A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held Thursday, January 24, 2013 at 1:31 p.m. at 14073 Whitebirch Way, North Fort Myers, Florida. Notice of this meeting was duly posted.

ATTENDANCE: Chairman Robert Norris  
Commissioner Shirley Burns  
Commissioner Tracy Kuchman  
Marcus D. Goodson, Executive Director  
Attorney Kenneth Thompson

ABSENT: Vice-Chairperson Cynthia Shafer

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the November 29, 2012 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. Commissioner Burns made a motion to accept the minutes, seconded by Commissioner Kuchman. The motion carries.

Twaski Jackson, Director of Client Services
Mr. Jackson pointed out bullet #3 and #4 in his narrative report. We are now offering Adult Literacy and GED classes to all residents every Thursday. We also offer an after-school tutoring service through a private tutor for elementary and middle school children. The tutor does homework assistance and provides reading and math according to the curriculum for Lee County School District. Mr. Jackson stated he will provide sign-in sheets in the next report as there is one for the Literacy Class and a sign-in sheet for the GED class. Mr. Jackson stated we conducted a survey for each development of residents that have their GED and what their interests are (enclosed in each board packet). Neighborhood Watch and Peacefulness are write-ins that the residents added to the surveys as an interest. Some of the residents chose not to answer some of the questions. There were 11 families from Barrett Park that were interested in the GED class.

Mr. Jackson stated Crosspoint Church (CPC) located in Cape Coral wanted to reach out to our families to provide services. Mr. Jackson showed a slideshow of the activities that were provided to the residents by CPC in December 2012. Mr. Jackson stated we sent a thank you card to the church from staff. Mr. Jackson stated he will have the board members sign a card and send as a thank you for their support.

Mr. Jackson stated some of the clients are fearful of communicating to us that they don’t know what they want to do. We try to ease their fear and provide case management services one-on-one to put the client more at ease. Childcare is a barrier for some of the residents as to why they don’t participate in services. This is an issue of funding.

Mr. Jackson stated the calendar of events is included on each iPad. We will be conducting a resident council training for all of the resident councils and those interested in joining the resident council. This was an interest from the surveys also. This will be held on February 8, 2013 at the main office at the HACFM. We will provide LCHA residents transportation; we will have a sign-up sheet.
Mr. Jackson stated that Isabell Ward, PH/FSS Coordinator has resigned, her last day with the agency is tomorrow. We will continue to provide services to our families on the FSS/Public Housing Program. We have advertised this position internally. This is a grant position that will expire in 6 months; we do have a plan in place to seek alternative solutions. This grant is not being re-funded for the fiscal year 2012 because prior to the inter-local management agreement between LCHA and HACFM, LCHA only had 6 families enrolled in the program. For a full-time position we are required to maintain 25 slots. We are at that number now. We will continue to provide services to the families, and they will remain on the Resident Opportunity Supportive Services (ROSS) Program, but the FSS/Public Housing Program would have no funding for the salary if HUD does not reconsider funding it.

Sherri Campanale, Director of Housing Management/Maintenance
Ms. Campanale reviewed the maintenance and housing report enclosed on the iPad. There were no questions.

Sherri Campanale, Interim Section 8 Coordinator
Ms. Campanale reviewed the Section 8 report enclosed on the iPad. Ms. Campanale stated she has changed the way the HCV/FSS Monthly Activity Report looks as in the past it was in chart form, now it is a simple page and highlights the accumulation of Section Eight Management Assessment Program (SEMAP) points. If we were graded today, it would give us 8 out of 10 points as this is the goal. There were no questions.

Vicki Collins, Finance/Human Resource Director
Ms. Collins stated enclosed on each iPad is the financial reports for November and December 2012. Pine Echo I & II is not over budget because we had a cost overrun; it is because we have less income than we projected in the budget. Most of this is the Capital Fund money that we thought we would need to take to make ends meet. We haven’t needed to take any of this yet since the program is operating in line with the budget expense wise. We prefer not to take it if we don’t have to. We want to save this for Capital projects if we don’t need to put it in the operating fund. Barrett Park is using what we had planned for the budget. HUD pays us on a calendar year; for 2013 January began a new year. The initial funding percentage is 92%. Last year we ended up with a funding rate of 95%. HUD will not know the final number of what their needs will be until August or September. We will get a final subsidy percentage in September or October.

Ms. Collins stated with the Section 8 Program, the administration portion is over budget $1,200. Our income has exceeded our expenses $1,200 less than we anticipated, we have approximately $14,000 net income projected and we only have approximately $13,000 now. We still have $118,000 in our reserve account. If we continue at 100% lease up we should see an increase in our funding level at that point. We do have enough reserves to last us at our current level of funding and expense for a year. The Section 8 unrestricted reserves is up to $63,600 at the end of December.

Ms. Collins stated the auditors were here last week to conduct an audit for the fiscal year end for September 30, 2012. We had no findings; there was 1 finding last year that was cleared. There were no accounting adjustments to be made. The report should be included in your next board packet. Attorney Kenneth K. Thompson stated the staff should be recognized for this as there were 24 findings when the HACFM took over management of the LCHA.

Marcus D. Goodson, Executive Director
A-1 Section 8 Management Assessment Program (SEMAP) Certification
Mr. Goodson stated annually housing authorities that administer a Housing Choice Voucher Program, formerly known as the Section 8 Program, are required to complete a self evaluation of their program. Once that self evaluation has been completed and submitted to HUD for their review and confirmation, each agency is awarded a score up to 100%. The self certification has 15 indicators that are listed on the enclosed form with our score for each particular indicator. For the fiscal year ending September 30, 2012, the Lee County Housing
Authority (LCHA) received a score of 72%, which represents a decrease from our prior year score of 86%. Enclosed in each iPad is a comparison of our 2011 and 2012 SEMAP scores. Included in each iPad are the procedures that are now in place that will improve the overall administration of our HCV program, thus improving our SEMAP score for 2013. Ms. Campanale reviewed the indicators, possible SEMAP points and the procedures now in place as enclosed in each iPad.

