

**Lee County Housing Authority (LCHA)  
Board of Commissioners Retreat Meeting**

A Board of Commissioners Retreat meeting of the Lee County Housing Authority (LCHA) was held on **August 24, 2023 at 10:00 a.m.** at the Community Center located at 14073 Whitebirch Way, North Ft Myers, Florida. Notice of this meeting was duly posted.

**ATTENDANCE:** Chairman Robert Norris  
Vice Chairman Robert Ortiz  
Commissioner Christine Sardina  
Attorney Ken Thompson

**ABSENT:**

**APPROVAL OF MINUTES:** Chairman Norris brought before the board the minutes from the February 16, 2023 Regular Board Meeting, and April 20, 2023 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. February 16, 2023 minutes Commissioner Sardina made a motion to accept the minutes, seconded by Vice Chairman Ortiz. April 20, 2023 minutes Vice Chairman Ortiz made a motion to accept the minutes, seconded by Commissioner Sardina.

Mr. Norris asked to move an item on the agenda from Number 3 to the Number 7 to the Executive Director reports to ratify board approval from the July 12, 2023 for the Development Agreement between Lee County Housing Authority and Smith & Henzy Affordable Group Inc. for the RAD Project. Chairman Norris entertained a motion to accept the change. Commissioner Sardina made a motion to accept the change, seconded by Vice Chairman Ortiz.

**2022 Audit – Dale Rector, Rector Reeder & Lofton P.C.**

Mr. Rector brought up that this was the best day for the housing authority that he found no findings in his audit report.

Mr. Rector also on page 34 in the audit that our expenditures of Federal Financial Awards for the year ended September 30,2022 we were awarded 4,171,020.

We had a change in administrative cost, Rad, Lawyer and Consulting Fees.

Maintenance Expenses in compliance no findings.

Mr. Rector congratulated Debra Johnson and Vickie Collins for doing a great job with finances.

Mr. Norris asked how the agency was as a whole with assets down and expenses up?

Mr. Rector said that the agency was in good shape.

Mr. Norris congratulated Mr. Rector and his staff and Mr. Goodson appreciated the work from Debra and Vickie.

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**Financial Reports – Vicki Collins, CPA**

Enclosed for your review are the financials, i.e., Balance Sheet, Income Statements as of July 31, 2023. The reports show the monthly and quarterly breakdown for the first ten months of the fiscal year. All, of these reports were outlined in the Board packet.

**PUBLIC HOUSING PROGRAM**

The Public Housing Program budget to actual for the year to date ended July 31, 2023:

|              | Budget | Actual    | Variance  |
|--------------|--------|-----------|-----------|
| Pine Echo    | 0      | 761,707   | 761,707   |
| Barrett Park | 0      | 723,177   | 723,177   |
| Total PHA    | 0      | 1,484,884 | 1,484,884 |

During October 2022, CFP21 Operations funds in the amount of \$60,000 were drawn. Year-to-date, Insurance proceeds of \$2,105,660 have been received. About 600,000 has been spent on repairs. The remaining funds to be used in the RAD conversion.

Mr. Norris asked if we didn't have the insurance money for the repairs and Ms. Collins responded that we would be about <21,000> short. Mr. Norris also asked if we only spent 600,000 of the 2,105,660 can they come back and recoup the difference. Ms. Collins and Ms. Johnson both said that they could not come back and recoup the difference.

**SECTION 8 PROGRAM**

The budget to actual numbers for the Section 8 program for the year to date ended July 31, 2023.

The result of year to date revenues being 7% higher than projected and year to date expenses being 12% lower than projected.

As of July 31, 2023 Admin Fee Reserves were \$422,881. HAP reserves as of July 31, 2023 were \$4.118.

**Department Head Reports – Diana Jones, PH/HCV Supervisor**

**HOUSING REPORTS**

Diana Jones, stated that Pine Echo had no hugh differences in rent and Barrett Park the rents were fluctuation. The write off totals were high.

**MAINTENANCE REPORTS**

Work orders remain the same turn around 5 days depending on the scope of work.

Mr. Norris asked about the 5 turnaround days for work orders. Ms. Jones responded that is not a normal repair the time is much shorter.

**SECTION 8 REPORTS**

Diana Jones, stated lease up with Mainstream and Vash are hard to house with the nature of the clients and the income for the cost of rent that the landlords are requesting.

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Mr. Norris asked how are the clients monitored?

Ms. Jones responded voucher briefings, referring agencies such as Vash, Social Workers, Mainstream vouchers are from referring agencies, FUP referrals are from Children & Families and Lutheran Services.

HCV - Ms. Jones stated we are having a lot of terminations and elderly passing away.

