

**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 **February 24, 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 January 27, 2021 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 Sardina. The motion carries.

**Financial Reports-Vicki Collins, CPA**

Enclosed financials, i.e. Balance Sheet, Income Statements, as well as summary reports, for November and December 2020.

**PUBLIC HOUSING PROGRAM**

**NOVEMBER 2020**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Pine Echo	\$( 2,600)	21,156	\$ 23,756
Barrett Park	<u>( 4,950)</u>	<u>12,310</u>	<u>17,260</u>
Total Public Housing	<u>\$( 7,550)</u>	<u>33,466</u>	<u>\$ 41,016</u>

At November 30, 2020, Public Housing had operating cash of \$465,434

**DECEMBER 2020**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Pine Echo	\$( 3,900)	17,666	\$ 21,566
Barrett Park	<u>( 7,425)</u>	<u>8,688</u>	<u>16,113</u>
Total Public Housing	<u>\$( 11,325)</u>	<u>26,354</u>	<u>\$ 37,679</u>

At December 31, 2020, Public Housing had operating cash of \$464,355

## SECTION 8 PROGRAM

### NOVEMBER 2020

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Administration	\$ ( 5,667)	\$ 11,592	\$ 17,259
HAP	<u>0</u>	<u>( 4,887)</u>	<u>( 4,887)</u>
Total Section 8	<u>\$ ( 5,667)</u>	<u>\$ 6,705</u>	<u>\$ 12,372</u>

As of November 30, 2020, Admin Fee Reserves were \$ 73,812.

HAP (Housing Assistance Payments) Reserves at November 30, 2020 were \$25,612.

### DECEMBER 2020

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Administration	\$ ( 8,500)	\$ 14,264	\$ 22,764
HAP	<u>0</u>	<u>491</u>	<u>491</u>
Total Section 8	<u>\$ ( 8,500)</u>	<u>\$ 14 755</u>	<u>\$ 23,255</u>

As of December 31, 2020, Admin Fee Reserves were \$ 76,410.

HAP (Housing Assistance Payments) Reserves at December 31, 2020 were \$31,065.

### **Department Head Reports**

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

- **Housing and Maintenance Reports-Diana Jones**

Diana Jones, HCV/FSS Specialist reviewed the reports above as outlined in the board books. Ms. Jones stated the average rent at Pine Echo I & II is \$213.21 and \$256.38 at Barrett Park. The occupancy rate for Pine Echo I & II is 98.91 % and Barrett Park is 100%. The write off total for Pine Echo I & II is \$31.00 and \$0 for Barrett Park. There are 1,551 people on the wait list.

Ms. Jones stated there were 59 work orders for Pine Echo I & II and 52 work orders for Barrett Park. There was 1 emergency work order for Pine Echo I & II and 1 emergency work order for Barrett Park. The amount charged to the tenant(s) for Pine Echo I & II is \$73.50 and \$20.00 for Barrett Park. This is for a total of 6 tenants. The turnaround time for Pine Echo I & II is 8 days and 9 days for Barrett Park.

- **Section 8 Reports**

Ms. Jones stated we ended up with 337 units leased, out of this there were 51 port in vouchers. We are leased up at 101% for regular vouchers, 80% for Family Unification Program (FUP) vouchers, 91% for Veterans Affairs Supportive Housing (HUD-VASH) Program, 45% for Project Based Vouchers (PBV) and 47% for mainstream vouchers. Our total reported to the Voucher Management System (VMS) was 243.

- **Public Housing Family Self-Sufficiency Program (FSS)**

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 \$86,011.54. 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. We have 25 of these 40 people earning escrow. The escrow balance is \$78,755.99. We still cannot meet face-to-face with clients right now.

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

Ms. Jackson stated the Senior Computer classes will resume Mid-March or April 2021. Only three residents at a time will be allowed to participate to ensure that we maintain social distancing as the CDC suggests. We continue with Bread of Life Ministries who donates fresh fruits and vegetables to the residents of LCHA every month. The Lee County Housing Authority is an Authorized Community Partner for Access Florida. The ROSS Coordinator assists all residents of Lee County, Florida that receive Supplemental Nutrition Assistant Program (SNAP) and Temporary Assistance for Needy Families (TANF) Benefits through the Department of Children Families. The assistance can range from applying for assistance, recertifying the individual case as well as assisting the clients with obtaining Medicaid and/or Medicare. We still have BJ's of Cape Coral donate bread and pastries to the residents of LCHA every Tuesday and Wednesday. All activities that Cross Point Church sponsors are canceled until further notice. All ROSS activities that are held at the community center are temporarily suspended, due to COVID-19. Ms. Jackson will continue to work with community partners to bring back some activities that can be done as we continue to follow CDC Guidelines for social distancing.

### **Executive Director Reports, Marcus D. Goodson**

Mr. Goodson stated we are going to purchase the Microsoft Office for the Chrome Books. We also have a commitment from Julia Bush, Senior Employment Program Director for the Dr. Ella Piper Center for our senior residents to assist those who are interested in learning more about social media such as Facebook. This will help them connect with loved ones. We sent out a survey that asked a lot more questions than just if you were interested in working with a Chrome Book. Ms. Johnson stated the projected cost of the Microsoft Software for 40 Chrome Books is \$5800.00. Commissioner Sardina is recommending someone at Comcast as her husband works for them, that Mr. Goodson can work with to come up with a plan to have wireless internet installed in each community. HUD is promoting this.

Luis Sagastume, maintenance supervisor stated Pine Echo II plumbing project is completed with the new water lines. Barrett Park has been completed with new water lines, but has not been fully inspected to ensure the work has been done to our satisfaction. Pine Echo I will be the next project to be completed.

Mr. Goodson stated we are still working with Rebuild Florida; we are still scheduled for a considerable amount of work to be completed in our developments. This is a grant. We will begin having conversations on a board level on how we are going to improve these developments thru Rental Assistance Demonstration (RAD) conversion or voluntary conversion.

The Civitas project is the 96-unit affordable housing development that is being built on Pine Island Road. We have a 40% first developer fee interest in this project. We are anticipating an

April 2021 closing. Once we close, we'll receive our developer fee. Once we build it and receive our CO, we'll receive our 2<sup>nd</sup> infusion of developer fee and once we reach stabilization, we'll receive our final developer fee installment. Our total developer fee is approximately \$1.2 million.

**Capital Improvements**

There were no reports.

**Other Business/Board of Commissioners Comments**

Commissioner Ortiz asked if anything can be done about the big trucks that turn around on our property. We are not sure what else can be done; we did install signs. Mr. Goodson will speak with someone at the County.

**Attorney Reports**

Attorney Thompson would like to schedule a conference call with Myrian Fleming, property manager and Mr. Goodson tomorrow to discuss an eviction.

**Public Input/Comments**

There was no one to be heard.

**ADJOURNMENT:** Having no further business to discuss, Commissioner Ortiz made a motion to adjourn the meeting at 2:33 p.m., seconded by Commissioner Sardina. The motion carries.

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**ATTEST**      Cheryl L. LaBelle, Executive Assistant      Date