

**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 on **August 25, 2025**, at **10:30 am** at 14073 Whitebirch Way, Fort Myers, Florida, 33903. 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 April 17, 2025, 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. April 17, 2025, Vice-Chairman Ortiz made a motion to accept the minutes, seconded by Commissioner Sardina. The motion carries.

FINANCIAL REPORTS- Vicki Collins, CPA

Ms. Collins presented the financial report for the first 10 months of the fiscal year ending September 30, 2025. She reported that public housing had a total budget loss of \$285,583, with an actual loss of \$267,184, resulting in a positive variance of \$18,399. The income was 48% higher than projected, while expenses were 26% higher than expected.

Ms. Collins explained that the increase in income was due to receiving \$134,151 from FEMA for Hurricane Ian and \$53,803 in insurance proceeds from the Barrett Park Fire Unit. Additionally, HUD was paying at a progression of almost 103% compared to the projected rate of 95%. As of July 31st, the Public Housing Program had an operating match of \$1,229,488.

Chairman Norris asked about the proposed budget, we were going to be \$285,000 in rent?

Ms. Collins responded yes, that is correct.

For the Section 8 program, Ms. Collins reported a projected budget of \$76,667 in income, but a total loss of \$52,239, resulting in a negative variance of \$125,956. The administrative fund performed \$1,475 better than projected, but the HAP program spent \$125,956 more than budgeted due to higher lease upgrades, higher rents, and more low-income tenants. We did apply for the shortfall. We are expected to be able to cover all of that shortfall for the HAP program by the end of the fiscal year. At the end of July, we had Admin reserves of \$656,719, and we had HAP reserves of (\$126,918), but we have HAP reserves in our mainstream \$183,000.

Chairman Norris asked, in terms of budgeting for HAP, that you've always budgeted for zero, then spent money, and then received reimbursement through HAP. Is this the process?

Ms. Collins responded that's the objective that we collected as much as we spend. The way HUD does they allocates and approves the annual budget and distributes it evenly across the year.

Ms. Collins presented the budget revision for fiscal year 9-30-25, noting that public housing revenues were expected to be up over \$334,000 over what was originally projected, with expenses up by over \$320,000. The actual loss for the fiscal year is expected to be almost \$14,000 less than projected. Maintenance materials and contracts are the main area; the actual cost for the two categories is expected to be \$293,000 greater than the original budget. In addition, there was a cost of repair for the burn unit of \$60,000. After Hurricane Helen and Milton, we had almost \$90,000 of cleanup work that was not anticipated in the original budget, and Dominion Intelligence was paid \$27,000, which happened in the RAD project and covered things like the section 18 demo disposition, environmental, and asbestos inspections. The \$43,000 was spent on the muck-out units. The proposed budget for public housing income of \$1,323,180. The expenses for the public housing budget are \$1,652,000, creating a loss of \$328,820 on the public housing budget.

The proposed Section 8 program is projected to generate about \$8,600 less income than expected, with expenses about \$7,000 higher due to salaries and fees. Despite some increased income, higher costs will result in a net loss of about \$3,400. However, reserves are available to cover the shortfall, with tentative projections showing \$5,086,000 for the fiscal year.

Chairman Norris entertained a motion to approve the revised FYE 9/30/2025 budget for Public Housing and Section 8 programs. Vice-Chairman Ortiz made a motion to approve the revised FYE 9/30/2025 budget for Public Housing and Section 8 program, seconded by Commissioner Sardina.

Ms. Collins presented the proposed FY 9/30/26 budget. Key highlights include: operating subsidy budgeted at 95% despite current payment at 102%; projected 7.5% increase in health insurance rates (with potential for higher industry averages of 15%); property/liability insurance expected to rise 5%; other expenses based on historical costs. The budget includes up to a 5% staff wage increase (2% COLA, 3% performance). If the board decided to get the total increase this year and only do up to 3% performance evaluations, that would decrease employee cost by about \$12,000. No CFP operating funds are included, as they are allocated to the RAD project. No FEMA or insurance proceeds anticipated. HCV HAP and admin fees are based on current funding and expense levels.

Proposed Budget for Fiscal Year End 9-30-2026

Public Housing is projected to have an income of \$1,109,450, expenses of \$1,365,500, with a loss of \$255,960. It is likely that the budget will need to be revised later in the year when actual insurance rates, HUD pro-ration rates are adjusted. Additionally, maintenance materials and contracts are hard to read at this point. The budget is based on the costs of the last few months. However, current projected expenses could decrease or increase depending on RAD closing, move out of the Punta Gorda residents, and if prior hurricane damage continues to need remediation to maintain safe and sanitary units.

Proposed Budget for Fiscal Year End 9-30-2026

For the Section 8 program, Ms. Collins reported that the administrative income is based on current lease-up. Administrative expenses are based on historical costs. The projected Budget Authority, provided by HUD, was used to project HAP income and expenses. Should the actual Budget Authority be changed, or the proration % change in 2026, this will have to be revised. The projected income for the administrative portion of the program is \$397,060, expenses \$342,700, resulting in a net income is \$54,360, and for the HAP program, projecting HAP income is \$4,200,000.

