

**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 **1:30 p.m. on January 27, 2021** 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 October 22, 2020 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-Report given by Deborah Johnson, Fiscal Officer

Enclosed are financials, i.e. Balance Sheet, Income Statements, as well as summary reports, for FYE 9-30-20 and October 2020.

PUBLIC HOUSING PROGRAM-FYE 9-30-20

The budget to actual report for the Public Housing Program for the FYE 9-30-20:

	Budget	Actual	Variance
Pine Echo	\$(14,900)	(16,114)	\$ (1,214)
Barrett Park	8,400	(25,637)	(34,037)
Total Public Housing	<u>\$(6,500)</u>	<u>(41,751)</u>	<u>\$ (35,251)</u>

For the Fiscal Year End 9-30-20 the Public Housing was over budget 35,251. During the year I shared with you details of the differences between the actual and the budgeted amounts. As a reminder, below are a few of the expenses incurred during the FYE 9-30-20 that were not budgeted for:

Cameras	\$ 8,000
Insurance Deductible for damaged AC units	5,000
Application to Rebuild Florida	12,000

This amount was funded with equity earned in prior years. For the FYE 9-30-20, we calculated the Financial Assessment Subsystem (FASS) score based on the year-end income, expense and balance sheet numbers submitted to United States Department of Housing and Urban Development (HUD). The agency will receive 25 out of 25 points.

At September 30, 2020, Public Housing had operating cash of \$653,710.

OCTOBER 2020

The budget to actual report for the Public Housing Program for the first month of the new fiscal year was:

Budget	Actual	Variance			
Pine Echo		\$(1,300)	8,388	\$	9,688
Barrett Park		<u>(2,475)</u>	<u>6,624</u>		<u>9,099</u>
Total Public Housing		<u>\$(3,775)</u>	<u>15,012</u>	\$	<u>18,787</u>

At October 31, 2020, Public Housing had operating cash of \$603,938

SECTION 8 PROGRAM-FYE 9-30-20

The budget to actual numbers for the Section 8 program for the FYE 9-30-20:

	Budget	Actual	Variance
Administration	\$	\$ 149,567	\$
Reclassified as Unearned Revenue		<u>(82,690)</u>	
Restated Administration Income	(1,500)	66,877	68,377
HAP	<u>0</u>	<u>(100,325)</u>	<u>(100,325)</u>
Total Section 8	<u>\$(1,500)</u>	<u>\$(33,448)</u>	<u>\$(31,948)</u>

As of September 30, 2020, Admin Fee Reserves were \$ 62,918.

HAP (Housing Assistance Payments) Reserves at September 30, 2020 were \$29,801.

OCTOBER 2020

The budget to actual numbers for the Section 8 program for the first month of the new fiscal year was:

	Budget	Actual	Variance
Administration	\$(2,833)	\$ 4,716	\$ 7,549
HAP	<u>0</u>	<u>(6,647)</u>	<u>(6,647)</u>
Total Section 8	<u>\$(2,833)</u>	<u>\$(1,931)</u>	<u>\$ 902</u>

As of October 31, 2020, Admin Fee Reserves were \$ 67,001.

HAP (Housing Assistance Payments) Reserves at October 31, 2020 were \$23,777.

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 \$210.53 and \$245.58 at Barrett Park. The occupancy rate for Pine Echo I & II and Barrett Park is 100%. There were no write offs for Pine Echo I & II and Barrett Park. There are 1,554 people on the wait list.

Ms. Jones stated there were 31 work orders for Pine Echo I & II and 21 work orders for Barrett Park. There was 1 emergency work order for Barrett Park. The amount charged to the tenant(s)

for Pine Echo I & II is \$97.50 and \$30.00 for Barrett Park. This is for a total of 8 tenants. It seems like there were fewer work orders called in as tenants didn't want anyone in their units for fear of COVID-19.

Section 8 Reports

Ms. Jones stated we ended up with 337 units leased, out of this there were 49 port in vouchers. We have 43 mainstream vouchers. Our total reported to the Voucher Management System (VMS) was 245. Our lease up rate for the VASH vouchers are 91%. We are not allowed to include the port-in vouchers and mainstream vouchers in our VMS total.

