

**Lee County Housing Authority (LCHA)
Board of Commissioners Board Meeting
January 25, 2018
1:30 p.m.**

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held Thursday January 25, 2018 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 (stepped out during roll call)
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 October 26, 2017 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. Vice Chairman Komito made a motion to accept the minutes, seconded by Commissioner Sardina. The motion carries.

Sherri Campanale, Director of Housing Operations/Section 8

Ms. Campanale reviewed the housing report. There are 1826 people on the wait list. The write off amount for Barrett Park is \$7,292.04 and \$825.50 for Pine Echo I & II. The average rents are \$240.00 for Barrett Park and \$142.00 for Pine Echo I & II. The occupancy rate is 100% at Pine Echo I & II and 98% at Barrett Park.

Ms. Campanale stated there were 63 work orders generated for Pine Echo I & II and 15 work orders at Barrett Park. There was 1 emergency work order generated for Pine Echo I & II and 1 emergency work order for Barrett Park. These were completed in HUD's mandated timeframe. The amount charged to the tenant for Pine Echo I & II was \$87.50 and \$7.50 for Barrett Park. The turnaround time for Pine Echo I & II was 11 days and 15 days for Barrett Park. Due to Hurricane Irma and Hurricane Maria we held two units per HUD. We have released them since. Ms. Campanale stated we had minimal damage from Hurricane Irma, we had some roof damage, but we are getting those repaired. There was some fence damage, however it is not our fence. The owners are beginning to repair it. There were no residents that were displaced.

Ms. Campanale stated the total available slots for the FSS program is 120% and the escrow amount is \$67,918.23. Ms. Campanale stated there is more resident participation at the monthly resident meetings. They are planning a Valentine's Day event.

Ms. Campanale stated we reported to Voucher Management System (VMS) 242 vouchers leaving 12 vouchers outstanding at the end of the month. Our lease up rate is 94%, the lease up rate for Veterans Affairs Supportive Housing (HUD-VASH) Program is 89% and the Family Unification Program (FUP) vouchers are at 76%. The FUP clients come from the Children's Network. There are 12 outstanding vouchers.

Vicki Collins, CPA, Director of Finance & Human Resources (Mr. Goodson did report as Vicki was out for the day)

Prior Fiscal Year

The last board meeting was held on October 26, 2017; the year-end financial statements were not complete at that time. Therefore, we have enclosed the final statements for the FYE 9-30-17. The YTD budget-to-actual comparison is as follows:

Public Housing

	Budget	Actual	Variance
Pine Echo	\$ 0	\$ 27,495	\$ 27,495
Barrett Park	<u>28,500</u>	<u>56,341</u>	<u>27,841</u>
Total Public Housing	<u>\$ 28,500</u>	<u>\$ 83,836</u>	<u>\$ 55,336</u>

The primary reason for the positive variance is the difference between the budget subsidy and the actual proration % for the year. This accounted for \$53,000 of the variance.

Housing Choice Voucher Program (HCV)

	Budget	Actual	Variance
Administration	\$ (1,000)	\$ (21,590)	\$(20,590)
HAP	<u>0</u>	<u>35,370</u>	<u>35,370</u>
Total Section 8	<u>\$ (1,000)</u>	<u>\$ 13,780</u>	<u>\$ 14,780</u>

There were two primary reasons for the positive variance in the HCV program.

1. The net HAP Revenues and Expenses were about \$22,000 better than projected.
2. \$8,000 of the wage expense was budgeted to be covered by the 1-year FSS grant. Instead, the HCV program picked up this expense and the 1-year FSS grant was used to cover more of the PHA FSS employee expenses.

Current Fiscal Year

Enclosed for your review are financials, i.e. Balance Sheet, Income Statements, as well as my summary reports, for October through December 2017.

PUBLIC HOUSING PROGRAM

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

	Budget	Actual	Variance
Pine Echo	\$ 0	\$ 27,287	\$ 27,287
Barrett Park	<u>6,625</u>	<u>25,587</u>	<u>18,962</u>
Total Public Housing	<u>\$ 6,625</u>	<u>\$ 52,874</u>	<u>\$ 46,249</u>

For the first three months of the year, the Public Housing Program income exceeded expenses by \$52,874; \$46,249 better than projected for the period.

At December 30, 2017 the Public Housing Program had \$175,156 of general operating cash. This is down about \$140,000 since the last reporting. This is because of the Accounts Receivable due from State Housing Initiative Partnership Program (SHIP) funds for work completed that has not yet been reimbursed.

SECTION 8 PROGRAM

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

	Budget	Actual	Variance
Administration	\$ (250)	\$ 5,252	\$ 5,502
HAP	<u>0</u>	<u>(47,324)</u>	<u>(47,324)</u>
Total Section 8	<u>\$ (250)</u>	<u>\$ (42,072)</u>	<u>\$ (41,822)</u>

At December 31, 2017 Admin Fee Reserves were \$43,348 and HAP (Housing Assistance Payments) Reserves have been depleted; (\$2,251). The agency does have \$150,000 in HUD Held Reserves we can draw on if needed.

Marcus D. Goodson, Executive Director

- **Renewal of Interlocal Agreement for Management Services for Lee County Housing Authority (LCHA)**

Mr. Goodson stated it is past time to renew the inter-local agreement. The Housing Authority of the City of Fort Myers (HACFM) board has approved this agreement during their board meeting on November 15, 2017. The LCHA pays the HACFM \$10,000 a month to manage their housing authority, we will keep it at this amount. Commissioner Sardina made a motion to approve the interlocal agreement, seconded by Vice Chairman Komito. The motion carries.

Capital Improvements

There was no discussion.

Other Business/Board of Commissioners Comments

Mr. Goodson stated a group from the Miami area approached him about a development in Cape Coral called Coral Village. Their approach to Mr. Goodson is that they were asking if the HACFM would be willing to partner to buy this property which is an aspiring tax credit deal, purchase the property, re-syndicate it and we would own 33% of the interest. ~~33% would be owned by Southwest Florida Affordable Housing Choice Foundation Inc. (SWFLAHCF)~~, 33% would be owned by the group from Miami and 33% would be owned by the investor who put money to purchase the deal. They need our Section 8 vouchers to project-based the 64 units. It will generate more revenue for them. The property is in a nice location in Cape Coral and it has a lot of potential. We can only project-base 20% of our total vouchers, and we have project based quite a few at the HACFM. We are beginning to project-base all of our 82 units in our Neighborhood Stabilization Program (NSP). Because HACFM has more projects using project-based vouchers, the decision was made to reserve our balance of vouchers to project-base on our Assisted Living Facility (ALF) project if ever funded. As a result, we believe Coral Village would be the perfect non-public housing development for LCHA to be part owner through a newly created non-profit affiliate. The HACFM would loan LCHA 56 Section 8 vouchers to be project-based at Coral Village. This action will be considered by HACFM board of commissioners during the February 2018 meeting. The way we do this is through HUD language that illustrates how this is going to work. LCHA has to agree to give these vouchers back as they become available. We will have to create a non-profit for LCHA that will have the same board members. Commissioner Sardina made a motion to begin the process to create a non-profit, not to exceed \$5000.00 for the proper paperwork, seconded by Vice Chairman Komito. The motion carries.

Mr. Goodson stated there are two applications for new board members and the Governor's office is vetting one now. We are in contact with the Governor's office.

Public Input/Comments

There was no one to be heard.

ADJOURNMENT: Having no further business to discuss, Vice Chairman Komito made a motion to adjourn the meeting at 2:25 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date