

**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 **September 15, 2022 at 1:31 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
Attorney Ken Thompson

ABSENT:

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the July 15, 2022 Board Retreat Meeting for **Coral Village Apartments Inc.** 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.

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the July 15, 2022 Board Retreat Meeting for **Lee County Housing Authority (LCHA).** Having reviewed the minutes, Chairman Norris required 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.

LCHA/St. Peter Claver Place Resolution (2022-6)

Mr. Goodson asked that we move Item J from the Director's report to be moved to number one. He had Jozette Chack-On from Saxon & Gilmore who handle's LCHA legal matters on the phone. Mr. Norris made note that we were deviating away from the schedule. Ms. Chack-On was explaining that Resolution 2022-6 was giving Mr. Goodson with LCHA Developer approval to sign Construction, Equity and Closing documents for St. Peter Claver Place. She also mentioned that LCHA Developer would receive minimum 300,000 in developer fees and being reimbursed 20,000 for legal expenses.

Commissioner Sardina made a motion to approve and adopted Resolution 2022-6 and seconded by Commissioner Ortiz. The motion carries.

Financial Reports – Vicki Collins, CPA

Enclosed for your review are financials, i.e., Balance Sheet, Income Statements, as well as other summary reports, through July 2022. All of these reports were outlined in the Board packet.

PUBLIC HOUSING PROGRAM

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

	Budget	Actual	Variance
Pine Echo	0	(105,686)	(105,686)
Barrett Park	0	(10,830)	(10,830)
Total Public Housing	<u>0</u>	<u>(116,516)</u>	<u>(116,516)</u>

The Public Housing Program is \$116,516 over budget from two main issues.

1. **REVENUES**: The budget includes a line item for \$144,000 for CFP Operations. Ten months into the fiscal year \$120,000 of the CFP Operations has been earned per the budget, but none of the CFP Operations funds have been drawn.
2. **MAINTENANCE & OPERATIONS OVER BUDGET**: Above normal maintenance costs, sidewalks and tripping hazards, major bathroom repairs, AC repairs and maintenance, gutter repairs.

Mr. Norris asked the reason for over budget on maintenance and operations and Vicky explained that the life span is at the end of its course for these items.

As of July 31, 2022 Public Housing had operating cash of \$427,764.

SECTION 8 PROGRAM

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

	Budget	Actual	Variance
Administration	58,208	81,947	23,739
HAP	0	(90,233)	(90,233)
Total Section 8	<u>58,208</u>	<u>(8,286)</u>	<u>(66,494)</u>

As of July 31, 2022 Admin Fee Reserves were \$277,858

HAP (Housing Assistance Payments) Reserves on July 31, 2022 were \$32,037

Department Head Reports-Diana Jones, PH/HCV Supervisor

- **Housing and Maintenance Reports**
- **Section 8 Report**
- **FSS Activity and Escrow Reports**
- **Resident Services-Elizabeth Jackson, ROSS Service Coordinator**

Housing Reports – Diana Jones

Diana Jones, HCV/FSS Specialist reviewed the reports above as outlined in the board books. Ms. Jones stated the average rent for August 2022 at Pine Echo I & II is \$251.90 and \$357.46 at Barrett Park. The average rent for July 2022 at Pine Echo I & II is \$241.45 and \$357.16 at Barrett Park. The occupancy rate for August 2022 for Pine Echo I & II is 98.91% and Barrett Park

is 100%. The occupancy rate for July 2022 at Pine Echo I & II is 98.91% and Barrett Park is 100%. There are 1,497 people on the wait list for August 2022 and 1,502 for July 2022.

Maintenance Reports – Diana Jones

Ms. Jones stated there were 89 work orders for August 2022 for Pine Echo I & II and 53 for Barrett Park. There were no emergency work orders. The amount charged to the tenant(s) for Pine Echo I & II was \$1,330.50 and for Barrett Park is \$335.00, this is for a total of 5 tenant(s). The turnaround time for Pine Echo I & II is 6 days and 5 days for Barrett Park.

