

**Lee County Housing Authority (LCHA)  
Board of Commissioners Board Meeting  
February 22, 2018**

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held Thursday, February 22, 2017 at 14073 Whitebirch Way, North Fort Myers, Florida. Notice of this meeting was duly posted.

**ATTENDANCE:** Chairman Robert Norris  
Vice Chairman Donald Komito  
Commissioner Christine Sardina  
Commissioner Robert Ortiz  
Attorney Kenneth K. Thompson  
Marcus D. Goodson, Executive Director

**ABSENT:** Commissioner Jim Green (Resigned, but term ends 5/12/18)

**APPROVAL OF MINUTES:** Chairman Norris brought before the board the minutes from the January 25, 2018 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.

Chairman Norris wanted a change to the minutes on page 3, line 5 that states 33% of ownership would be owned by Southwest Florida Affordable Housing Choice Foundation Inc. (SWFLAHCF), they will not be an owner, changes will be made. Commissioner Sardina made a motion to accept the minutes with this change to the minutes, seconded by Komito. The motion carries.

**Sherri Campanale, Director of Housing Operations/Section 8**

Ms. Campanale reviewed the housing department report as stated in the board book. The average rents for Pine Echo I & II is \$144.00 and for Barrett Park it is \$222.00. The occupancy rate is 100% for both developments. There are 1823 people on the wait list. The amount of write offs for Pine Echo I & II is \$1,449.50 and for Barrett Park it is \$7,292.04.

Ms. Campanale stated the escrow balance is \$69,605.33. There are 30 people enrolled in the 25 slots in the PH FSS Program.

Ms. Campanale stated the Resident Opportunity Supportive Services (ROSS) report is enclosed in each board packet which is a monthly report of events that have occurred in January 2018.

Ms. Campanale reviewed the maintenance report. Pine Echo I & II generated 93 work orders and Barrett Park generated 57 work orders. The emergency work orders were closed in HUD's mandated timeframe. The amount charged to tenants for Pine Echo I & II was \$595.37 and \$771.32 for Barrett Park. The turnaround time for Pine Echo I & II is 10 days and 15 days for Barrett Park. We were holding some units for people that were hit by the recent hurricane. We have since released these units.

Ms. Campanale stated there were 246 vouchers reported to HUD for the Voucher Management System (VMS) Program. We have 15 people looking for a place to live with their vouchers. Our Section 8 Program is 94% occupied. The Housing Choice Voucher Program (HCV) has 34 people enrolled with 47 available slots. The escrow amount is \$67,141.00.

**Vicki Collins, CPA, Director of Finance & Human Resources**

Enclosed are the financials, i.e. Balance Sheet, Income Statements, as well as the summary reports for January 2018.

**PUBLIC HOUSING PROGRAM**

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

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Pine Echo	\$ 0	\$ 34,309	\$ 34,309
Barrett Park	<u>8,833</u>	<u>29,372</u>	<u>20,539</u>
Total Public Housing	<u>\$ 8,833</u>	<u>\$ 63,681</u>	<u>\$ 54,848</u>

For the first four months of the fiscal year, the Public Housing Program income exceeded expenses by \$63,681; \$54,848 better than projected for the period.

At January 31, 2018 the Public Housing Program had \$316,043 of general operating cash. This is up about \$140,000 since the last reporting. This is because of the Accounts Receivable due from the SHIP Program was collected during January.

**SECTION 8 PROGRAM**

The year-to-date, budget to actual numbers for the Section 8 program for the first four months of the fiscal year are:

	<b>Budget</b>	<b>Actual</b>	<b>variance</b>
Administration	\$ ( 333)	\$ ( 1,987)	\$ ( 1,654)
HAP	<u>0</u>	<u>(37,096)</u>	<u>( 37,096)</u>
Total Section 8	<u>\$ ( 250)</u>	<u>\$ (42,072)</u>	<u>\$ ( 41,822)</u>

At January 31, 2018 Admin Fee Reserves were \$39,456 and HAP (Housing Assistance Payments) Reserves were \$4,630. The agency does have approximately \$142,000 in HUD Held Reserves we can draw on if needed. The current monthly HAP expense is about \$148,000 and HUD is funding us with a monthly amount of about \$150,000. Chairman Norris asked if we see any surprises coming during this 2018 year with the current administration? Ms. Collins stated there hasn't been anything said that she is aware of. Mr. Goodson stated he will be meeting with the regional HUD director and her staff in Atlanta next week and should learn more about HUD's budget. There will be a small group of us from other states. Mr. Goodson may know something next week, if so he will share it with the board members.

Ms. Collins stated we were funded for 1 FSS position through the FSS Grant. We have not heard about the 3-year grant. It expires next month. Since we are doing so well in public housing, we can fund some public housing resident services things out of this until we find out about the 3-year grant.

**Marcus D. Goodson, Executive Director**

**• First Quarter Collection Loss Write Offs for FYE 9.30.18**

Mr. Goodson stated we have \$8,741.54 in write offs. Vice Chairman Komito stated he would like to make a motion to approve the First Quarter Collection Write Offs, seconded by Commissioner Sardina. The motion carries.