Project Base – Ms Jones stated Coral Village going well and they have a great property manager on the property.

Ms. Jones state that the outstanding problem is getting lease ups with the client's income and the price of rents it is a problem.

### **FSS Activity & Escrow Reports**

The total participates in LIPH January thru March was 22 and participates with escrow were 18.

The total participates in HCV January 32 and February and March was 31 and participates with escrow January and February was 24 and March was 25.

Many clients are requesting information about Homeownership Program and Ms. Jones stated that is one of her goals for 2024.

Mr. Norris asked the requirements for the Homeownership Program?

Ms. Jones stated the requirements for the program are:

No collections, lender requirement, credit score of 640, preapproval, own set of obligations, inspection, contract, review lender, Hud 3% down payment and the client pays 1% out of there own resources.

NSP and SHIP programs have resources for down payments.

If the client maintains the home for 10-15 years and they have a 2<sup>nd</sup> mortgage then the 2<sup>nd</sup> mortgage would go away.

Mr. Norris asked then the client would keep the 1<sup>st</sup> mortgage and then 2<sup>nd</sup> one would go away.

Ms. Jones stated that was correct.

The client on the HCV program with a voucher they could use their subsidy up to 15 years with a voucher.

Mr. Norris if they would be able to use the voucher at Towles Garden.

Ms. Jones said they could but you cannot use the voucher for a Habitat, condos, or trailers.

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Ms. Sardina made the comment that prices of housing keep going up whether renting or purchasing.

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

Ms. Jackson stated that Dedicated Senior Medical Center did a Lunch-n- Learn and the residents could ask the physicians about health problems

Dr. Ella Piper Center introduced a new cell phone class where the residents that are 55 and older could receive one on one help with emails, Facebook, Facetime and more.

Ms. Sardina asked how the class went?

Ms. Jackson said a language barrier and participation was low.

Mr. Norris asked about the timing?

Ms. Jackson stated that most do not work and Mr. Ortiz stated that some need assistance with Android phones.

Ms. Jackson picks up bread at BJ's everyday and Mr. Norris asked if any of the residents could help and she stated that Mozes & Sonya help pick up sometimes on Friday.

Cross Point Church held the annual Back to School celebration 75 book bags were given out to LCHA children and 25 children in the surrounding area.

Ms. Sardina asked how bags were donated. Ms. Jackson stated 200 bags and she said she was holding onto the rest for after the holidays when the children would need more school supplies.

Lee County school district had the summer feed program and 1,020 meals were served this summer.

Ecosure Food Safety agency performed food safety inspections during the summer. The audit showed that LCHA had no findings.

Children & Families assist with applying for aid, recertifying and assist with obtaining Medicaid or Medicare they work by appointments only.

Mr. Ortiz asked when sending out surveys to the residents what are the percentages of the response that you receive back?

Ms. Jackson replied Pine Echo I – 95%, Pine Echo II – 50-60% and Barrett Park – 25%.

Ms. Sardina brought up do the residents know their neighbors? She recommends maybe a get to know your neighbor luncheon.

Mr. Norris said in large cities they have block parties and activities for the children.

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Mr. Ortiz said that the ice cream social was nice and so were the people working.

Ms. Sardina made the statement that the people are not utilizing the resources.

Mr. Norris stated that maybe the date and time were a problem maybe try to have it on a Saturday or possibly Sunday. Have hamburgers, hot dogs and select a spot where all 3 communities could join in.

Ms. Sardina said maybe a kid's day for single parents and use community service volunteers and Mr. Thompson stated possibly need a background check.

Ms. Sardina stated maybe have a Community Day for all the companies that help out with donations and time assisting the residents.

Mr. Ortiz stated that breakfast bingo has a good crowd.

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

Mr. Norris asked to move an item on the agenda from Number 3 to the Number 7 to the Executive Director reports to ratify board approval from the July 12, 2023 for the Development Agreement between Lee County Housing Authority and Smith & Henzy Affordable Group Inc. for the RAD Project.

Ratify Board Meeting from July 12, 2023 Summary for the Approval of the Master Development Agreement between LCHA and Smith & Henzy Affordable Group Inc. for the RAD Project

Mr. Goodson stated that Smith & Henzy had worked on the Coral Village project and had recommended them for the RAD project.

Mr. Thompson stated that Saxon & Gilmore and TAG have looked over the contract.

Chairman Norris entertained a motion to accept Smith & Henzy Affordable Group Inc. for the RAD project. Commissioner Sardina made a motion to accept Smith & Henzy Affordable Group Inc. for the RAD project, seconded by Vice Chairman Ortiz. The motion carries.