Ms. Jones stated there were 68 work orders for July 2022 for Pine Echo I & II and 33 for Barrett Park. There was 1 emergency work order without issues. The amount charged to the tenant(s) for Pine Echo I & II was \$30.00 and for Barrett Park is \$0.00, this is for a total of 1 tenant. The turnaround time for Pine Echo I & II is 5 days and 5 days for Barrett Park.

Mr. Norris ask what the 1 emergency work order was and Luis explained that it was a window that had to be ordered. But since then, it has been repaired after the board packet was put together.

Section 8 Reports

Ms. Jones stated we ended up for August 2022 with 367 units leased, out of this there were 41 port-in vouchers and 76 Mainstream Vouchers. Our total reported to the Voucher Management System (VMS) was 250. We are not allowed to include the port-in and mainstream vouchers in our VMS total. Ms. Jones stated that she was going to give back 5 VASH vouchers and that it would help our over all numbers but VA said they were going to have a stand down to try to get these slots filled.

Ms. Jones stated our lease up for the month of August 2022 is 100%, the FUP vouchers are at 56%, the VASH are at 74%, Project Based Vouchers are 98% and the Mainstream Vouchers are leased up at 84%. We also received 6 additional Mainstream Vouchers.

Ms. Jones stated we ended up for July 2022 with 362 units leased, out of this there were 41 port-in vouchers and 72 Main Stream vouchers. Our total reported to the Voucher Management System (VMS) was 249.

Ms. Jones stated our lease up for the month of July 2022 is 99%, the FUP vouchers are at 56%, the VASH 74%, Project Based Vouchers are 98% and the Mainstream Vouchers are leased up at 79%.

Housing Choice Voucher Program (HCV) FSS and Escrow Reports

Ms. Jones stated we have 35 people enrolled in the HCV/FSS with 47 slots for August 2022. There are 27 people with escrow balances. The escrow balance is \$151,274.35 for the month

of August 2022. Ms. Jones also stated that 1 Vash client had vacated the unit so the escrow is forfeited and goes back into the pool.

HCV/FSS with 47 slots for July 2022. There are 27 people with escrow balances. The escrow balance is \$147,521.01 for the month of July 2022. Enclosed in each board book is the career development, needs and services reports. She also, stated that she cannot enroll any new clients until HUD approves the action plan that she has already submitted.

Public Housing Family Self-Sufficiency Program (FSS) and Escrow Reports

Ms. Jones stated we have 23 people enrolled in the PH/FSS with 25 slots for August 2022. There are 18 people with escrow balances. The escrow balance is \$98,604.14 for the month of August 2022. She had a few people in public housing show interest in the program.

Ms. Jones stated we have 23 people enrolled in the PH/FSS with 25 slots for July 2022. There are 18 people with escrow balances. The escrow balance is \$96,786.14 for the month of July 2022. Enclosed in each board book is the career development, needs and services reports.

Resident Services – Elizabeth Jackson, ROSS Coordinator

Ms. Jackson stated that **Cross Point Church** provided Breakfast Bingo and they had 14 seniors for July and 17 seniors for August. On August 6, 2022 **LCHA** partnered with **Cross Point Church** 67 youths received a backpack with school supplies a book and hygiene products. The church also provided entertainment while they waited for the backpacks.

Ms. Jackson stated that **Dr. Ella Piper** Senior computer class is held every Wednesday and there are currently 4 participants.

We still continue with **BJ's** donating bread and pastries every Tuesday and Wednesday.

Bread of Life Ministries donates fresh fruits and vegetables to the residents monthly.

Lee County School District – Summer Feed Program they served 173 meals in June and 370 meals in July in Barrett. In Pine Echo 150 meals in June and 322 meals in July for a total of 1,015 meals served to our youth this summer.

Department of Children and Families -LCHA is an authorized community partner for Access Florida. The Ross Coordinator assist all of Lee County, Florida that receives Snap and TANF benefits. The assistance can range from recertifying and assisting the clients with obtaining Medicaid and or Medicare.