Deborah noted that when the budget was originally prepared, property and liability information were not yet available. The information was received on Thursday, and a resolution is now ready for approval. Both property and liability came in at 2.5%, rather than the anticipated 5%.

Commissioner Sardina asked when we will know the insurance rate?

Deborah responded, hoping around this week.

Chairman Norris entertained a motion to approve the FYE 9/30/2026 budget for Public Housing and Section 8 programs. Commissioner Sardina made a motion to approve the FYE 9/30/2026 budget for Public Housing and Section 8 program, seconded by Vice-chairman Ortiz.

DEPARTMENT HEAD REPORTS- Diana Jones, PH/HCV Supervisor

Housing and Maintenance Reports:

Diana reported on the public housing for May 2025 and June 2025. Pine Echo has an EOM balance of \$10,031.58 for May and \$12,886.20 for June. They are kind of high as well as Barrett Park (\$9,900 May and \$16,995.07 June). I will be meeting with Lydia and see if we can develop a strategy to start bringing those balances down, but I will go ahead and inform you that when we instituted the forgiveness for late fees during the COVID years, that was still ongoing. We reinstate the late fees charge effective July 1st, 2025, which was given, I believe, a 60-day written notice that we would be implementing the late fees again in accordance with their lease and our policy. For the maintenance part, we had one charge of \$80 in May for Pine Echo and for Barrett Park \$0 in May, and \$88 in June. For our work order, it was completed the same day.

Chairman Norris asked if you mentioned that people are not paying their rent on time. Is there a reason?

Diana responded that either the household has a change of income or is not paying their late fees.

Diana mentioned that the Punta Gorda residents all moved out except one.

Housing Choice Voucher Report (HCV):

Diana provided an update on the Housing Choice Voucher Program, reporting lease-up percentages for various programs. The HCV program was at 175/101% lease-up year-to-date. For the Project-Based Voucher, we had 100%; we only have 40 project-based voucher units. For the Mainstream, we are at 93/92%. Now we are over-leased on the HCV under the HUD definition, but we would only be over-leased by the month, not the year. We continue to lease FUP, VASH, and PBV vouchers as they have dedicated funding.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS)

Diana reported for the Public Housing FSS program, we have for May 2025, we have 15/60% and for June 2025 15/60%. I received one application from one of our residents. I'm going to try to enroll by the end of the fiscal year, so they will reflect on our SEMAP score.

Report for the Section 8 FSS program, we have May 2025, 27/60% and for June 2025, 27/60%. Our escrow balance for May 2025 \$289,516, and for June 2025 \$296,901.

RESIDENT SERVICES- Elizabeth Jackson, ROSS Service Coordinator

Mr. Goodson reported that Cross Point Church continues to be an active partner in the community. Their church has regularly hosted Breakfast Bingo sessions. On August 2, 2025, Cross Point Church, in partnership with the Lee County Housing Authority, successfully hosted its annual Back-to-School Book Bag Giveaway. We also had our annual Summer Feed Program on June 9, 2025, by the Lee County School District. Dr. Ella Piper Center launched a new Cell Phone Class at the Community Center to enhance digital literacy among residents aged 55 and older. We still have a partnership with BJ's. At the bottom, Elizabeth has a list of upcoming events for the year.

Executive Director Reports, Marcus D. Goodson

Mr. Goodson presented as part of the annual plan process. A draft plan was prepared and made available for public review at both community centers and Barret Park, and on the website.

The annual plan primarily involves selecting program and project options ("checking boxes") that allow the agency to proceed with approved initiatives over the next 12 months without amending the plan. Categories checked include mixed finance, modernization, development, demolition/disposition, and conversion of public housing to project-based rental assistance (RAD). Boxes were also checked for units with approved vacancies due to modernization.

Two resident meetings were held on July 22, 2025, one in the morning and one in the evening, to accommodate different schedules. Each meeting was attended by approximately 20 residents. Discussions included several questions regarding the proposed RAD conversion, which were addressed in detail. A record of all resident questions and responses is on file.

The required certifications have been completed and signed by the County Commissioner, Kevin Ruane. The annual plan is ready for submission to HUD pending board approval.

Chairman Norris asked in the survey of the residents what some of their primary concerns?

Mr. Goodson responded that one of the questions was, when we are working on the RAD project, hopefully by the end of September 2025, but that depends on HUD approval of this whole flood zone issue, which we discussed. That's what holding it up, but it is moving forward. We have weekly calls about the project with the investors, the finance, and the co-developer partners. One of the other questions was, can we return to our units after the renovation? The majority of the residents expressed a desire to return to their current units, mainly to avoid the inconvenience of changing addresses and updating personal information. A small number of residents indicated they might be open to moving to a different unit, for example, from the back to the front of the property. Staff acknowledged these preferences and will consider them during the relocation and renovation process.

