

**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 **November 20, 2025, at 10:00 AM** 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 Christopher Stipek, Esq.

ABSENT:

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the August 25, 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 of August 25, 2025. Commissioner Sardina made a motion to accept the minutes, seconded by Vice-Chairman Ortiz. The motion carries.

Financial Reports – Vicki Collins, CPA

Vicki Collins presented the financial report for the fiscal year-end.

Public Housing:

Public Housing reported an actual loss of \$328,820, which was \$400 better than expected. Total annual revenue was \$1,321,854, including housing revenue, subsidies, and insurance proceeds related to unit damage, which includes cleanup and abatement. Total expenses exceeded \$1,644,283 million, resulting in an annual deficit of approximately \$322,429. Operating cash totaled approximately \$1,171,769 million as of the end of September. The \$322,429 deficit will be covered using reserves.

Chairman Norris asked for the \$322,429 that we loss is that money we lost, or will the money be recouped?

Vicki Collins responded that we have reserves, and that means program deficits are covered funds in our reserves.

Housing Choice Voucher (HCV) Program:

The HCV Program reported an administration budget of \$83,400 and an actual of \$105,855. Additional funding of approximately \$22,000 was received in September for the HCV and Mainstream programs. Total revenue was \$423,836. Expenses included \$173,753 for wages and benefits, \$25,345 for insurance, and \$64,283 office expenses, for a total of \$105,855. The Mainstream Voucher program had a balance of \$100,000 as of September 30, 2025. The program applied for shortfall funding in late August or early September and have not received a response to date.

Diana mentioned that all lease-ups have been halted completely due to a shortfall in funding. That's where the application for the shortfall funds came in, which was submitted either in August or September.

DEPARTMENT HEAD REPORTS-DIANA JONES, PH/HCV SUPERVISOR

Housing and Maintenance Report:

Pine Echo

	September 2025	October 2025
Charges	\$20,275.70	\$20,410.00
Collections	\$18,911.00	\$20,094.00
EOM Balance	\$9,096.27	\$7,271.57
Average Rent	\$295.65	\$282.23
Lease Up	100% 1	00%
Write Off Pending	\$789.00	\$789.00

Work Orders

Issued /Completed	89 / 89	238 / 238
ER Issued /Completed	0 / 0	0 / 0
Avg Completed Days	1	1
Tenant Charges	\$0.00 / 0	\$0.00 / 0
PHAS Turnaround Days	1	1

Barrett Park

	September 2025	October 2025
Charges	\$23,364.00	\$23,098.01
Collections	\$25,739.00	\$20,198.00
EOM Balance	\$6,973.07	\$9,969.06
Average Rent	\$434.31	\$426.06
Lease Up	100%	100%
Write Off Pending	\$0.00	\$0.00

Work Orders

Issued / Completed	81 / 81	102 / 102
ER Issued / Completed	0 / 0	0 / 0
Avg Completed Days	1	1
Tenant Charges	\$0.00 / 0	\$0.00 / 0
PHAS Turnaround Days	1	1

Housing Choice Voucher Report (HCV):

Diana Jones reported on HCV challenges with lease-up numbers, causing shortfall issues. Diana mentioned that the mainstream voucher program has the largest attrition rate due to the demographic being historically difficult to house.

	September 2025	October 2025	Fiscal YTD
Lease Up EOM			
HCV	177 / 101%	175 / 100%	175 / 101%
FUP	13 / 52%	13 / 52%	13 / 52%
VASH	34 / 97%	35 / 100%	35 / 100%
PBV	40 / 100%	40 / 98%	40 / 100%
Mainstream	107 / 106%	107 / 106%	107 / 106%
New Vouchers Issued (EOM) 1		1	

Family Self-Sufficiency Program (FSS):

Diana also reported on family self-sufficiency program enrollment, with two public housing enrollments and four HCV enrollments in September.

