

**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 **October 28, 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:

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the September 9, 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 are financials, i.e., Balance Sheet, Income Statements, as well as my summary reports, for August 2021.

PUBLIC HOUSING PROGRAM

AUGUST 2021

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

	Budget	Actual	Variance
Pine Echo	\$(14,300)	(5,639)	\$ 8,661
Barrett Park	<u>(27,225)</u>	<u>(23,898)</u>	<u>3,327</u>
Total Public Housing	<u>\$(41,525)</u>	<u>(29,537)</u>	<u>\$ 11,988</u>

At August 31, 2021, Public Housing had operating cash of \$505,926.

Eleven months into the fiscal year 91.67% of the budgeted revenues should have been earned and 91.67% of the budgeted expenses should have been incurred. Public Housing is continuing to perform slightly better than projected in the budget; 93.52% of budgeted revenues have actually been earned and 92.32% of budgeted expenses have been incurred.

As of 8-31-21 the projected FASS score is 25 out of 25.

Current Ratio	7.8 to 1	12 pts
MENAR	6 months	11 pts
Debt Ratio	NA	<u>2</u> pts
		25 pts

SECTION 8 PROGRAM

AUGUST 2021

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

	Budget	Actual	Variance
Administration	\$ (31,167)	\$ 157,258	\$ 188,425
HAP	<u>0</u>	<u>70,771</u>	<u>70,771</u>
Total Section 8	\$ <u>(31,167)</u>	\$ <u>228,029</u>	\$ <u>259,196</u>

As of August 31, 2021, Admin Fee Reserves were \$ 211,234.

HAP (Housing Assistance Payments) Reserves at August 31, 2021 were \$109,404.

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, PH/HCV Supervisor reviewed the reports above as outlined in the board books. Ms. Jones stated the average rent at Pine Echo I & II is \$216.76 and \$270.32 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 \$0 and \$2005.00 for Barrett Park. There are 1,537 people on the wait list.

Ms. Jones stated there were 55 work orders for Pine Echo I, 36 work orders for Pine Echo II and 39 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 \$55.00 and zero for Barrett Park. This is for one tenant. The turnaround time for Pine Echo I & II is 6 days and 7 days for Barrett Park.

- **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. 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 \$84,867.51. Ms. Jones stated we recently had an FSS graduate and earned approximately \$17,000 in an escrow check. She plans to purchase a home. 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 clients enrolled in the HCV/FSS Program out of 47, we are at 83% participation rate for our Section Eight Management Assessment Program (SEMAP), which is high performing. This will give us full points for our SEMAP. Our current escrow balance is \$107,587.53 for the HCV Program. Ms. Jones stated she is working with a few tenants on-line to repair their credit and resolve their debt. There is still not a lot of face-to-face activity with clients due to COVID-19.

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

Ms. Jackson stated Cross Point Church came out and prepared breakfast for the seniors. The computer classes have resumed as of last week thru the Dr. Ella Piper Center. This will be every Wednesday from 1:00-2:30 p.m. St. Mathews House has placed a hold on delivering food because of a shortage of donations.

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.

We will begin breakfast Bingo outside unless the volunteers are comfortable with coming inside. The Girl Scouts have contacted the housing authority to hold meetings at the Community Center on Thursdays. They will cover some of the costs with scholarships for joining the Girl Scouts.

Executive Director Reports, Marcus D. Goodson

- **COVID-19 Policy for Protecting Workers**

Enclosed for your review and approval is a draft "Policy for Protecting Workers, Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace." Due to the rapid and continued spread of different variants of COVID-19 we believe it is smart to approve a policy for how we keep our employees safe. Parts of the language for this draft policy was taken from the Center for Disease Control (CDC). The basic tenet of the policy is that the Lee County Housing Authority (LCHA) recommends all staff get vaccinated but we do not mandate they get vaccinated. We also recommend staff wear mask when in common traffic areas of the office.

