

**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 **March 24, 2022 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 February 24, 2022 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. Vice Chairman Ortiz made a motion to accept the minutes, seconded by Commissioner Sardina. The motion carries.

**Financial Reports – Vicki Collins, CPA**

Enclosed are financials, i.e., Balance Sheet, Income Statements, as well as other summary reports, for February 2022.

**PUBLIC HOUSING PROGRAM**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Pine Echo	0	(50,415)	(50,415)
Barrett Park	0	(6,373)	(6,373)
Total PHA	0	(56,788)	(56,788)

Four months into the new fiscal year the Public Housing Program is \$56,788 over budget. This occurred because the budget includes a line item for **\$144,000** Capital Fund Operations. Five months into the fiscal year is \$60,000, none of which has been drawn.

At February 28, 2022, Public Housing had operating cash of \$465,000.

**SECTION 8 PROGRAM**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Administration	29,104	45,085	15,981
HAP	0	(20,508)	(20,508)
Total Section 8	29,104	24,577	(4,527)

As of February 28, 2022 Admin Fee Reserves were \$ 241,968.

HAP (Housing Assistance Payments) Reserves at February 28, 2022 were \$70,461.

**NOT-FOR-PROFIT ENTITIES**

The Not-for-Profit are calendar year entities, while LCHA is a fiscal year entity ending 9-30. For Year End Reporting to HUD, the Not-for-Profits are converted to a 9-30 FYE.

	<b><u>CORAL VILLAGE</u></b>	<b><u>CV RIVER NORTH</u></b>	<b><u>RIVER NORTH INC</u></b>	<b><u>CONSOLIDATED</u></b>
CASH	275,097	10,000	5,000	290,097
INTERCOMPANY AR	147,401	0	0	147,401
<b>TOTAL ASSETS</b>	<b>422,498</b>	<b>10,000</b>	<b>5,000</b>	<b>437,498</b>
<b>LIABILITIES</b>				
ACCOUNTS PAYABLE	9814			
INTERCOMPANY AP	0	0	147,401	147,401
<b>TOTAL LIABILITIES</b>	<b>9,814</b>	<b>0</b>	<b>147,401</b>	<b>147,401</b>
<b>EQUITY</b>	<b>412,684</b>	<b>10,000</b>	<b>(142,401)</b>	<b>280,283</b>
<b>LIABILITIES AND EQUITY</b>	<b>422,498</b>	<b>10,000</b>	<b>5,000</b>	<b>427,684</b>
<b>REVENUES</b>				
	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>EXPENSES</b>				
LEGAL	(6,493)	0	55,097	48,603
PROFESSIONAL	49,778	0	0	49,778
SUNDRY	21,811	0	340	22,151
<b>TOTAL EXPENSE</b>	<b>65,096</b>	<b>0</b>	<b>55,437</b>	<b>120,532</b>
<b>INCOME IN EXCESS OF REVENUES</b>	<b>(65,096)</b>	<b>10,000</b>	<b>(55,437)</b>	<b>(110,532)</b>

At February 28, 2022 the Not-for-Profits had cash of \$290,097.

**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 \$239.48 and \$320.70 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 \$1649.00 and \$2,005.00 for Barrett Park. There are 1,528 people on the wait list.

Ms. Jones stated there were 76 work orders for Pine Echo I & II and 41 work orders for Barrett Park. There was one (1) emergency work order for Pine Echo II. The amount charged to the tenant(s) for Pine Echo I & II is \$197.00 and \$49.98 for Barrett Park. This is for a total of 6 tenants. The turnaround time for Pine Echo I & II is 8 days and 8 days for Barrett Park.

- **HCV/Section 8 Reports**

Ms. Jones stated that the Family Unification Program (FUP) applicants are not responding to letters that we are sending out to them. We have only leased 14 units for the month of February 2022. Ms. Jones stated we ended up with 371 units leased, out of this there were 53 port-in vouchers. We have 65 mainstream vouchers, but it is difficult for these people to lease up because of the lack of affordable housing in Lee County. Our total reported to the Voucher Management System (VMS) was 254. We are not allowed to include the port-in vouchers and mainstream vouchers in our VMS total.

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

Ms. Jones stated we have 22 people enrolled in the PH/FSS with 25 slots. There are 18 people with escrow balances. The escrow balance is \$86,521.16. There was a partial pay-out to one of the FSS clients who needed to utilize part of her escrow to pay off some debt to help her credit scoring. Enclosed in each board book is the career development, needs and services reports.