#### **Election of Officers (Resolution 2023-2)**

Mr. Goodson asked to move A. on the agenda to the end of the reports.

Chairman Norris entertained a motion to approve item A to the end of the meeting.

#### **B. 2024 Annual Plan**

Mr. Goodson stated that the meeting for the Annual plan for the residents was on August 3<sup>rd</sup>, 2023 they had 2 meetings one at 10:00 AM and 6:00 PM. Mr. Goodson spoke about the plan and Myrian Fleming

translated to the residents. Chairman Norris entertained a motion to accept the annual plan for LCHA. Vice Chairman Ortiz made a motion to accept the annual plan, seconded by Commissioner Sardina.

### **C. ACOP Revisions**

Pet policy was changed in July 2023 by Governor Ron DeSantis. The policy was revised to remove restrictions based on the breed, weight, or height of a dog.

Mr. Norris asked Ms. Jones the current pet policy 40-pound weight limit and no aggressive animal.

Ms. Sardina and Mr. Norris asked if the agency has adequate insurance if something would happen.

Ms. Johnson stated she is in review of the insurance policy at this time.

Mr. Norris asked about a leash law and what happens if housing gets sued.

Chairman Norris entertained a motion to accept the Pet Policy Commissioner Sardina made a motion to accept the pet policy, seconded by Vice Chairman Ortiz.

Tenant payment policy changes in Chapter 6 has been revised to include the methodology for calculating tenant for Over-income households.

If the tenant goes over market rate rent after 2 years they would be phased out of public housing and go to a non-public housing lease.

Mr. Ortiz asked when this started and Ms. Jones stated now.

Chairman Norris entertained a motion to accept the tenant payment change Vice Chairman Ortiz made a motion to accept the pet policy, seconded by Commissioner Sardina.

Non-Public housing lease requirements for over income households.

Chairman Norris entertained a motion to accept the lease requirements for over income households Vice Chairman Ortiz made a motion to accept the housing lease requirements for over income households, seconded by Commissioner Sardina.

Mr. Goodson had asked to move A. on the agenda to the end of the reports.

Chairman Norris entertained a motion to approve item A to the end of the meeting.

Electing officers, Robert Norris Chairperson, Robert Ortiz Vice Chair Person, Marcus D. Goodson Secretary (Lee County Housing Authority's Executive Director per By-Laws), Christine M. Sardina Treasurer and Marcus D. Goodson Executive Director. Chairman Norris entertained a motion to accept the Election of Officers Mr. Ortiz made a motion to accept the same slate of board members for 1 year, seconded by Commissioner Sardina.

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### **Capital Improvements**

Mr. Goodson brought up about the RAD Conversion Process and putting Mr. Juan Miranda overseeing the project he worked for the HUD Field Office and having him as our RAD Coordinator.

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

Ms. Sardina recommended Mr. Miranda coming in as a consultant and Mr. Norris stated as long as it is a clean contract and that all parties are covered.

Mr. Thompson possibly bringing him in under Eagle Rock and bill LCHA for Mr. Miranda's service.

Mr. Thompson recommended that he submit a resume to the board and a 90-day contract not to exceed 3,000.

Chairman Norris entertained a motion to accept to bring Juan Miranda on for overseeing the RAD Conversion for 90 days Vice Chair Ortiz made a motion to accept Juan Miranda, seconded by Commissioner Sardina.

Mr. Ortiz brought up the grass cutters are cutting grass too fast and leaving dead grass piled up in the yards and does not edge or blow the grass off around the units.

Mr. Goodson said he would speak with Luis to talk to the contractor.

Mr. Ortiz also brought up no Waste Pro garbage cans for Pine Echo I & II that tenants use garbage bags and animals get into the bags.

Mr. Ortiz also brought up are the A/C units being serviced every year and the filters do get changed once a month.

Mr. Ortiz brought up that the drain pipes in the parking lots need to be cleaned out.

Mr. Norris brought up having board meetings the 3<sup>rd</sup> Friday of every other month. That is the only day Ms. Sardina is open her evenings Mon-Thurs are scheduled.

### **Attorney Comments**

Mr. Thompson brought up that another housing authority was being sued because of the time frame from not responding to public records request. Our emails should be monitored and our website so that a request is not missed.

Also, we need to check into FAHRO – Board of Commissioners Training.

Ms. Sardina recommended legal representation to learn about new laws.

Mr. Norris stated that Mr. Goodson usually goes to the conferences and shares the information with the board and staff.

### **Public Input**

No One

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**Adjournment**

Chairman Norris entertained a motion to accept to adjournment the board meeting Commissioner Sardina made a motion to adjourn the board meeting, seconded by Vice Chair Ortiz

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Kim Hagan, Executive Assistant

Date