Chairman Norris asked about the relocation, do they have to move their furniture, and who pays for those expenses?

Mr. Goodson responded that we cover all costs. There could be pods that we put the furnishing in, but there's no cost to the resident at all.

Mr. Goodson mentioned that there was a question about, can we keep our plants? Because we talked about more uniformity in the developments. Part of this project is going to include landscaping improvements. The residents mentioned in the meeting they would like to have a dog park?

Chairman Norris asked would that affect our insurance if you have a dog park?

Mr. Goodson responded I do not know, I do not think it would, but it is a good question.

Attorney Shane McDonald explained that allowing pets may require additional considerations, such as updating signage and checking insurance coverage. Whether the current insurance policy covers animals depends on the specific policy, as coverage varies. If the policy doesn't address animals, insurance may need to be reviewed or adjusted in the future to account for this change.

Mr. Goodson reported that there was another question. If they could have a screened porch? That is something that we want to look at, because the peaceful enjoyment of sitting outside, one of the advantages of living in Florida. Enjoying the weather is why most people come here, especially seniors.

Chairman Norris entertained a motion to approve Resolution 2025-2 approving the fiscal year 2025-2026 annual plan. Vice-Chairman Ortiz made a motion to approve Resolution 2025-2 approving the fiscal year 2025-2026 annual plan, seconded by Commissioner Sardina.

Mr. Goodson, the next agenda item is to approve hiring Key Path Consulting, owned by José Alvarez, for short-term assistance. José is a current State Florida Legislator and former HUD Regional Director with strong relationships, especially with Senator Scott's office. He has already been helping with the agency's emergency Section 8 voucher request and has been effective in securing communication with federal offices. The proposed contract is for six months, with an optional one-month extension. Approving this consultant is expected to strengthen the agency's chances of HUD approving our Section 8 voucher request.

Chairman Norris entertained a motion to approve a consulting contract agreement with Key Path Consulting. Commissioner Sardina made a motion to approve a consulting contract agreement with Key Path Consulting, seconded by Vice-Chairman Ortiz.

Attorney Shane McDonald mentioned that if you guys, for any reason, decide that you would like to terminate the agreement, you just have to provide 30 days' notice.

Mr. Goodson on the next two agenda items. Deborah is going to take over.

Deborah reported our property and casualty increased of 2.45% and in terms of dollars, the amount is \$7,249. Last year, the premium was \$296,017.00, and this year it is \$303,266. A lot didn't change much, but for example, looking at the general liability, the amount increased in terms of dollars it was \$1,564.00, and then automobile, the premium increased by \$663.00. The increases are minimal.

Chairman Norris entertained a motion to approve the property and casualty insurance. Commissioner Sardina made a motion to approve the property and casualty insurance, seconded by Vice-Chairman Ortiz.

Deborah reported the reimbursement arrangement with the HRA. What that is, is that it is in line with our health insurance plan, even though we do not have a renewal rate for the health insurance currently. The \$1,500 is the HRA card that each employee holds for the year. It covers co-insurance and deductibles, and co-pays. It renews every January at \$1,500 per person, and every year, they want the board to approve it, so that is a consent board resolution to be sent back to the HRA.

Chairman Norris entertained a motion to approve the Consent Health Reimbursement Arrangement (HRA). Vice-Chairman Ortiz made a motion to approve the Consent Health Reimbursement Arrangement (HRA), seconded by Commissioner Sardina.

Mr. Goodson reported that we do have some write-offs in the amount of \$11,612.15, broken down between the two developments, Pine Echo is \$4,076.65, and Barrett Park is \$7,535.35. We need board approval to write these collection costs.

Vice-Chairman Ortiz asked if that was for damages?

Luis responded yes, one of the units in Barrett Park was vandalized, which was one of the units that was damaged.

Deborah responded when residents move out without paying their rent.

Chairman Norris entertained a motion to approve the write-offs for fiscal year 9/30/2025. Commissioner Sardina made a motion to approve the write-offs for fiscal year 9/30/2025, seconded by Commissioner Sardina.

Capital Improvements

There were no reports

Other Business/Board of Commissioners Comments

There were no reports

Attorney Report(s)

There were no reports

Public Input/Comments

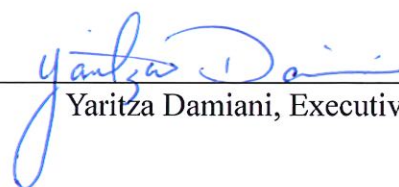
There was no one to be heard.

Next meeting will be on September 18, 2025

ADJOURNMENT

Having no further business to discuss, Commissioner Ortiz made a motion to adjourn the meeting at 12:01 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST



Yaritza Damiani, Executive Assistant

11/20/25

Date