A-2 Revised HCV/FSS Action Plan
Mr. Goodson stated each year LCHA HCV/FSS staff is required to review its current Action Plan for updates and/or changes to ensure the plan is effective and benefits the participants involved in the program. This Action Plan has been approved by Jose Cintron, Director of the Office of Public Housing HUD Miami Field Office. The changes being made are the following:

✓ Removes the requirement to wait one year prior to being eligible for participation in the HCV/FSS Program
✓ Removes the motivational preference for interested voucher holders (this removes the FSS participation requirement from the homeownership program, this homeownership program is available to all voucher holders (seniors and regular voucher holders) most seniors on a fixed SS income are not likely to become homeowners)
✓ Separates the HCV/FSS from the Public Housing FSS Program (this is important for a case manager to work the file from beginning to end and this will prevent the Public and Indian Housing Information Center (PIC) errors that have occurred in the past from one department handling the case and then another)

Commissioner Burns made a motion to approve the revised HCV/FSS Action Plan, seconded by Commissioner Tracy Kuchman. The motion carries.

Capital Improvements
There was no report.

Other Business/Board of Commissioners Comments
Mr. Goodson stated Vice-Chairperson Shafer could not be present today, however wrote a very nice e-mail commending Twaski Jackson, Director of Client Services of his detailed report each month and she acknowledged the nice note from the resident enclosed in the board packet regarding the kitchen cabinets.

Ms. Campanale wanted to give the board an update on a previous request regarding the lights on McNeil Street. Ms. Campanale stated the property manager and assistant property manager met with the sheriff’s department and the county and the light bulbs have been changed. It has been requested that additional lights be installed on McNeil Street, but this is a county issue.

Ms. Campanale and Dee Acosta, property manager met with Animal Control regarding the feral cats, we can’t take this responsibility due to liability reasons, financial reasons, and shortage of employees. The County has asked us to pick up the traps, hold the cats once trapped and make an appointment to have these animals spayed and/or neutered within 1-2 days. You must put a deposit down for the traps. We cannot feed these animals. We have to release them back within 24 hours and keep them in an a/c building such as our maintenance shop. We are certainly not going to let a resident be in charge of this because if they get bit or scratched we will be liable. Mr. Cissna has offered to do so. He states he has picked up 6-8 cats and took them to Animal Services. There are roughly 20 cats left in Barrett Park, Pine Echo I has approximately 30 cats and Pine Echo II has approximately 20 cats. He leaves food out for them on the porch. He takes them to Animal Services in a transport cage that he has. Chairman Norris stated this is a political issue and the County should be responsible. We may have to get the County Commissioners involved. Ms. Campanale stated there are thousands of feral cats.
cats in Lee County, there are approximately 100 cats at LCHA. Ms. Campanale stated the representative from Animal Control said there is a problem with feral cats because they are being fed. If there is no food left for them they will leave and colonize somewhere else.

**Public Input/Comments**

Thomas Cissna, resident stated he is concerned about stolen bikes at Barrett Park; they are being stolen during the day as most people are away during that time. They cut the chains and take the bicycles. Can we possibly keep the back gate closed as he thinks that is how they are going out with the bicycles. Dee Acosta, property manager stated we have locked the gate in the past; however they cut the chain to the gate. Commissioner Kuchman stated her neighbor had her bicycle stolen last week. Ms. Campanale asked if a police report has been filed. Dee Acosta stated that Bill Ewing, assistant property manager has been working with the police department, but there is not much that can be done. Mr. Cissna stated they are not his bicycles; he is trying to enlist the help of the Sheriff’s Department. Ms. Campanale stated it will continue to be a problem if the resident does not call the police department. Mr. Cissna stated he is the Captain of the Neighborhood Watch and walks around at night. Chairman Norris stated everyone should put their bicycles inside at night or when they are not at home.

Mr. Cissna would like fences put up behind each unit at Barrett Park so that people won’t have access to their back yards. Mr. Goodson stated the residents are not allowed to install their own fences. Mr. Goodson stated this will be a budget discussion, however they can use bolt cutters to cut a chain-link fence. This would also be a REAC inspection concern; we will have points deducted if the fence is not maintained at all times.

**Other Business**

Enclosed on each iPad is a letter from a resident stating how much they appreciated the efficiency at which the new kitchen cabinets were installed and they did a fantastic job.

Attorney Kenneth K. Thompson stated there was a complaint filed with the State of Florida about a discrimination issue by Princess Johnson in October 2012. They believe they are going to resolve it soon and it will be satisfactory. The LCHA evicted her and she claims we discriminated against her. Ms. Campanale stated Ms. Johnson occupied 2 units at the same time; she moved part of her furniture in 1 unit and had furniture in the other. We proceeded with the eviction and the Judge approved the eviction as we offered her reasonable accommodations. Mr. Thompson will provide an update once he receives the response from the State of Florida.

Attorney Kenneth K. Thompson asked if we were going out for an Request for Proposals (RFP) for an architect? Mr. Goodson stated David Moore has been our architect for years and we need to open that process up to competitive bid.

Chairman Norris stated he will be unavailable for the next board meeting on February 28, 2013.

**ADJOURNMENT:** Having no further business to discuss and no objection to adjourning the meeting was adjourned at 3:16 p.m.

---

ATTEST: Cheryl L. LaBelle Date