

**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 via teleconference on **October 22, 2020 at 1:30 p.m.** Notice of this meeting was duly posted.

ATTENDANCE: Chairman Robert Norris
Commissioner Christine Sardina
Commissioner Robert Ortiz
Attorney Kenneth K. Thompson

ABSENT: Vice Chairman Donald Komito

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the September 28, 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

There were no financial reports to discuss.

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 \$204.50 and \$235.50 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 \$144.25 and \$0 for Barrett Park. There are 1,551 people on the wait list.

Ms. Jones stated there were 43 work orders for Pine Echo I & II and 35 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 \$183.25 and for Barrett Park it is \$79.50, this is for a total of 7 tenants. These charges were for an installation of a ceiling fan, copies of keys, light for a kitchen, and plumbing. The turnaround time for Pine Echo I & II is 5 days and 4 days for Barrett Park.

- **Section 8 Reports**

Ms. Jones stated we ended up with 318 units leased, out of this there were 35 port in vouchers. We have 33 mainstream vouchers. Our total reported to the Voucher Management System (VMS) was 250. 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. There are 17 people with escrow balances. The escrow balance is \$91,754.03. 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 had 1 client who left the HCV/FSS Program voluntary, she stated she no longer needed her Section 8 voucher, but we are still at 87% participation rate for our SEMAP, which is high performing. This will not affect us for the fiscal year. Our current escrow balance is \$66,740.62. There are 21 people accruing escrow balances.

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

Ms. Jackson stated 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 2020 outdoors for the seniors and youth.

Executive Director Reports, Marcus D. Goodson

- **Audit Report prepared by Aprio FYE 9/30/19**

Tom Carr from Aprio reviewed the audit report. Mr. Carr stated pages 1-6 are the audit opinion letters. The financial statements are accurate. We did not find any deficiencies in internal control over financial reporting. The compliance over programs that were audited this year are the Section 8 Housing Choice Voucher (HCV) Program and the Mainstream Voucher Program. We did not find any non-compliances which ended in September 2019. Federal programs are selected from compliance audits based on a set of criteria prescribed by the Federal Government. The criteria that determines the major programs are the compliance audits have to do with the size of the programs in terms of dollars funded, the last audit period that a particular program may have been audited for compliance and also audit findings in previous audits. The Capital Fund Program was audited in 2017 and they will be audited again in 2020. The larger programs are required to be reviewed every 3rd year. We tested out-going Housing Assistance Payments (HAP) as well as other payments for other administrative and operating costs for the program. We tested family eligibility determinations including annual re-examinations and tenant file maintenance. We tested compliance with Housing Quality Standards. We tested for compliance with Federal Reporting requirements applicable to the Section 8 Program.

The current assets over the current liabilities results in a strong liquid current asset position and it also results in a strong, healthy unrestricted net position balance. The unrestricted net position is primarily made up of current assets over current liabilities. The operating income is \$10,000, this is a positive result when you add back in the depreciation expense. The depreciation is a non-cash expense, but is classified under an operating expense so the operating results pulling out depreciation are over \$400,000, which is a very good result. The net cash provided (used) by operating activities is \$366,384, this is operating cash flow. Management is administering the operations of the housing authority with the resources available to them with the surplus of over \$300,000. Only \$85,000 is from excess HAP funding. On page 28 of the audit is the Schedule

of Expenditures of Federal Awards. Commissioner Sardina made a motion to approve the 2019 Audit Report, seconded by Commissioner Ortiz. The motion carries.

- **Public Housing Flat Rents CY 2021**

Ms. Jones stated each year HUD re-determines the area Fair Market Rent (FMR) and LCHA must set their Flat Rents at 80% of the HUD published FMR. Effective January 1, 2021, LCHA will implement the new Public Housing Flat Rents. Commissioner Ortiz made a motion to approve the flat rents for CY 2021, seconded by Commissioner Sardina. The motion carries.

- **Revision to Admissions and Continued Occupancy Policy (ACOP)**

Ms. Jones stated the Office of Fair Housing and Equal Opportunity (FHEO) conducted a risk mitigation review to ensure that LCHA is in full compliance with all applicable regulations regarding our Admissions and Continued Occupancy Policy (ACOP). At the conclusion of this review, LCHA was notified of certain deficiencies in our existing ACOP which required corrections in order to maintain our compliance with all Fair Housing regulatory requirements. These changes are regulatory and only apply to our administrative processes, public comment is not required. LCHA will post the revised ACOP on our website to ensure all interested parties have access to our policies and procedures. Commissioner Ortiz made a motion to approve the revisions to the Admissions and Continued Occupancy Policy (ACOP), seconded by Commissioner Sardina. The motion carries.

- **Utility Allowances**

Mr. Goodson stated effective January 2, 2021, LCHA will implement the new Public Housing and HCV Utility Allowances. Each year, LCHA must review their utility allowances and make adjustments if there is a rate change of 10% or greater. There have been no changes in the utility rates for our Public Housing units, they will remain the same. Commissioner Sardina made a motion to approve the utility allowances, seconded by Commissioner Ortiz. The motion carries.

- **Resolutions for 2020-5, 2020-6, 2020-7 for Florida Department of Economic Opportunity (DEO)-Rebuild Florida**

Mr. Goodson stated the attached resolutions are for the Florida Department of Economic Opportunity (DEO) Rebuild Program. This program is a result of damage due from Hurricane Irma in 2017. All of our properties have been inspected multiple times for program compliance. These resolutions will give Mr. Goodson authority to act on behalf of the housing authority and to sign all required documents that will be presented to us from DEO. They require a signed resolution for each development. Commissioner Sardina made a motion to approve Resolutions; 2020-5, 2020-6 and 2020-7 and to sign all relevant documents, seconded by Commissioner Ortiz. The motion carries.

Capital Improvements

We are underway with the bathroom renovations in the main office of the administration office. We did find termite damage. We have the pest control company coming out to investigate. It appears there are no live termites.

Other Business/Board of Commissioners Comments

Commissioner Ortiz asked when the plumbing and flooring renovations were going to begin in Pine Echo I. Luis Sagastume, maintenance supervisor stated Barrett Park is in the process of renovations. Pine Echo I renovations should begin in December 2020. We will inform each tenant when the work will begin. The contractors will take every precaution when entering a unit. The flooring is not scheduled to begin as we will be installing new roofing, windows and new doors.

Attorney Reports

Mr. Thompson stated we have 2 evictions in the process at this time.

Mr. Thompson stated the Governor has yet to extend the exception of a quorum, and if we are going to have a meeting, we must have a quorum physically present. As of November 3, 2020, we must meet in person.

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 2:27 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date