Commissioner Hobbisiefken, second by Commissioner Lizarraga to adopt Resolution No. 2885. All voted aye. Motion carried.

**Resolution No. 2886** – Recognition of 25 Years of Service for James Wedmore. MOTION by Commissioner Hobbisiefken, second by Commissioner Lizarraga to adopt Resolution No. 2886. All voted aye. Motion carried.

**Resolution No. 2887** – Recognition of 20 Years of Service for Irma Zacarias. MOTION by Commissioner Doyle, second by Commissioner Mercado to adopt Resolution No. 2887. All voted aye. Motion carried.

**Resolution No. 2888** – Recognition of 10 Years of Service for Nora Limon. MOTION by Commissioner Hobbisiefken, second by Commissioner Mercado to adopt Resolution No. 2888. All voted aye. Motion carried.

**Resolution No. 2889** – Recognition of 10 Years of Service for Janet Mora. MOTION by Commissioner Hobbisiefken, second by Commissioner Mercado to adopt Resolution No. 2889. All voted aye. Motion carried.

**Resolution No. 2890** – Recognition of 10 Years of Service for Loren Reeves. MOTION by Commissioner Hobbisiefken, second by Commissioner Mercado to adopt Resolution No. 2890. All voted aye. Motion carried.

**Resolution No. 2891** – Approving Revisions to the Section 8 HCV Administrative Plan. MOTION by Commissioner Hobbisiefken, second by Commissioner Doyle to adopt Resolution No. 2891. All voted aye. Motion carried.

**Resolution No. 2892** – Approving Revisions to the Public Housing Program Statement of Policies (ACOP). MOTION by Commissioner Lizarraga, second by Commissioner Hobbisiefken to adopt Resolution No. 2892. All voted aye. Motion carried.

**Resolution No. 2893** – Authorizing Application for the HomeKey Program – 117 North B Street, Lompoc, CA; APN 085-141-003 and Repealing Resolution No. 2871. MOTION by Commissioner Lizarraga, second by Commissioner Hobbisiefken to adopt Resolution No. 2893. All voted aye. Motion carried.

## MINUTES

November 19, 2020

Page 4


**Resolution No. 2894** – Delegating Authority to the City of Guadalupe to submit an Application for a PLHA Grant Award. This item was pulled from the agenda; it was determined unnecessary by legal counsel prior to the meeting.

**Resolution No. 2895** – Authorizing an Application for the Permanent Local Housing Allocation Program. MOTION by Commissioner Mercado, second by Commissioner Hobbisiefken to adopt Resolution No. 2895. Bob Havlicek explained that \$15 Million dollars are available statewide through this program; the City of Guadalupe will be the applicant and plans to request \$3 Million dollars. If the grant application is successful, we plan to use the funds for Escalante Meadows. All voted aye. Motion carried.

## ADJOURNMENT

There being no further business to come before the Board, MOTION by Commissioner Hobbisiefken, second by Commissioner Burns to adjourn the meeting at 6:02 p.m. All voted aye. Meeting adjourned.

  
James E. Pearson, Chair

  
Robert P. Havlicek Jr.  
Secretary/Executive Director