



HOUSING AUTHORITY
of the
CITY OF SAN BUENAVENTURA
[805] 648-5008 • FAX [805] 643-7984
Denise Wise, Chief Executive Officer

BOARD OF COMMISSIONERS

John Polanskey, Chair
Harvey Champlin, Vice Chair
Kay Doyle, Commissioner
Jill Fioravanti, Commissioner
Sanjuana Gonzalez, Commissioner
Phyllis D. Kozel, Commissioner
Bill Watkins, Commissioner

REGULAR BOARD MEETING

**DATE AND TIME: WEDNESDAY,
JANUARY 25, 2012
4:00 p.m.**

**PLACE: Housing Authority Office
995 Riverside Street**

Visitors are always welcome at the meetings of the Board of Commissioners, and their suggestions and comments are encouraged. Those wishing to address the Board on items not on the agenda may do so under "Communication." Those wishing to address the Board on matters listed on the agenda may do so at the time the item is taken up or during "Communication." If you are interested in addressing the Board, please complete the Speaker Card form and present it to any of the Executive Staff. Please indicate on the form the agenda item number you wish to address.

Individual speakers will be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each agenda item to 20 minutes.

After recognition by the Chairman of the Board, each person addressing the Board is requested to give his/her name and the group represented, if any, in order that an accurate record can be made in the minutes.

Persons with disabilities requiring special accommodations should contact the Executive Director's office prior to the meeting.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

Commissioners Doyle, Champlin, Fioravanti, Gonzalez, Kozel, Polanskey and Watkins

3. ADOPT AGENDA

Additions to the agenda: Pursuant to Government Code, Section 54954.2(b), the Board may take action on items not appearing on this agenda under certain conditions, including the following: (1) upon a determination of a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5; or (2) upon a determination by a two-thirds vote of the members of the legislative body at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted. Upon such a determination, an item may be added to the agenda.

Motion: _____ Second: _____ Vote: _____

4. PUBLIC COMMUNICATIONS

Government Code, Section 54954.3(a), provides an opportunity for members of the public to directly address the Board at its regular meetings on any item of interest to the public, before or during the Board's consideration of the item, that is within the Board's subject matter jurisdiction provided that no action is taken by the Board on any item not appearing on the agenda unless the action is otherwise authorized by Government Code, Section 54954.2.

5. FORMAL ACTION ITEM

5.1 Consider approval to amend Article III, Section 9 of the By-Laws of the Housing Authority of the City of San Buenaventura (HACSB) to authorize the use of a Consent Agenda at Board meetings.

Motion: _____ Second: _____ Vote: _____

ROLL CALL VOTE:

Chair Polanskey
Vice Chair Champlin
Commissioner Doyle
Commissioner Fioravanti
Commissioner Gonzalez
Commissioner Kozel
Commissioner Watkins

6. CONSENT AGENDA ITEMS [This Consent Agenda is contingent upon the Board's approval of Item 5.1. If the Board approves Item 5.1, the Board will then consider this Consent Agenda. Otherwise, the items listed here will be separately considered by the Board.]

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a Commissioner or the Board Secretary requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Formal Agenda. Approval by roll call of the Commissioners of Consent Agenda items means that the staff recommendation is approved along with the terms and conditions described in the Staff Reports.

6.1 Approve minutes of the Regular Board Meeting of December 21, 2011.

6.2 Receive Staff Reports

6.2.1 Chief Executive Officer's Report

6.2.2 Chief Financial Officer's Report

- a. Consolidated Financial Statement
- b. AMP 1 Income and Expenses
- c. AMP 2 Income and Expenses
- d. AMP 3 Income and Expenses
- e. AMP 4 Income and Expenses
- f. AMP 5 Income and Expenses
- g. HCV Income and Expenses
- h. COCC Income and Expenses
- i. Resident Services
- j. City Programs
- k. Capital Fund Administration
- l. Development Activity
- m. Business Activity
- n. HAP Analysis
- o. HAP Analysis – VASH
- p. Cash Account Balances
- q. Restricted and Unrestricted Cash and Cash Reserves
- r. Cash Disbursements Over \$1,000.00

6.2.3 Chief Operating Officer of Public Housing Reports

- a. AMP Sites
- b. Accounts Receivable and Vacancy Report
- c. Section 8 Report
- d. Resident Services Report

6.2.4 Chief Operating Officer of Affordable Housing & Development Reports

- a. Capital Fund Grant Dashboard Report
- b. City Contracts Summary
- c. Development Status Report

6.2.5 Human Resources Coordinator's Report

6.2.6 Information Technology Director's Report

6.2.7 Recently Approved Committee Minutes

a. Development Committee November 14, 2011

Motion: _____ Second: _____ Vote: _____

ROLL CALL VOTE:

- Chair Polanskey
- Vice Chair Champlin
- Commissioner Doyle
- Commissioner Fioravanti
- Commissioner Gonzalez
- Commissioner Kozel
- Commissioner Watkins

7. CLOSED SESSION

The Board will discuss the following topic during Closed Session:

7.1 Public Employee Performance Evaluation [G.C. sec. 54957]
Title: Chief Executive Officer

8. REPORT OUT OF CLOSED SESSION

9. FORMAL ACTION ITEMS

9.1 Information and discussion about the recruitment for a Resident Manager for the Encanto Del Mar Apartment project.

FOR DISCUSSION ONLY, NO ACTION

9.2 Information and discussion about the impact of the dissolution of redevelopment agencies on the Housing Authority.

FOR DISCUSSION ONLY, NO ACTION

9.3 Consider adoption of a new Travel and Training Policy.

Motion: _____ Second: _____ Vote: _____

ROLL CALL VOTE:

- Chair Polanskey
- Vice Chair Champlin
- Commissioner Doyle
- Commissioner Fioravanti
- Commissioner Gonzalez
- Commissioner Kozel
- Commissioner Watkins

9.4 Consider adoption of a Board committee structure that best suits and meets the changing business needs of the Housing Authority of the City of San Buenaventura (HACSB) and the Board of Commissioners.

Motion: _____ Second: _____ Vote: _____

ROLL CALL VOTE:

- Chair Polanskey
- Vice Chair Champlin
- Commissioner Doyle
- Commissioner Fioravanti
- Commissioner Gonzalez
- Commissioner Kozel
- Commissioner Watkins

10. INFORMATION ITEMS

No action will be taken at this meeting.

Commissioners' and Officer's Report – Consistent with Government Code Section 54952.2(b), Commissioners and/or the Chief Executive Officer may ask a question for clarification; make a brief announcement or brief report on their activities; provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting regarding any matter; or request staff to place an item of business on a future Board agenda.

11. FUTURE MEETING DATE

Wednesday, February 22, 2012 at 4:00 p.m.
at 995 Riverside Street

12. ADJOURNMENT

Administrative Reports relating to this agenda are available at 995 Riverside Street, Ventura, during normal business hours.
This agenda is always posted 72 hours in advance at agency offices, on the City Hall Public Notices Board, and on the Internet.
In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the office at 648-5008 or the California Relay Service at (866) 735-2929, or TDD 647-8421. Notification 24 business hours in advance will enable the agency to make reasonable arrangements for accessibility to this meeting.