

**Lee County Housing Authority (LCHA)
Board of Commissioners Meeting**

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held **April 28, 2021 at 1:30 p.m.** at the Community Center, located at 14073 Whitebirch Way, North Fort Myers, Florida, 33901. Notice of this meeting was duly posted.

ATTENDANCE: Chairman Robert Norris
Commissioner Christine Sardina
Commissioner Robert Ortiz

ABSENT: Vice Chairman Donald Komito

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the **February 24, 2021 at 1:30 p.m.** board meeting. Having reviewed the minutes, Chairman Norris inquired if there were any corrections, additions or deletions required. Chairman Norris entertained a motion to accept the minutes. Commissioner Sardina made a motion to accept the minutes, seconded by Commissioner Ortiz. The motion carries.

Financial Reports-Vicki Collins, CPA

Enclosed for your review are financials, i.e. Balance Sheet, Income Statements, as well as my summary reports, for January, February and March 2021.

PUBLIC HOUSING PROGRAM

JANUARY 2021

The budget to actual report for the Public Housing Program for the first four months of the fiscal year:

	Budget	Actual	Variance
Pine Echo	\$(5,200)	25,190	\$ 30,390
Barrett Park	<u>(9,900)</u>	<u>10,611</u>	<u>20,511</u>
Total Public Housing	<u>\$(15,100)</u>	<u>35,801</u>	<u>\$ 50,901</u>

At January 31, 2021, Public Housing had operating cash of \$504,950.

FEBRUARY 2021

The budget to actual report for the Public Housing Program for the first five months of the fiscal year:

	Budget	Actual	Variance
Pine Echo	\$(6,500)	60,190	\$ 66,690
Barrett Park	<u>(12,375)</u>	<u>11,644</u>	<u>24,019</u>
Total Public Housing	<u>\$(18,875)</u>	<u>71,834</u>	<u>\$ 90,709</u>

At February 28, 2021, Public Housing had operating cash of \$580,675.

During February, the agency withdrew \$36,500 of Capital fund Operations funds.

MARCH 2021

The budget to actual report for the Public Housing Program for the first six months of the fiscal year:

	Budget	Actual	Variance
Pine Echo	\$(7,800)	62,305	\$ 70,105
Barrett Park	<u>(14,850)</u>	<u>8,970</u>	<u>23,850</u>
Total Public Housing	<u>\$(22,650)</u>	<u>71,275</u>	<u>\$ 93,955</u>

At March 31, 2021, Public Housing had operating cash of \$552,375.

For the first six months Public Housing revenues are 54% of the budgeted amount, and expenses are 45% of the budgeted amount.

SECTION 8 PROGRAM

JANUARY 2021

The budget to actual numbers for the Section 8 program for the first four months of the new fiscal year are:

	Budget	Actual	Variance
Administration	\$ (11,333)	\$ 26,585	\$ 37,918
HAP	<u>0</u>	<u>33,951</u>	<u>33,951</u>
Total Section 8	\$ <u>(11,333)</u>	\$ <u>60,536</u>	\$ <u>71,869</u>

As of January 31, 2021, Admin Fee Reserves were \$ 88,655.

HAP (Housing Assistance Payments) Reserves at November 30, 2020 were \$64,600.

FEBRUARY 2021

The budget to actual numbers for the Section 8 program for the first five months of the new fiscal year are:

	Budget	Actual	Variance
Administration	\$ (14,167)	\$ 63,758	\$ 77,925
HAP	<u>0</u>	<u>43,736</u>	<u>43,736</u>
Total Section 8	\$ <u>(14,167)</u>	\$ <u>107,494</u>	\$ <u>121,661</u>

As of February 28, 2021, Admin Fee Reserves were \$ 125,764

HAP (Housing Assistance Payments) Reserves at February 28, 2021 were \$74,450.

During February the agency received additional COVID-19 Administrative fees in the amount of \$30,329.

MARCH 2021

The budget to actual numbers for the Section 8 program for the first six months of the new fiscal year are:

	Budget	Actual	Variance
Administration	\$ (17,000)	\$ 84,363	\$ 101,363
HAP	<u>0</u>	<u>66,476</u>	<u>66,476</u>
Total Section 8	\$ <u>(17,000)</u>	\$ <u>150,839</u>	\$ <u>167,839</u>

As of March 31, 2021, Admin Fee Reserves were \$ 143,777

HAP (Housing Assistance Payments) Reserves at March 31, 2021 were \$99,427

For the Administrative portion of the program, for the first six months the revenues are 70% of budgeted; 11% of this positive variance is due to the additional COVID-19 Admin Fees of \$30,329 received in February 2021.

For the first six months, the expenses are 34% of budgeted. This is primarily because the agency has only spent about \$10,000 of the \$82,000 in COVID-19 funds carried over from the 9-30-20 FY.