Holiday Outreach – Cornerstone will provide Thanksgiving on November 19th starting at 8:00 am. and Christmas December 17th starting at 8:00 am.

Salvation Army - Will provide 95 meals for the Cheer Baskets.

Ms. Jackson also stated that she had one tenant that was accepted into the Physical Therapy program at Hodges University on August 29th.

Mr. Norris had asked about the upcoming events. Ms. Jackson also stated that October 1st – Go Bingo, October 14th Blood Pressure Clinic and Doc Talk will be rescheduled.

**Executive Director Reports, Marcus D. Goodson
Budgets (Resolution 2022-3 & 2022-4)**

Resolution 2022-3 Approving the FYE 9/30/23 Budget for Public Housing and Section 8

Program:

The 2021 Calendar year ended with a pro-ration of 96.74% and the current interim rate for 2022 is 104.29%. A 96% pro-ration rate was used to estimate operating funds for the FYE 9-30-23 budgets.

Current quotes for employee benefits, property and liability insurance were used to project the 9-30-23 budget. Other expenses were projected based on historical spending which includes recent price increase. Consumer Price Index, that measures inflation indicates that there has been a 23% increase in costs over the last twelve months.

The FYE 9-30-23 budget, the tenant revenue is projected to increase about 10% above the amount budgeted for the FYE 9-30-22.

The new budget includes \$124,500 of Capital Fund Operations, as compared to the FYE 9-30-22 budget amount of \$144,000.

Admin Fees are projected to be funded at an 85% pro-ration rate for the FYE 9-30-23. The lease up rate for regular and project base vouchers for the FYE 9-30-23 is projected to be 95%, up 3% from the FYE 9-30-22.

The budget includes 6% increase in staff wages based on projected 3% COLA and an average 3% merit increase.

NOW THEREFORE BE IT RESOLVED, Chairman Norris declared said motion carried and said Resolution was adopted during the Regular Session Meeting for Lee County Housing Authority (LCHA) on September 15, 2022. Commissioner Sardina made a motion to approve the 9/30/23 Budget, seconded by Commissioner Ortiz. The motion carries.

Mr. Thompson said that the Resolution 2022-3 should be maintained in the files with the subsidy application that was submitted to HUD.

Resolution 2022-4 Approving the Revised FYE 9/30/22 Budgets for Public Housing and Section 8 Program:

There have been some significant changes in some budget line items for the FYE 9/30/22.

The 2021 calendar year was originally projected at a pro-ration rate of 95.88%. The current interim rate for 2022 is 104.29%. This is an average pro-ration for the FYE 9-30-22 of 102.1%.

The FYE 9-30-22 budget, the tenant revenue is about 12.6% higher than projected in the original budget.

Other income for FYE 9-30-22 was higher by \$21,000 because the December 2021 staff bonus were reimbursed to the agency by the Coral Village Apartments Not-For-Profit.

Wages and benefits are projected to be about 55,000 higher than originally budgeted due to the December 2021 staff bonus and overtime not included in original budget.

Contracts are projected to be over 61,000 higher than projected due to bathroom renovations and AC repairs funded through operations.

Section 8 Admin Revenues and Admin Expenses are to be down about \$100,000 due to a change in Port-In Vouchers.

NOW THEREFORE BE IT RESOLVED, Chairman Norris declared said motion carried and said Resolution was adopted during the Regular Session Meeting for Lee County Housing Authority (LCHA) on September 15, 2022. Commissioner Ortiz made a motion to approve the 9/30/22 Revised Budget, seconded by Commissioner Sardina. The motion carries.

Write Off's 4th Quarter FYE 9/30/2022

Mr. Goodson stated we have 4th quarter Collection Losses in the amount of \$4,682.34 which is broken down Pine Echo \$724.00 and HCV \$3,958.34. Commissioner Ortiz made a motion to approve the 4th Quarter Collection Losses, seconded by Commissioner Sardina. The motion carries.

