

**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 **November 23, 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
Vice Chairman Robert Ortiz
Commissioner Christine Sardina

ABSENT:

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the October 28, 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 Vice Chairman Ortiz. The motion carries.

Financial Reports - Vicki Collins, CPA

There were no financial reports due to it being the end of the Fiscal Year. They are still working on them.

Department Head Reports-Diana Jones, PH/HCV Supervisor

- **Housing and Maintenance Reports**
- **Section 8 Reports**
- **Family Self-Sufficiency Program (FSS)**
- **Housing Choice Voucher Program (HCV) (FSS)**
- **Resident Services-Elizabeth Jackson, ROSS Service Coordinator**

- **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 \$225.88 and \$267.43 at Barrett Park. The occupancy rate for Pine Echo I & II and Barrett Park is 100% and 98% for Barrett Park. Myrian Fleming, property manager stated the unit was rented November 4, 2021. The write off total for Pine Echo I & II is zero and \$2,005.00 for Barrett Park. There are 1,530 people on the wait list.

Ms. Jones stated there were 78 work orders for Pine Echo I & II and 52 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 \$40.00 and for Barrett Park it is \$101.00, this is for a total of 8 tenants. The turnaround time for Pine Echo I & II and Barrett Park is 8 days.

- **Section 8 Reports**

Ms. Jones stated we ended up with 362 units leased, out of this there were 53 port in vouchers. We have 52 mainstream vouchers. There are 21 outstanding vouchers issued, these are mainly Mainstream Vouchers. There is a low count of inventory in Lee County. Our total reported to the Voucher Management System (VMS) was 257.

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

Ms. Jones stated we have 23 people enrolled in the PH/FSS with 25 slots. There are 16 people with escrow balances. The escrow balance is \$85,855.51. Ms. Jones is conversing over the phone and by email with the FSS clients. Enclosed in each board book is the career development, needs and services reports.

- **Housing Choice Voucher Program (HCV) FSS Program**

Ms. Jones stated we have 39 enrolled in the HCV/FSS Program. Our current escrow balance is \$110,761.37. Ms. Jones mails or emails the job fairs that are going on. Some are not ready to go back to work even though there are hiring signs everywhere.

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

Ms. Jackson stated Cross Point Church cooked breakfast at the community center and delivered over 35 meals to the residents. We began Senior Computer classes on October 20, 2021, they will be held every Wednesday from 1:00 p.m. to 2:30 p.m. There are currently two participants. We do not require residents be vaccinated if they participate. Ms. Jackson stated we purchased Chrome Books, but have not decided what to do with them. They may be available to some of the seniors. St. Matthews House has discontinued services until further notice. We continue to pick up bread and pastry from BJ's. On November 18, 2021 Thanksgiving meals will be delivered to residents provided by Feeding the 5000, Lamb of God Church. On November 20, 2021 Thanksgiving meals will be delivered to residents provided by Cornerstone Ministries. On December 4, 2021 a group will decorate Pine Echo I and II and Barrett Park. There will also be Holiday in the Park/Soul Santa Parade provided by Black History Society. On December 18, 2021 Christmas meals will be delivered to residents provided by Cornerstone Ministries.

Executive Director Reports, Marcus D. Goodson

- **Section Eight Management Assessment Program (SEMAP)**

Each Public Housing Agency (PHA) is required to submit their self-certification for the Section Eight Management Program (SEMAP) within 60 days of their fiscal year end.

Prior to the submission, the PHA is required to conduct file audits on 8 separate indicators. The remaining 6 indicator scores are maintained in the Public and Indian Housing Information Center (PIC) throughout the fiscal year. These scores are reviewed on a monthly basis to ensure that our data is accurate. We have submitted our SEMAP score and we remain a High Performer with a self-certified score of 100.

- **Approval of Payment to Eagle Rock, LLC**

Mr. Goodson stated he spoke with each board member and Attorney Ken Thompson about this agenda item. Attorney Ric Gilmore who spoke with Chairman Norris thought it would be a good idea to have this payment to Eagle Rock, LLC approved at the board meeting for the sale of Coral Village which is 10% as stated in his contract. Chairman Norris stated when he came on board as Executive Director his focus was not only to provide the services necessary but to ensure the situation when funding is decreased that we can still provide the same type of services because we have other outlets as far as revenues are concerned. This is one of the outlets we have. Mr. Goodson stated we are working on other projects as well. These will be discussed at upcoming board meetings. Commissioner Sardina made a motion to approve the payment to Eagle Rock, LLC according to the contract, seconded by Vice Chairman Ortiz. The motion carries.

Attorney Ken Thompson stated he recommends that Attorney Ric Gilmore draft a letter of clarification so that the agreement/contract is clear.

Capital Improvements

There were no reports.

Other Business/Board of Commissioners Comments

The annual Christmas dinner for the board was discussed. It will be held at Connor's Steakhouse at 6:30 p.m. on December 8, 2021.

Mr. Goodson stated last year the board approved an end of the year performance bonus in the amount of \$1500.00. This year Mr. Goodson would like to raise this amount by \$500.00 per employee. This is a bonus based upon performance. He is not asking that it be raised every year, but feels staff has worked hard through the pandemic and with the sale of Coral Village feels we can do this. Vice Chairman Ortiz made a motion to approve a \$2000.00 end of the year performance bonus that is contingent upon 2021 performances, seconded by Commissioner Sardina. The motion carries.

Vice Chairman Ortiz stated the LCHA website has not been updated in quite a while. Mr. Goodson said he will speak with our IT person.

Attorney Report(s)

- **Discussion about Solicitation on Property**

Attorney Ken Thompson stated we could post signs but we do invite people for private services, we are not a gated community, people can come onto our property. Tenants can put a sign on their door if they wish.

Vice Chairman Ortiz stated we are still having problems with the trucks pulling in and turning around on our property. Attorney Ken Thompson stated we should call Code Enforcement about all the trucks staying overnight on the property. Vice Chairman Ortiz stated there is also a camper on the property with someone living in it. Vice Chairman Ortiz stated our tenants go down there in the vehicles to smoke and the man who owns the business punched a woman's car, the man was clearly inebriated. There is a lot of trash on that property.

Public Input/Comments

There was no one to be heard.

ADJOURNMENT: Having no further business to discuss, Vice Chairman Ortiz made a motion to adjourn the meeting at 2:32 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date