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

Ms. Jones stated we have 35 participants enrolled in the HCV/FSS Program, out of 47 slots. This 74% participation will drop our Section Eight Management Assessment Program (SEMAP) score down to 8 from 10. Ms. Jones is going to be holding some financial literacy classes and credit classes at the Community Center in the near future. A lot of the Mainstream Voucher participants are very interested in the FSS Program, so hopefully they will sign up. There are 27 people with escrow balances. Our current escrow balance is \$125,336.02. There are 27 people accruing escrow balances.

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

Ms. Jackson stated 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. They must call and make an appointment for assistance with Elizabeth. Bread of Life Ministries should resume next month. BJ's of Cape Coral continues to donate bread and pastry every Tuesday and Wednesday for the three developments. We have two participants for the Senior Computer Class.

Ms. Jackson showed the audience the plaque that she is going to present to Cross Point Church as they do a lot of activities for the residents of LCHA.

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

### **A. 2<sup>nd</sup> Quarter Write Offs for FYE 2022**

Mr. Goodson stated enclosed in the board packet are the 2nd quarter collection losses for the Lee County Housing Authority (LCHA) in the amount of \$4,190.00. These charges are for tenants that have moved out and left damages in the units. These tenants will be reported to HUD and they will not be able to reside in another government agency until these debts are paid.

We continue to aggressively pursue the collection of all outstanding debt, but when the debt become 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 2<sup>nd</sup> quarter collection losses, seconded by Vice Chairman Ortiz. The motion carries.

### **B. Resolution 2022-1 for Quarterly Board Meetings**

Mr. Goodson stated that it has become difficult to hold monthly board meetings with only a three-member board. Having only three active board members makes it difficult to schedule monthly board meetings and have a quorum to conduct business if a board member cannot attend. We only have three board members out of a five-member board as the Governor's office has not appointed new members to fill two vacant seats. Therefore, we are recommending we go to a quarterly board meeting schedule until we have a full complement of board members. Vice Chairman Ortiz made a motion to approve Resolution 2022-1, seconded by Commissioner Sardina. The motion carries.

### **C. Resolution 2022-2 to apply for Rental Assistance Demonstration (RAD)**

Mr. Goodson stated he is asking for approval to apply to HUD to convert public housing units at Pine Echo I, Pine Echo II and Barrett Park to Section 8 Project-Based Voucher (PBV) subsidy contract under the Rental Assistance Demonstration (RAD) Program demonstration. We and our consultants have studied, analyzed and determined that Pine Echo I, Pine Echo II and Barrett Park will generate sufficient cash flow to allow conversion to a PBV contract and LCHA staff is convinced that this is the best path in order to improve and preserve the asset for long-term affordability and subsidized housing and recommends that the Board of Commissioners hereby approve LCHA proceeding with same. Commissioner Sardina made a motion to approve Resolution 2022-2 as written, seconded by Vice Chairman Ortiz. The motion carries.

### **Capital Improvements**

There was no discussion.

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

Mr. Goodson stated we will send out some dates for the upcoming Board Retreat.

Mr. Goodson informed the board that he is allowing two staff members to work from home twice a week to offset the increasing gas prices. Some staff have a distance way to travel to and from work daily. Cheryl LaBelle and maintenance will be at the office every day.

Commissioner Sardina stated she saw the Civitas project in the Newspress, it was a very good article.

Vice Chairman Ortiz wanted to know if the tenants could wash their own cars as they pay for their own water. Myrian Fleming, property manager stated she feels there will be a lot of water in the driveways and someone may trip and fall especially over the hoses as there is a different setup at each development. Mr. Goodson stated we will discuss it further at the Commissioner's Retreat.

**Attorney Report(s)**

Attorney Thompson wanted everyone to know that he responded to the attorney that served us with two subpoenas that did not belong to us. He will keep us posted on this issue.

**Public Input/Comments**

There was no one to be heard.

**Next Board Meeting:** Will be determined once the board decides on a date for the Retreat.

**ADJOURNMENT:** Having no further business to discuss, Commissioner Sardina made a motion to adjourn the meeting at 2:42 p.m., seconded by Vice Chairman Ortiz. The motion carries.

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