- **Coral Village Apartments-Tenant Vouchers from Housing Authority of the City of Fort Myers (HACFM)**

Mr. Goodson stated last month we spoke about an acquisition for Coral Village Apartments in Cape Coral. This property had been presented to the housing authority's nonprofit as a possible acquisition where the nonprofit, an affiliate of the Housing Authority of the City of Fort Myers (HACFM) would own 33% of this development. Through a period of time it was decided that the HACFM has already earmarked a certain percentage of their Section 8 vouchers to project base their Neighborhood Stabilization Program (NSP) and other housing authority owned properties. This was approved by HUD. We have an Assisted Living Facility (ALF) that we have been working on for a couple of years now. You can only project base 20% of your total vouchers. We were not ready to project base 64 more vouchers to the Coral Village acquisition project. During the HACFM's February 28, 2018 board meeting, staff will recommend loaning LCHA 64 Section 8 vouchers. If approved, those vouchers will come to LCHA and LCHA will give those vouchers back to the HACFM through attrition. We will be discussing this with Jeff Lines, TAG, financial advisor Michael Syme, attorney at Fox Rothschild LLP and Attorney Ric Gilmore of Gilmore Saxon, Gilmore, Carraway & Gibbons, P.A. Ric Gilmore represents LCHA. Vice Chairman Komito asked if there was a timeframe to return these vouchers? Mr. Goodson stated based on historical information these vouchers from LCHA attrite approximately two per month, which will take approximately 3 years to return all 64 vouchers.

Ms. Campanale stated the residents that reside at Coral Village Apartments now will have to qualify for the Section 8 Program. If the resident doesn't income qualify, they will have to move or we may not project base their unit. Mr. Goodson stated we need permission from the board to issue a Request for Proposals (RFP) for the Section 8 project-based vouchers for Coral Village Apartments. This will open it up for developers or investment groups that may want to get involved with the acquisition of Coral Village Apartments. Vice Chairman Komito made a motion to allow staff to issue a Request for Proposals (RFP) for Section 8 vouchers for Coral Village Apartments, seconded by Commissioner Sardina. The motion carries. Mr. Goodson stated we may have to hold a special board meeting between today's meeting and the scheduled March 22, 2018 board meeting so we can continue on a fast track while we do our due diligence. We will check to ensure we are within HUD regulations and we can issue an RFP for 2 weeks or 3 weeks.

- **Saxon Gilmore Contract**

Mr. Goodson stated at last month's board meeting the board approved Saxon Gilmore create a non-profit affiliate for the LCHA. Saxon Gilmore stated that the original agreement didn't cover work like this, it was specifically for the merger of the LCHA and HACFM. This contract allows them to work with us on the Coral Village Apartments acquisition. The name of the non-profit will be Coral Village Apartments Inc. if this name is acceptable to the board. Commissioner Sardina made a motion to approve Saxon Gilmore's contract, seconded by Vice Chairman Komito. The motion carries.

### **Capital Improvements**

There was no discussion.

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

Chairman Norris stated we usually hold a Board of Commissioners retreat in July. He would like someone to provide orientation to the new commissioner Robert Ortiz before the retreat.

Yaritza Damiani, property manager stated we recently had a public housing FSS graduate who will be closing on a new home. We also had a FSS Section 8 graduate who received a \$28,000 escrow check.

Chairman Norris asked if we have any kind of program that gets people out to vote, not just registering to vote. Ms. Campanale stated she is always looking for a guest speaker for the resident's monthly meeting and if he would like to invite someone to speak at the meeting about voting to let her know.

### **Public Input/Comments**

Francis Lawrence, resident of LCHA, stated she is very happy at LCHA. She was going to fill out an application for board of commissioner. She stated many people don't know about the board meeting and would like the notices delivered to each resident and also have the notices in Spanish. She would also like a Spanish class offered for residents. Ms. Campanale stated there is always someone at the board meeting that speaks Spanish and the information they send out is in Spanish. The notices are posted at least 2 weeks in advance and is also posted on the website. Ms. Sardina stated she can always translate at the board meetings. Chairman Norris asked if there was a monthly Newsletter. Ms. Campanale stated yes, it is a quarterly Newsletter and there is a resident meeting once a month.

Ms. Lawrence stated she was unaware that the residents need renters' insurance, she went to Allstate and it was only \$14.00 a month.

Thomas Cissna, resident stated there were no recent minutes on the website. He wanted the board to know that there was a large pile of tree limbs at Barrett Park that needed to be picked up before someone gets hurt on them. Yaritza Damiani, property manager stated they have someone coming out to pick up the limbs as we don't have a bulk pick up truck. They were waiting until all of the trees had been trimmed. Ms. Campanale stated she will have someone pick up the limbs immediately.

Mr. Cissna would like the housing authority to re-visit the no smoking policy, he states the policy should allow residents to smoke on their porch or at the end of their driveway. Chairman Norris stated the policy with HUD is that developments are to be smoke free, but this is not mandated by HUD and would like Attorney Kenneth K. Thompson to review the policy. He would like clarification on this. Ms. Campanale stated HUD has mandated that it is 25 feet away from any building, main office, public housing unit and community center. PHA's have the ability to have a stricter policy, the buildings at LCHA are all so close together.

Mr. Cissna would like to inform the board that in June there will be mental health and autism conference at the Hyatt Regency in Orlando, he believes it would benefit the ROSS Coordinator and property manager as it deals with mental health issues.

**ADJOURNMENT:** Having no further business to discuss, Vice Chairman Komito made a motion to adjourn the meeting at 2:55 p.m., seconded by Commissioner Sardina. The motion carries.

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**ATTEST**      Cheryl L. LaBelle, Executive Assistant      Date