Fair Market Rents

Ms. Jones stated every year HUD requires every housing authority to redetermine their payment standards based on the new Fair Market Rents (FMR) that HUD publishes annually. We would like to keep our payment standards at 105% of the new FMR. Usually, the payment standards are 110% but for the agency this is not financially feasible. The 105% will go into effect 10/1/2022. Commissioner Ortiz made a motion to approve the new Payment Standards for Fiscal Year 2023, seconded by Commissioner Sardina. The motion carries.

Ms. Jones stated every year HUD redetermines the are FMR and that LCHA must set their Flat Rents at 80% of the HUD published FMR. Commissioner Sardina made a motion to approve the new Flat Rents at 80% for Fiscal Year 2023, seconded by Commissioner Ortiz. The motion carries.

Utility Allowances

Ms. Jones stated as of January 1,2023 will implement the new Public Housing and HCV Utility Allowances. Due to the changes LCHA is required to update the utility allowances to reflect the current rates if the increase is over 10%. Mr. Norris asked about the different rates and Ms. Jones explained it is based on the unit type for public housing. The Section 8 increase is based on the bedroom size. Mr. Ortiz asked who did the study and Ms. Jones said that the Nelrod Company did the utility study. Mr. Goodson asked if last year's numbers were in the packet.

Commissioner Sardina made a motion to approve the utility allowances, seconded by Commissioner Ortiz. The motion carries.

FSS Action Plan

Ms. Jones that HUD made changes to the Family Self Sufficiency program. LCHA had to update its FSS Action Plan and submit to HUD by November 14, 2022. All changes have been revised in FSS Action Plan and made part of the agencies written policies. Once HUD approves then it will be made part of this Board packet. Commissioner Ortiz made a motion to approve the FSS action plan, seconded by Commissioner Sardina. The motion carries.

Medical Plan Renewal 2022

Mr. Goodson stated that various insurance benefit contracts have been reviewed. We are recommending we stay with United Healthcare with a 3% increase in premiums. Ms. Johnson stated that the staff is also provided dental insurance with no premium changes and it also includes Life and AD & D. We also have a Health Reimbursement (HRA) Plan card in the amount of \$1,500.00 to be used for co-pays, prescriptions, etc. Commissioner Sardina made a motion to approve all existing plans for medical for the staff and seconded by Commissioner Ortiz. The motion carries.

Renewal Proposal for Insurance Coverage for LCHA

Mr. Goodson stated that we need to renew our insurance with Public Risk Insurance Advisors. They provide property, errors and omissions, automobile, worker's compensation, mobile and communications equipment to name a few. Ms. Johnson stated that the total premium increase they are proposing for 2022 and 2023 is 10.03%. Which last year the payment was \$167,368 to \$187,199 which is an increase of \$16,831. Commissioner Ortiz made a motion to approve the renewal for insurance coverage and seconded by Commissioner Sardina. The motion carries.

Updated Procurement Policy (Resolution 2022-5)

Mr. Goodson stated that Dale Rector, CPA who performed our most recent financial audit. Dale recommended that we increase our Procurement Policy which currently for the small purchase threshold is \$25,000 to \$100,000 and increase petty cash from \$50.00 to \$250.00. Commissioner Ortiz made a motion to approve the increase in small purchase threshold and petty cash and seconded by Commissioner Sardina. The motion carries.

Fee increases for 401K

Mr. Goodson stated the 401k Retirement Plan for LCHA employees that the administrator has requested an increase. Ms. Johnson stated their fee was .005 to .25 basis points. The fee has remained the same since 1985. Commissioner Sardina made a motion to increase the fee and seconded by Commissioner Ortiz. The motion carries.

Capital Improvements

There were no comments.

Other Business/Board of Commissioners Comments

There were no comments

Attorney Reports

There were no comments

Public Input/Comments (3-minute limit allotted per speaker)

There were no comments

Adjournment: Having no further business to discuss. Mr. Norris made a motion to adjourn the meeting at 3:05 pm., seconded by Commissioner Sardina followed by Commissioner Ortiz. The motion carries.

Next Board Meeting TBA

ATTEST	Kim Hagan, Executive Assistant	Date
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