

**MINUTES**  
**Seven Hundredth Forty First Meeting**  
**HOUSING AUTHORITY**  
**CITY OF SANTA BARBARA**  
**814 Laguna St., Santa Barbara, California**  
**5:30 p.m. – March 4, 2009**

**I. CALL TO ORDER/ROLL CALL**

5:31 P.M. Vice Chair Allen presiding

Board Members present: Stanley Eisele, Mary Johnston-de Leon, Cheryl Rogers, Barbara Allen

Board Members absent: David Hughes, Robert Niehaus, Geoff Green (Commissioner Green arrived at 5:35 p.m.)

Staff Members present: R. Pearson, R. Fredericks, S. Szymanski, R. Lawrence, M. Trejo, T. Carter, A. Hughes

**II. PUBLIC COMMENT – None**

**III. CONSIDERATION OF MINUTES**

1. Consideration of the Minutes of the Regular Meeting of February 18, 2009

Mr. Pearson pointed out that there were two corrections to the Minutes, page 3 line 12<sup>th</sup> of the paragraph, the word “gain” was incorrect, it should read “loss” and page 4, last paragraph line 7<sup>th</sup>, Commissioner Green’s last name should be capitalized.

**MOTION**

M/S Rogers/Eisele moved to approve the Minutes of the Regular Meeting of February 18, 2009 as corrected, page 3, line 12<sup>th</sup> of paragraph should read “...was an unrealized **loss**...” and page 4, last paragraph line 7<sup>th</sup>, Commissioner Green’s name should be capitalized.

**VOTE**

Ayes:	Stanley Eisele	Cheryl Rogers
	Mary Johnston-de Leon	Barbara Allen
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	
	Geoff Green	

**IV. BILLS AND COMMUNICATIONS – None**

**V. CONSENT CALENDAR – None**

## VI. REPORT OF EXECUTIVE DIRECTOR

1. Recommendation that the Commission consider: (1) appropriating \$2,500 in operational reserves from its Non HUD program to cover a 2009 award from the Housing Authority/Stephen B. Logan Memorial Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and direct the Authority's Executive Director to make payment to the Foundation in said amount; or (2) authorize the Authority's Executive Director to direct the Foundation to draw said amount from the Fund's current principal balance of approximately \$52,000 for the purpose of funding a 2009 scholarship at said level

### DOCUMENTS

- February 23, 2009 Executive Director's Report together with Exhibit A, letter dated 2-18-09 from the Scholarship Foundation requesting direction on how to fund 2009 scholarship

### SPEAKERS

Staff: R. Pearson

### MOTION

M/S Eisele/Johnston-de Leon moved to authorize the appropriation of \$2,500 in operational reserves from its Non HUD program to cover a 2009 award from the Housing Authority/Stephen B. Logan Memorial Scholarship Fund administered by the Scholarship Foundation of Santa Barbara and direct the Authority's Executive Director to make payment to the Foundation in said amount.

### VOTE

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

## VII. TREASURER'S REPORT

1. Recommendation that the Commission review and order filed the Housing Authority's quarterly Financial Statements for period ending December 31, 2008 for programs with a March 31<sup>st</sup> Fiscal Year End

### DOCUMENTS

- February 25, 2009 Executive Director's Report prepared by Director of Finance together with Financial Statements for period ending 12-31-08 for programs with FYE March 31<sup>st</sup>

SPEAKERS

Staff: R. Pearson, R. Lawrence

Commissioner Rogers inquired about the meaning of SHIFCO's current Ratio of 1.4 being up to 2.0 at the end of the third quarter, but the Expendable Fund Balance is minus 1.0 months. Rita Lawrence, Finance Director, explained that because of the large monthly mortgage payment and rents being very low due to HUD's regulatory agreement, the monthly cash available is not sufficient to pay the monthly expenses. She mentioned that the grant received from the City for needed repairs has helped to improve cash flow. She also explained that when SHIFCO's mortgage is paid off in early 2017, SHIFCO's cash flow will improve significantly (no mortgage payment) and will not be under the regulatory agreement such that rents will improve, particularly if we are granted enhanced Section 8 vouchers from HUD to help preserve the project's affordability.

