

**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 **July 1, 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 May 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 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 May 2021.

**PUBLIC HOUSING PROGRAM**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Pine Echo	\$( 10,400)	53,805	\$ 64,205
Barrett Park	<u>( 19,800)</u>	<u>8,835</u>	<u>28,635</u>
Total Public Housing	<u>\$( 30,200)</u>	<u>62,640</u>	<u>\$ 92,840</u>

At May 31, 2021, Public Housing had operating cash of \$540,651

Public Housing is continuing to perform better than the projected in the budget. Eight months into the fiscal year it is expected that 68% of the budgeted revenues would have been received and 68% of the expenses would have been incurred. However, revenues are higher than expected, 70% of budgeted and expenses are lower than projected, 51%.

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**SECTION 8 PROGRAM**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Administration	\$ ( 22,667)	\$ 102,549	\$ 125,216
HAP	<u>0</u>	<u>62,515</u>	<u>62,515</u>
Total Section 8	<u>\$( 22,667)</u>	<u>\$ 165,064</u>	<u>\$ 187,731</u>

As of May 31, 2021, Admin Fee Reserves were \$ 160,764.  
HAP (Housing Assistance Payments) Reserves at May 31, 2021 were \$97,019.

### **Department Head Reports**

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

Diana Jones, HCV/FSS Specialist reviewed the tenant balance reports as outlined in the board books. Ms. Jones stated the average rent at Pine Echo I & II is \$217.96 and \$278.02 at Barrett Park. The occupancy rate for Pine Echo I & II and Barrett Park is 100%. The write off total for Pine Echo I & II is \$1109.00 and \$1223.00 for Barrett Park. There are 1,545 people on the wait list.

Ms. Jones stated there were 132 work orders for Pine Echo I & II and 81 work orders for Barrett Park. There were 2 emergency work orders 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 \$100.00 and \$0 for Barrett Park. This is for a total of 4 tenants. The turnaround time for Pine Echo I & II is 6 days and 8 days for Barrett Park.

- **Section 8 Reports**

Ms. Jones stated we ended up with 354 units leased, out of this there were 56 port in vouchers. We have 50 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. The lease up rate for regular vouchers is 97%, 80% for Family Unification Program (FUP), 89% for Veterans Affairs Supportive Housing (HUD-VASH) Program, 75% for Project Based Vouchers (PBV) and 55% for Mainstream Vouchers. We still have 40 Mainstream Vouchers available. There are applicants looking for units now.

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

Ms. Jones stated we have 24 people enrolled in the PH/FSS and we have 25 slots. There are 17 people with escrow balances. The escrow balance is \$95,900.35. 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 with 47 slots. There are 27 people accruing escrow balances. The escrow balance is \$97,610.57.

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

Ms. Jackson stated on June 19, 2021 Cross Point Church held its first annual summer Kick-Off. There was a double-sided waterslide, snow cones, water balloon fights, games, and food for the youth to enjoy. The Summer Food Service Program began June 21, 2021 and will end July 28, 2021. Elizabeth serves 117 meals each day to LCHA youth. She delivers these meals on Fridays also. We also receive 30 bags of groceries each week to be distributed to each development. Elizabeth will select different residents each Thursday to receive the meals.

Dr. Ella Piper Center Senior Computer class will resume in the Fall. We continue to get donations of pastry and bread from BJ's.

Cross Point Church will have their breakfast Bingo beginning July 3, 2021.

New Life Ministries continues to donate fresh fruits and vegetables to the residents of LCHA every month. This month they donated chickens, ground beef and turkeys. 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. BJ's of Cape Coral continues to donate bread and pastry every Tuesday and Wednesday for the 3 developments. Cross Point Church will resume some activities during November and December 2021 outdoors for the seniors and youth.

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

- **LCHA Audit Report FYE 2020 (Tom Carr, Aprio)**

Mr. Carr reported on Fiscal Year 2020, he stated the Federal programs that they audited for compliance were public housing and Capital Fund Programs. They tested the only significant contract procured during the Fiscal Year to ensure it was in compliance with the housing authority's procurement policy. They sampled payments for operating expenses and Capital Improvements. We reviewed samples of family eligibility determinations, including annual re-examinations and we reviewed tenant files for required documents and third-party income verifications. They tested move-ins such as preference points and application dates.

For Fiscal Year 2019 the Housing Choice Voucher (HCV) was audited for compliance. For Fiscal Year 2021 both the public housing and Section 8 Program will likely be audited for compliance.

Mr. Carr stated there is nothing to point out on the audit on page 16 and 17. On page 18 there is an operating loss of \$532,140 that is reduced to an operating loss of approximately \$120,000 when added back in for appreciation expense of \$410,000 which is a non-cash expense. Most of the \$120,000 operating loss came from the public housing program. It is a result of a lack of operating systems drawdowns from Capital Fund Grants. This operating loss will likely look very different from fiscal year 2021 due to Capital Fund Grant Operating systems drawdowns.

On page 19 the net cash provided by operating activities we can see why the Capital Funds Operating Systems drawdowns were not necessary during the Fiscal Year 2020 because the housing authority was yielding positive operating cash flows without having to draw from the Capital Funds grants. Mr. Carr stated the net cash provided (used) by operating activities is a positive number and is a good indicator of operating results. Mr. Carr stated in laymen's term this would be an A rating.