Public Housing Family Self-Sufficiency Program (FSS)

Ms. Jones stated we have 25 people enrolled in the PH/FSS with 25 slots. The escrow balance is \$85,928.75. 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. Our current escrow balance is \$66,740.62. There are 21 people accruing escrow balances.

Resident Services-Elizabeth Jackson, ROSS Coordinator

The reports are enclosed in each board book. Ms. Jackson stated LCHA received 78 vouchers from Cornerstone Ministries for Christmas meals. They also gave LCHA vouchers for Thanksgiving meals. Lamb of God church gave 73 pre-packed boxed meals to the residents. Salvation Army supplied 141 baskets meals to our residents. Bread of Life Ministries donates fresh fruit and vegetables to the residents every month. We continue bread and pastry pick up at BJ's. Cross Point Church decorated the developments and served breakfast to the residents of Pine Echo I. They also had a game day for the youth, which included taking a photo with Santa and gave each child a candy bag. We also partner with Access Florida to help residents with food stamps and Temporary Assistance for Needy Families (TANF).

Executive Director Reports, Marcus D. Goodson

Enclosed in each board packet is the Management and Applicable Services Agreement by and between the Lee County Housing Authority (LCHA), and Eagle Rock, LLC a Florida for profit corporation. The initial Agreement was entered into December 2018 and expired January 2021. This new Agreement will be for a three (3) year period and expires January 2024. The terms of the original Agreement are the same with the exception of the monthly fee paid to Eagle Rock. The original fee for services per month was \$12,000, the proposed fee for services under this Agreement will be \$13,000 per month, and include the fee for financial services provided by Vicki J. Collins, CPA. Commissioner Sardina made a motion to approve the Management and Applicable Services Agreement with the increase to \$13,000 per month, seconded by Commissioner Ortiz. The motion carries.

Capital Improvements

Mr. Goodson gave the board an update on the bathroom renovations in the main office. The contract was given to Tobler Construction and he hired a young man who did the work. Cheryl L. LaBelle, Executive Assistant will send the board photos when she receives them. There was some termite damage that added to the cost. The drop-down stairs to the attic was damaged, but we replaced it. The main floor at the Community Center has been replaced with a wood floor, the carpet was removed, our maintenance men completed this job.

Mr. Goodson showed the board the new Chrome Books we purchased for the school children who didn't have one that are doing virtual learning. We understand that most of the children have returned to school and do not need these anymore. We would like to re-purpose these and let the seniors use them. Ms. Jackson stated she will try and set up a computer training for the seniors. We are looking into Wi-Fi service for our residents. Commissioner Sardina stated her husband works for Comcast. There may be some funding for this service. HUD is pushing with different funding to ensure public housing units have internet connections promoting the use of Capital Funds and operating funds to cover the cost of providing internet service to public housing properties.

We have been working with Rebuild Florida for approximately 1 year now. We just received their scope of work for new doors, roofs, windows, etc. This work will be done on all 3 developments. This work will be completed by contractors that were procured through Rebuild Florida's state procurement process.

Other Business/Board of Commissioners Comments

There is a photo of one of our FSS graduates who received a check for approximately \$18,000.

Mr. Goodson has been having conversations with Lee County Human Services about a program where our seniors can get the COVID vaccine at our site. There has been some concern about seniors in lower income areas who do not have transportation for the vaccine. Once we know the strategy for this, we will keep the board informed.

Commissioner Sardina asked if there was any news about affordable housing. The 96-unit that we are part owner on is going well. This will be located off Pine Island Road. We are a partner of another development that will be built on the former AFCAAM land in Fort Myers off Michigan Avenue. This development will be built by the Diocese of Venice, Catholic Charities.

Commissioner Ortiz asked if the residents were getting a new A/C filter each month. They didn't get one last month. The maintenance men were leaving them outside the door for anyone who wanted one due to COVID. If they need help changing it, the maintenance men will do it.

Commissioner Ortiz stated the lawn company is spraying the grass and killing the grass, not the weeds. Luis Sagastume, Supervisor stated he will speak with the lawn company.

Attorney Reports

There were no reports.

Public Input/Comments

There was no one to be heard.

ADJOURNMENT: Having no further business to discuss, the meeting was adjourned at 3:27 p.m.

ATTEST Cheryl L. LaBelle, Executive Assistant Date