MOTION

M/S Rogers/Eisele moved to accept and order filed the Housing authority's quarterly Financial Statements for period ending December 31, 2008 for programs with a March 31<sup>st</sup> Fiscal Year End.

VOTE

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

2. Recommendation that the Commission review and order filed the Housing Authority's quarterly Financial Statements for period ending December 31, 2008 for programs with a December 31<sup>st</sup> Fiscal Year End

DOCUMENTS

- February 25, 2009 Executive Director's Report prepared by Director of Finance together with Financial Statements for period ending 12-31-08 for programs with FYE December 31<sup>st</sup>

SPEAKERS

Staff: R. Pearson, R. Lawrence

MOTION

M/S Eisele/Green moved to accept and order filed the Housing authority's quarterly Financial Statements for period ending December 31, 2008 for programs with a December 31<sup>st</sup> Fiscal Year End.

VOTE

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

3. Recommendation that the Commission review and order filed the Housing Authority's quarterly Financial Statements for the Garden Court for period ending December 31, 2008

DOCUMENTS

- February 9, 2009 Executive Director's Report prepared by Director of Finance together with Financial Statements for the Garden Court for period ending 12-31-08

SPEAKERS

Staff: R. Pearson, R. Lawrence

Mr. Pearson explained that the project is performing quite well and reminded the Commission of the Authority's past action transferring \$550,000 from the project to Non HUD reserves. Of that amount, \$200,000 is earmarked for Garden Court operations in a restricted reserve. This is in addition to the operating reserves of \$200,000 that the project's books still carry and we required the developer to fund to insure the project's financial health. He explained that the Authority always understood that the rent paying ability of the residents at Garden Court would remain somewhat flat and operating expenses would increase each year. The Authority must, therefore, plan for this, particularly since the Authority still desires to exercise its option to buy the property in 2015 and these reserves will serve the project well in future years.

MOTION

M/S Eisele/Johnston-de Leon moved to accept and order filed the Housing authority's quarterly Financial Statements for the Garden Court for period ending December 31, 2008

VOTE

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

**VIII. COMMITTEE REPORT - None**

**IX. UNFINISHED BUSINESS – None**

**X. NEW BUSINESS**

1. Recommendation that the Commission adopt the Resolution approving amendments to the Authority's Manual of Policies and Procedures relative to: (1) eliminating the Receptionist position and upgrading it to an Office Assistant I position; (2) adding three new positions titled Operations and Modernization Coordinator, Information Systems Analyst and Resident Programs Coordinator II; and (3) changing titles and/or updating positions descriptions as set forth in the subject Resolution

**DOCUMENTS**

- February 24, 2009 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above together with Exhibits as follows: Exhibit A, Organization Chart; Positions: Exhibit B, Modernization Coordinator; Exhibit C, Information Systems Analyst; Exhibit D, Resident Programs Coordinator II; Exhibit E, Resident Programs Coordinator I; Exhibit F, Family Self Sufficiency Coordinator; Exhibit G, Resident Services Supervisor; Exhibit H, Housing Management Supervisor; Exhibit I, Accounting Technician II; Exhibit J, Accounting Technician I; Exhibit K, Office Assistant II; Exhibit L, Office Assistant I; Exhibit M, revised Maintenance Worker V/Project Coordinator; Charts: Exhibit N, revised Semi-Monthly Salary Schedule for Supervisor and Management Staff; Exhibit O, Semi-Monthly Salary Schedule for General Staff; Exhibit P, revised Employee Benefits Chart; Exhibit Q, revised Positions and City Comparable chart; Exhibit R, revised Designated Positions of the Conflict of Interest Code

**SPEAKERS**

Staff: R. Pearson, T. Carter

**MOTION**

M/S Johnston-de Leon/Green moved to adopt the Resolution No. 2345 of the Housing Authority of the City of Santa Barbara, as presented, approving amendments to the Authority's Manual of Policies and Procedures relative to: (1) eliminating the Receptionist position and upgrading it to an Office Assistant I position; (2) adding three new positions titled Operations and Modernization Coordinator, Information Systems Analyst and Resident Programs Coordinator II; and (3) changing titles and/or updating positions descriptions as set forth in the subject Resolution.