	September 2025	October 2025
PH Participants	17 / 68%	17 / 68%
Exit / Enrollment	0 / 2	0 / 0
Graduated / Escrow Disbursed	0 / \$0	0 / \$0
Monthly Escrow Credit	\$4,184	\$4,534
Escrow Balance	\$148,610	\$151,228
Participants w/ escrow	14 / 82%	14 / 82%
HCV Participants	31 / 66%	31 / 66%
Exit / Enrollment	0 / 4	1 / 0
Graduated / Escrow Disbursed	0 / \$0	0 / \$0
Monthly Escrow Credit	\$7,700	\$7,649
Escrow Balance	\$321,164	\$314,527
Participants w/ escrow	21 / 78%	21 / 78%

Diana mentioned that we require SEMAPS at the end of this month, and a couple of issues have come up within. So, while our FSS scores, we would still only get eight points. Unfortunately, in six, none of our evidence participants are current. I reached out to HUD, and they said maybe because of the shutdown, we don't know. HUD encourage to go ahead and proceed with the submission, even get the information that shows the reason. It still shows that we have a mandatory FSS program under the HCV of 47 participants, but it shows zero.

Resident Services-Elizabeth Jackson, ROSS Coordinator

Elizabeth Jackson provided updates on resident services, including partnerships with Cross Point Church. Cross Point church provides breakfast bingo and offers structured opportunities for personal development, learning, and community building. Elizabeth mentioned the upcoming Thanksgiving turkey distribution, scheduled for November, with 80 vouchers distributed to residents. Board and staff members volunteered to help with the distribution effort.

Executive Director Reports, Marcus D. Goodson

Mr. Goodson presented two items requiring board member action. The 2026 Utility Allowance for Public Housing Resolution 2025-7 and the 2026 Utility Allowance for Section 8 program Resolution 2025-8. Each year, we contract with The Nelrod Company to conduct the annual HUD-required utility consumption studies and make adjustments if there is a rate change of 10% or greater.

Chairman Norris entertained a motion to approve the 2026 Utility Allowance for Public Housing Resolution 2025-7 and 2026 Utility Allowance for Section 8 Resolution 2025-8. Commissioner Sardina made a motion to approve the 2026 Utility Allowance for Public Housing Resolution 2025-7 and 2026 Utility Allowance for Section 8 Resolution 2025-8, seconded by Vice-Chairman Ortiz.

Mr. Goodson presented updates on the Central Avenue property. We had a ribbon-cutting ceremony at the new Central Avenue apartments. It was a really nice event. We are excited about managing and owning those units moving forward. As we lease these units, we will keep the board posted on the lease-up of units.

Mr. Goodson mentioned that the other items he wanted to talk about were the management of rental units owned by Salus Care. They have two properties, totaling 20 units. The developments are located at 3660 and 4120 Evans Avenue and are HUD 811 properties. Salus Care reached out to us to see if we were interested in managing the property for them. The units need some work done, but the good news is they just received a little over \$400,000 in SHIP funds from the county to renovate the units. We are looking to enter into a consulting agreement to manage those units and also to be involved in the renovation work.

Mr. Goodson mentioned that the RAD update discussion has been suspended due to the government shutdown. The issue is still the flood-related concerns for the Pine Echo I and II renovation project. Mr. Goodson introduced our new attorney, Christopher Stipek, from Light Path Law firm.

Capital Improvements

Other Business/Board of Commissioners Comments

Attorney Report(s)

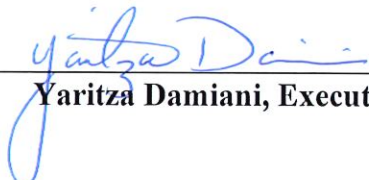
Public Input/Comments

There was no one to be heard.

Next meeting will be

ADJOURNMENT: Having no further business to discuss, Vice-Chairman Ortiz made a motion to adjourn the meeting at 10:53 a.m., seconded by Commissioner Sardina. The motion carries.

ATTEST



Yaritza Damiani, Executive Assistant

1/26/26

Date