If you are unvaccinated or otherwise at risk this policy offers tangible suggestions that if implemented can protect you from contracting COVID. We believe this is a reasonable and sensible COVID-19 Policy to help protect our employees. Commissioner Sardina made a motion to approve this policy, seconded by Commissioner Ortiz. The motion carries.

- **Update Personnel Policy**

During a prior board meeting the board approved the addition of Juneteenth as a Federal holiday. We should have removed New Year's Eve as a Lee County Housing Authority (LCHA) holiday. We would like to recommend to the board the removal of New Year's Eve as a paid holiday for staff. With the removal as New Year's Eve as a paid holiday, we will have a total of 12 paid holidays documented in the Personnel Policy. Commissioner Ortiz made a motion to remove New Year's Eve from the personnel policy, seconded by Commissioner Sardina. The motion carries.

- **Resolution 2021-2 Discontinue Charging Costs from the Public Housing Program**

Mr. Goodson stated that at a prior board meeting Attorney Kenneth K. Thompson wanted a Resolution written due to an audit finding where we paid some legal and other fees for non-public housing projects out of public housing accounts. The housing authority charged \$11,431 of consulting; predevelopment and legal expenses incurred on behalf of its component units and other affiliates, to its Public Housing Program. Additionally, the housing authority 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 Program funds. The housing authority anticipates reimbursement of the charges by December 31, 2021. The total we owe is \$84,577.66, the remainder of this total will reflect in our next audit. Commissioner Sardina made a motion to approve Resolution 2021-2, seconded by Commissioner Ortiz. The motion carries.

- **Public Housing Flat Rents & Utility Allowances**

Diana Jones, PH/HCV Supervisor stated effective January 1, 2022, LCHA will implement the new Public Housing Flat Rents. Each year, HUD redetermines the area Fair Market Rent (FMR) and the LCHA must set their Flat Rents at 80% of the HUD published FMR. Enclosed in each board packet are the flat rents and the proposed flat rent. Enclosed are also the new utility allowances that were conducted by the Nelrod Company. Commissioner Ortiz made a motion to approve the flat rents and the new utility allowances, seconded by Commissioner Sardina. The motion carries.

- **Guidance on New Rule Protecting Tenants Facing Evictions**

Ms. Jones stated that HUD has recently implemented a rule to help families that are experiencing difficulty paying their portion of rent. This rule requires LCHA to provide a written 30-day notice of lease termination for non-payment of rent, instead of the former 14-day notice. We will make a change in our Admissions and Continued Occupancy Policy (ACOP). We will send a notice to all of our residents and upload it to the website. This goes into effect until rescinded or superseded by HUD.

- **Election of Officers**

As per the Lee County Housing Authority (LCHA) Bylaws, Section 6 Election or Appointment, the Board of Commissioners are required to hold election of officers each year in July during the annual meeting. This was not done in July 2021. The Chairperson, Vice-Chairperson, and Treasurer shall be elected at the annual meeting of the Authority from among the commissioners of the Authority, and shall hold office for one year or until their successors are elected and qualified. Commissioner Sardina made a motion to have Chairman Norris remain as Chairman and she remain as treasurer and nominate Commissioner Ortiz as Vice Chairman, seconded by Commissioner Ortiz. The motion carries.

Capital Improvements

There were no reports.

Other Business/Board of Commissioners Comments

Mr. Goodson stated he received an email from Florida Association of Housing and Redevelopment Officials (FAHRO) asking if we had a full board and have their terms expired. They are putting together a letter to the Governor. Also, Congressman Donalds office has sent a letter to the Governor's office on behalf of the LCHA asking him to appoint a new board member.

Commissioner Ortiz asked what happened with the money that was not used for commissioners training? Mr. Goodson stated it goes back into the budget.

Commissioner Ortiz asked if solicitors should be on the property? There has been a guy coming around stating their windshield should be replaced. Commissioner Ortiz gave us a business card from one solicitor. We should post a sign on the property. Attorney Thompson will look into this.

Attorney Report(s)

There were no reports.

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 2:39 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date