Department Head Reports

- **Housing and Maintenance Reports**
- **Section 8 Reports**
- **Family Self-Sufficiency Program (FSS)**
- **Resident Services**

- **Housing and Maintenance Reports-Diana Jones (Myrian Fleming, Property Manager gave reports as Diana had appointment)**

Ms. Fleming, HCV/FSS Specialist reviewed the reports above as outlined in the board books. Ms. Fleming stated the average rent for March 2021 at Pine Echo I & II is \$218.07 and \$274.12 at Barrett Park. The occupancy rate for Pine Echo I & II and Barrett Park is 100%. There is no write off totals for Pine Echo I & II and Barrett Park. There are 1,546 people on the wait list.

Ms. Fleming stated there were 67 work orders for Pine Echo I & II and 45 work orders for Barrett Park. There was 1 emergency work order for Pine Echo I & II and none for Barrett Park. The amount charged to the tenant(s) for Pine Echo I & II is \$30.00 and for Barrett Park it is \$1,047.90, this is for a total of 8 tenants. One large charge was for a sewer plumbing problem where the tenant put wipes, paper towels, diapers, etc. down the toilet. We had to call a plumbing company. This tenant signed a repayment agreement for \$50.00 a month. The turnaround time for Pine Echo I & II is 6 days and 8 days for Barrett Park.

- **Section 8 Reports (Joanne Mason gave this report as Diana had an appointment)**

Ms. Mason stated we ended up with 172 units leased, there were 19 Family Unification Program (FUP) vouchers, 31 Veterans Affairs Supportive Housing (HUD-VASH) Program vouchers, 1 port out, 54 port ins, 25 project-based vouchers and 45 mainstream vouchers. Our total reported to the Voucher Management System (VMS) was 248. We are not allowed to include the port-in vouchers and mainstream vouchers in our VMS total.

- **Public Housing Family Self-Sufficiency Program (FSS) (Diana Jones arrived at 2:20 p.m.)**

Ms. Jones stated we have 24 people enrolled in the PH/FSS with 25 slots. There are 17 people with escrow balances. The escrow balance is \$90,545.35. Enclosed in each board book is the career development, needs and services reports. Ms. Jones stated she has not yet met with her clients in person due to COVID-19 but has spoken with them on the phone and email.

- **HCV FSS Program**

Ms. Jones stated we have 40 people enrolled in the HCV/FSS Program. We have 47 available slots. Our current escrow balance is \$86,807.57. There are 26 people accruing escrow balances.

- **Resident Services-Elizabeth Jackson, ROSS Coordinator**

Ms. Jackson stated CDR Maguire, CDR Health, an affiliate of CDR Maguire, Inc., is one of the state's leading COVID-19 testing and vaccination logistics providers. They provided the Pfizer vaccine on March 23, 2021. There were 50 residents signed up and 35 residents received their first dose of the vaccine. The CDR health team returned on April 13, 2021 and distributed 34 doses of the second vaccine and 6 doses of the vaccine for residents receiving the vaccine for the first time. They will return May 4, 2021 to give those 6 residents their second dose and to vaccinate any other resident who would like the vaccine.

Senior computer class will begin in mid-May 2021 by Dr. Ella Piper Center. There will only be three residents allowed at a time to participate to ensure that we maintain social distancing as the CDC recommends.

Bread of Life Ministries continues to donate fresh fruits and vegetables to the residents of LCHA every month.

BJ of cape Coral donates bread and pastries to the residents of LCHA every Tuesday and Wednesday.

We are an authorized community partner for access Florida and will assist residents with Supplemental Nutrition Assistant Program (SNAP) and Temporary Assistance for Needy Families (TANF) benefits through the Department of Children and Family Services (DCF). We also assist residents with Medicaid and Medicare.

Cross Point Church will serve a breakfast for the residents. The residents will enter in one door of the building and exit on the other.

Executive Director Reports, Marcus D. Goodson

Mr. Goodson stated the project with Civitas in Cape Coral is moving along. This development has a total of 96 units; we hope to close in October 2021. Construction will begin shortly after that. There will be a credit underwriting report for Florida Housing’s board meeting on July 30, 2021. If we can meet this target date the credit underwriting report should be approved by the FL Housing Finance board and this will pave the way for us to be able to close a couple of months after that. We will also receive a developer fee for this project as per the project financial documents.

There is a small project in Arcadia that is another affordable housing project, it is 26 units. We may partner on this project also. We will receive developer fees for participating in this project. This project is moving forward and may close in February 2022.

Capital Improvements

There were no reports.

Other Business/Board of Commissioners Comments

Mr. Goodson stated we are going back to normal office hours on May 3, 2021 from 7:30 a.m. to 6:00 p.m. Monday thru Thursday. The staff will wear masks and see people by appointment only, 2 at a time. The staff will continue in lockdown.

Chairman Norris stated there is a card to be signed for Vice Chairman Komito who is in a memory care facility.

Chairman Norris stated we need to work at getting another board member.

Attorney Reports

Mr. Thompson stated we are working on a couple of evictions.

Public Input/Comments

There was no one to be heard.

ADJOURNMENT: Having no further business to discuss, Commissioner Sardina made a motion to adjourn the meeting at 3:02 p.m., seconded by Commissioner Ortiz. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date