**VOTE**

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

2. Recommendation that the Commission adopt the Resolution approving amendments to the Authority's Manual of Policies and Procedures relative to: (1) a 2.5% Cost of Living (COLA) salary adjustment for General Staff; (2) an increase to the cafeteria and dependent allowance for General and Supervisory employees; (3) an additional Housing Authority paid holiday to observe Cesar Chavez' birthday; and (4) a change in the eligibility for retiree medical insurance

#### DOCUMENTS

- February 13, 2009 Executive Director's Report prepared by Human Resources Analyst
- Resolution referenced above together with Exhibit A, revised Semi-Monthly Salary Schedule for General Staff with 2.5% COLA increase; Exhibit B, revised Cafeteria Benefit Allocation; and Exhibit C, revised Sections 1.9 Separation Policy and 4.2 Group Health Plan Policy

#### SPEAKERS

Staff: R. Pearson, T. Carter

Discussion on this item began with the distribution to the Board of a copy of an e-mail that Mr. Pearson had exchanged, previous to the meeting, with members of the Commission in regards to the wisdom of granting an additional paid holiday (Cesar Chavez's Birthday) for Housing Authority Staff patterned after the City's recent adoption of this new holiday. Mr. Pearson mentioned in said e-mail the results of a quick e-mail survey done of several Housing Authorities showing that 6 housing authorities have opted to observe Cesar Chavez's Birthday as a holiday and 12 have not. He also stated that it has been an official holiday for California state employees since 2001. He also commented that in surveying informally some of the Authority's Staff, there was recognition that the Authority is generous with respect to holidays and leave time and if the holiday is to be observed, it should be to honor the man/hero, not get paid time off. This fact suggests that the idea of giving another personal leave day to employees in lieu of the holiday is not a good option—nor needed. The Commission after discussion decided to table the item to a future meeting when the full Commission was present.

After discussion the Board decided to break up the Resolution into separate motions adopting each item as follows: M/S Green/Eisele moved to adopt a 2.5% Cost of Living (COLA) salary adjustment; M/S Eisele/Rogers moved to adopt the revised Cafeteria Benefit Allocation; M/S Rogers/Green moved to adopt the revised Sections 1.9 Separation Policy and 4.2 Group Health Plan Policy; M/S Eisele/Rogers moved to table item 2. Section 4.13 Holiday Policy, until a full Board is present. All of these motions were unanimously approved.

Following these actions the Commission voted to adopt the following revised Resolution.

#### MOTION

M/S Green/Eisele moved to adopt Resolution No. 2346 of the Housing Authority of the City of Santa Barbara, as revised, deleting Item 2. Holiday Policy, approving amendments to the Authority's Manual of Policies and Procedures as individually voted on and detailed above.

VOTE

Ayes:	Stanley Eisele	Cheryl Rogers
	Geoff Green	Barbara Allen
	Mary Johnston-de Leon	
Nays:	None	
Abstain:	None	
Absent:	David Hughes	
	Robert Niehaus	

**XI. COMMISSION MATTERS**

Commissioner Allen wanted to thank all those that attended the Garden Court Fund Raiser. She said the event was a success but most important all those in attendance were educated on the plight and needs of the elderly population.

**XII. ADJOURNMENT**

Meeting adjourned at 6:22 p.m. on order of Vice Chair Allen.

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ROB FREDERICKS, ASSISTANT SECRETARY

APPROVED:

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BARBARA B. ALLEN, VICE CHAIR