Mr. Carr stated on page 45 there is a finding that the housing authority charged \$11,431 of consulting fees and advanced \$37,842 of funds from its public housing program to one of its component units. These costs and advances are not allowable uses of public housing funds. Mr. Goodson anticipates reimbursement of the charges by December 31, 2021. There may be another finding next year as some of these charges occurred in 2021.

- **Juneteenth Holiday**

President Joe Biden signed the bill on June 17, 2021, making Juneteenth the eleventh American federal holiday and the first to obtain legal observance as a federal holiday since Martin Luther King Jr. Day was designated in 1983. Juneteenth is now a federal holiday in the United States. Juneteenth is celebrated annually on the 19th of June to mark the date when some of the last enslaved people in the Confederacy were notified of their freedom following the Civil War.

If June 19th falls on a Saturday, the preceding Thursday shall be observed, if it falls on a Sunday, the following Monday shall be observed. We will incorporate this day into our policy manual for staff. Commissioner Sardina made a motion to add this holiday to the Policy Personnel, seconded by Commissioner Ortiz. The motion carries.

- **Change to Admissions and Continued Occupancy Policy (ACOP (Remove Veteran's Preference) (Resolution 2021-1)**

This Admissions and Continued Occupancy Plan for the Public Housing Program is designed to demonstrate that LCHA is managing its program in a manner that reflects its commitment to improving the quality of housing available to the public, and its capacity to manage that housing in a manner that demonstrates its responsibility to the public trust. There is a preference in the Admissions and Continued Occupancy Policy (ACOP) for Veterans. This gives the Veterans applicant 20 points and moves them up to the top of the wait list.

The Lee County Housing Authority (LCHA) would like to remove the Veteran's preference in the ACOP as to give other applicants that have been on the wait list for years a chance to be housed. We will keep the preference for the Veterans for the Section 8 Program applicants. Commissioner Sardina does not approve this agenda item and wants to keep the preference for Veterans, seconded by Commissioner Ortiz. Chairman Norris asked if all those in favor say "Aye." Those opposed say "No." The noes have it and staff recommendation to remove the Veteran's preference is denied.

- **Collection Losses for 3<sup>rd</sup> Quarter FYE 6/30/21**

Enclosed for your review and approval is the 3<sup>rd</sup> quarter collection loss for the Lee County Housing Authority (LCHA) in the amount of \$2,332.00. These charges are for tenants that have moved out with charges that have not been paid.

We continue to aggressively pursue the collection of all outstanding debt, but when the debt becomes uncollectible by staff, we forward the account to our collection agency to pursue. We will continue to monitor debt collection by our staff to assure we are exercising all options available when it comes to the collections. Commissioner Sardina made a motion to approve the 3<sup>rd</sup> Quarter Collection Losses, seconded by Commissioner Ortiz. The motion carries.

- **Draft Annual Plan 2021**

Enclosed for your review and approval is the draft 2021 Annual Plan for the Lee County Housing Authority. The Annual Plan was posted on the website and made available to residents and the general public at both Pine Echo I and II developments. We have successfully met HUDs required 45-day advertisement period. We held two (2) public meetings on June 30, 2021 one in the morning and one late afternoon designed to give residents and the general public the opportunity to meet with staff to ask questions about both Plans, and/or make recommendations as to what improvements should be included or excluded. This draft Plan is consistent with our HUD approved Five-Year Plan for the agency. We are anticipating approximately \$424,000 in Capital Fund dollars for 2021.

Some of the highlights of the Annual Plan includes roof replacements at Pine Echo II along with tree trimming. The following improvements will be part of subsequent Capital Funds that we receive as part of the Five-Year Annual Plan: plumbing upgrades for all three public housing developments during the next four years, exterior door replacements at Pine Echo I, and playground equipment at Barrett Park. Commissioner Sardina made a motion to approve the draft 2021 Annual Plan, seconded by Commissioner Ortiz. The motion carries.

### **Capital Improvements**

There was no discussion.

### **Other Business/Board of Commissioners Comments**

Mr. Goodson discussed Rental Assistance Demonstration (RAD) conversion and explained some of the benefits to the board members.

Commissioner Sardina stated she was fined \$1500.00 for not turning in her Financial Disclosure on time for 2020. She stated she did not receive it and they told her it was sent priority mail. Commissioner Sardina appealed this and is waiting to see if she only has to pay \$325.00. Mr. Goodson would like to pay this fine out of the non-profit account once we have money in it.

Included in each board packet is a letter to Governor Desantis from Chairman Norris regarding appointing a new board member.

### **Attorney Reports**

Mr. Thompson would like a policy/resolution stating that we will discontinue charging costs incurred on behalf of its component units and other affiliates to its Public Housing Program. He also recommends that the housing authority discontinue advancing funds to its component unit from its Public Housing Program. Mr. Goodson has assumed the responsibility of executing established controls over expenditures of federal awards and anticipates the reimbursement of the charges by December 31, 2021.

### **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 3:01 p.m., seconded by Commissioner Sardina. The motion carries.

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