

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

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held Thursday March 22, 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 Robert Ortiz
Attorney Kenneth K. Thompson
Marcus D. Goodson, Executive Director

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

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the February 22, 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. Vice Chairman Komito made a motion to accept the minutes, seconded by Commissioner Ortiz. The motion carries.

Sherri Campanale, Director of Housing Operations/Section 8

Ms. Campanale reviewed the housing reports as outlined in the board books. The average rents are \$161.00 for Pine Echo I & II and \$241.00 for Barrett Park. The occupancy rates are 100% at both developments. There are 1780 people on the wait list. There are 25 people enrolled in the FSS Program with 30 slots in total available. The escrow account balance is \$70,608.46. The Resident Opportunity Supportive Services (ROSS) report is enclosed in each board book. It shows the activities for the month of February 2018. There were 92 work orders generated for Pine Echo I & II and 27 work orders generated for Barrett Park. Barrett Park had 1 emergency work order, completed in HUD's mandated timeframe. This was a plumbing emergency.

Section 8 Program

Ms. Campanale stated we reported 243 vouchers to Voucher Management System (VMS). We had 21 vouchers that have not been leased up. We have regular vouchers at 93% occupied, VASH vouchers at 86% occupied and Family Unification Program (FUP) at 80% occupied.

Vicki Collins, CPA, Director of Finance & Human Resources

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

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	\$ 43,631	\$ 43,631
Barrett Park	<u>11,042</u>	<u>35,343</u>	<u>24,301</u>
Total Public Housing	<u>\$ 11,042</u>	<u>\$ 78,974</u>	<u>\$ 67,932</u>

For the first five months of the fiscal year, the Public Housing Program income exceeded expenses by \$78,974; \$54,848 better than projected for the period.

At February 28, 2018 the Public Housing Program had \$309,771 of general operating cash.

SECTION 8 PROGRAM

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

	Budget	Actual	Variance
Administration	\$ (417.00)	\$ 5,629	\$ 6,046.00
HAP	<u>0</u>	<u>(35,799)</u>	<u>(35,799)</u>
Total Section 8	<u>\$ (417)</u>	<u>\$ (30,170)</u>	<u>\$ (29,753)</u>

At February 28, 2018 Admin Fee Reserves were \$42,862 and HAP (Housing Assistance Payments) Reserves were \$10,137. The agency does have about \$142,000 in HUD Held Reserves we can draw on if needed. The current monthly HAP expense is about \$147,000; for March HUD funding was \$150,000. Although funding changes from month to month, we are being funded at a level that covers our monthly expense without issues. Chairman Norris asked if the current administration is trying to reduce any type of subsidies for public housing, will this have an effect on us? Mr. Goodson stated this is called Rental Assistance Demonstration (RAD) where you take public housing developments and convert it to a Section 8 rental assistance development. This gets HUD out of the subsidy business and Capital Fund business. You would then be able to walk into any bank with the Section 8 contract and borrow against it to renovate that development. You can also place debt on these units if you convert to RAD.

Marcus D. Goodson, Executive Director

- **Review Proposal Submitted by Smith and Henzy Advisory Group, Inc.**

Mr. Goodson stated LCHA submitted a Request for Proposals (RFP) for Section 8 project-based vouchers. The due date for submission was March 16, 2018. We received one proposal from Smith and Henzy Advisory Group, Inc. We believe this is a great opportunity for the LCHA. The Housing Authority of the City of Fort Myers (HACFM) has agreed to loan 63 vouchers to LCHA for this project. These vouchers will be used at Coral Village located in Cape Coral. Once our non-profit is created and we have our first non-profit board meeting, we will have this as an agenda item that we must consider. Saxon Gilmore & Carraway, P.A. will be present at an upcoming board meeting to walk us through the details of awarding project-based vouchers to Coral Village. We will need approval and a motion by the board to accept the proposal by Smith and Henzy Advisory Group, Inc. and give staff permission to move forward in conversations with Saxon Gilmore & Carraway, P.A. to walk through the terms of a partnership with a soon to be created non-profit of the LCHA and HACFM. At the appropriate time we will schedule a non-profit board meeting before this same body serving as non-profit directors. We will review the proposal, the partnership split, all of the details of this acquisition and the non-profit affiliate as a partner to that and we'll then take action on all of these items. Vice Chairman Komito made a motion to approve the proposal by Smith and Henzy Advisory Group, Inc., seconded by Commissioner Ortiz. The motion carries.

- **Articles of Incorporation**

Attorney Thompson stated these are very standard articles of incorporation. Mr. Goodson stated he doesn't see any downside to creating this non-profit. We want to be creative as we develop affordable housing so we will need this non-profit. Vice Chairman Komito made a motion to approve the Corporation of Coral Village Apartments, Inc., seconded by Commissioner Ortiz. The motion carries.

Chairman Norris asked if there were any liability issues with the board of directors and the non-profit? Attorney Thompson stated we will check with our insurance company.

- **Approval of the Bylaws of Coral Village Apartments, Inc.**

Mr. Goodson stated the draft Bylaws were sent to the wrong email today and Ms. LaBelle was unable to download it in time for the board meeting. This was reviewed and approved by Attorney Kenneth K. Thompson. Vice Chairman Komito made a motion to approve the Bylaws of Coral Village Apartments, Inc., seconded by Commissioner Ortiz. The motion carries.

Capital Improvements

There was no discussion.

Other Business/Board of Commissioners Comments

Mr. Goodson stated he and Ms. Campanale met with representatives from Lee County government and they gave us a heads up that the Community Development Block Grant Disaster Relief funding is coming down from Washington and Tallahassee to local governments. There are nine counties that have been identified through the Federal Emergency Management Agency (FEMA) process that took the brunt of the hurricanes that came through last hurricane season. Those nine counties are going to receive additional amounts of the funding. We believe there will be an opportunity for this housing authority's affiliate to utilize some of this money to purchase existing, rehab or build new constructed units in North Fort Myers, unincorporated Lee County. Mr. Goodson stated we need a real estate agent to help us find potential properties.

Mr. Goodson stated we received a three-year Resident Opportunity Supportive Services (ROSS) grant in the amount of \$246,000.

Ms. Campanale stated Yaritza Damiani, property manager has resigned and today is her last day, we wished her luck and thanked her for her service.

Public Input/Comments

Francis Lawrence, resident of LCHA stated she is enjoying living at LCHA and finds it very peaceful. She is not happy with the no-smoking policy as she is a smoker and is not going to go off property to smoke. She would like to see more residents attend the board meetings. She stated the road floods when there is heavy rain. It is a county street, but we will look into it. Commissioner Ortiz stated when it rains heavy the drain runs over.

Commissioner Ortiz stated there are a few cars that look like they have been abandoned on Henkler Road near the welding shop. Also, Commissioner Ortiz would like to see Lee County Sheriff's office drive through the developments once in a while. Mr. Goodson stated he will speak with the Sheriff's department about driving through and will speak with someone at Code Enforcement about the abandoned cars.

Thomas Cissna, resident of LCHA wanted information about the smoking policy, however Attorney Kenneth K. Thompson will update the board next month. He also wanted people to remember it is brush fire season.

ADJOURNMENT: Having no further business to discuss, Vice Chairman Komito made a motion to adjourn the meeting at 2:38 p.m., seconded by Commissioner Ortiz. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date