

**WINTER PARK HOUSING AUTHORITY
ANNUAL BOARD MEETING MINUTES**

**Tuesday, October 19, 2021
8:00 A.M.**

City of Winter Park Community Center
721 W. New England Ave
Winter Park FL, 32789

Commissioners Present: Board Chair; Hal George, Vice Chair; Kenneth Goodwin, Commissioner Tammy Holiday, Commissioner Kevin O’Rawe, Commissioner Karen Jacobs and Commissioner Dawn Ofodile.

Staff Present: LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director, Tarena Grant, Resource Coordinator and Project Manager, Rohan Wallace. *Laneshia Church, Regional Manager*

I. Call to Order

Chair George called the meeting to order at 8:00 a.m. and announced a quorum.

II. Approval of Minutes (September 2021)

There was a motion provided by Commissioner Goodwin to approve the September 19, 2021 minutes as written. Commissioner Regner provided a second to the motion. The motion was passed unanimously.

III. Public Comment

No public comments.

IV. Actionable Items Requiring Vote

RESOLUTION NO: 09142021-A

Annual Charge Offs of Uncollectible Debt October 1, 2020 Through September 30, 2021 in the Amount of \$112,308.20

Mrs. Lovette discussed this resolution as the annual charge-off of uncollectible debts. She mentioned that the board would normally receive a semi annual write off but due to the transition they will receive an annual for the 2021 fiscal year. She also mentioned that the increased amount was due to the pandemic, and the lack of ability to evict tenants that did not pay their rent during that time. Mrs. Lovette discussed the ways in which the properties assisted families to try and receive rental monies through outside resources and programs from the Orange County. A board member asked whether this debt shows up on the tenant’s credit report. Mrs. Lovette stated she is in the process of making sure that information is reported. Another board member asked whether there are any programs we can take advantage of now to try and collect some of these funds. Mrs. Lovette responded that unfortunately there are none. Another board member asked what the total percentage of the amount written off based on rent collected. Mrs. Lovette stated she will get the board that figure via email after the meeting. With no further discussion, Commissioner Regner moved for approval of the resolution. There was a second provided by Commissioner O’Rawe. The resolution passed unanimously.

V. Informational Only Items:

➤ Resource Coordinator (ROSS) monthly recap

Mrs. Grant discussed resident services for the month of September. She mentioned that food services are still ongoing with the senior properties. She also discussed providing flu and pneumonia shots to all sites through her partnerships. A board member thanked Mrs. Grant for her hard work and energy with all the resident services.

Executive Director Report

HR Recommendations

Mrs. Lovette discussed the recommendations from the HR report and the matters that will be implemented at the properties based on her recommendations. She mentioned that based on the recommendation for a layer of management between the Executive and staff, the housing authority has hired a regional manager. Ms. Church to eventually run the day-to-day operations with Ms. Hardaway. She provided the board with a summary of the items that will be implemented. A board member asked how Ms. Church would work with Ms. Hardaway. Mrs. Lovette stated that they would be working collectively to address the daily operations. Mrs. Lovette stated the senior staff will still be reporting to her and all other staff members will report to Ms. Church. She also discussed implementing training for all employees through the Grace Hill program. Ms. Church stated she utilized this service for many years and will be assisting with implementing the programs to staff. A board member asked how this program will address the HR recommendation of what staff responsibilities are. Mrs. Lovette responded that training from Ms. Church will assist with staff being fully aware of their responsibilities.

Ms. Church then gave an introduction of herself, background, and what things she will be implementing as the regional manager. The board thanked her for joining the team and asked for her information to be emailed to all the board members. Mrs. Lovette stated that she will bring in an organizational change agent to assist with the transition. She also stated that all job descriptions have been updated and signed by staff. Mrs. Lovette mentioned that last position to hire is the HR specialist and has posted that position to review applications. She stated that this person will be a CFMDG employee and will need to update the contract with the housing authority so the current employees will be able to utilize this person. Lastly, Mrs. Lovette mentioned that Ms. Church will be located at Winter Park Oaks and mobile throughout all the properties.

Mandatory COVID-19 Vaccinations

Mrs. Lovette is requesting the boards thoughts on requiring all new staff to be vaccinated from COVID-19. She stated that this recommendation comes from what other housing authorities are doing and a discussion with legal counsel. A board member asked how many current employees are not vaccinated. Mrs. Lovette responded that only 4 employees are not vaccinated and present weekly COVID-19 tests. Mrs. Lovette will keep the board posted on the continued conversation.

CDBG Update – Tuscan Exterior Painting and Stairs Replacement

Mr. Wallace began discussion on the updates with the capital projects at Tuscan at Aloma. He stated that the painting project is about 85% completed and will be complete once the balconies are completed as they are painting balconies as well. Mr. Wallace explained that the balcony project is up and running, there was a minor delay with getting the permits from Orange County but they have been approved. He also mentioned that stair repairs should be ending by the end of the week. A board member asked how much what the total project cost was. Mr. Wallace stated that the project is under budget for the balconies as they will not need to demo all of them and will utilize the savings to address other capital

projects at the site. Lastly, Mr. Wallace mentioned that the soffits are currently being addressed as well and will be complete within the next month.

Utility Forgiveness

Mrs. Lovette stated she has a meeting with the City to discuss this and will report her findings with the board.

A board member asked about her relationships with the City of Winter Park. Mrs. Lovette mentioned that she has been in discussions with the City of Winter Park regarding revamping the playground at the Meadows site. She stated the official figures of what will be donated has not been established yet.

Financials August of 2021

Mrs. Lovette discussed the financial report for the month of August 2021. She mentioned that there is an explanation of any budget item that is over the 10% of the annual budgeted amount. A board member asked if the financials would reflect a budget savings from the release of the management company and its fees. Mrs. Lovette stated that the savings is not reflected yet due to the addition of employees to self-management.

WPHA Property Overview September of 2021 – Mrs. Lovette discussed that occupancy continues to stay high at 98% for the month. She mentioned that inspections are starting the end of the month. She also explained that the sites were able to stay at high occupancy due to the pandemic as applicants were still being housed throughout.

New Business/ Public Comment

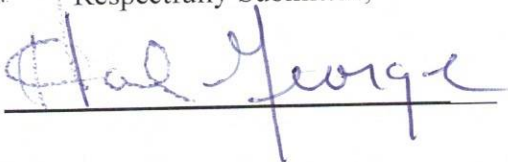
Ms. Hardaway mentioned that she will be graduating from the Executive Directors Education Program in San Diego beginning of January 2022. Board members stated that they would like to attend the conference and will be contacting Ms. Hardaway with signing them up for the conference and planning travel arrangements.

A board member asked when the review of the Executive Director will start. Mrs. Lovette stated she will provide the board in an email a sample of the evaluation from past years and will include a discussion for next months meeting. The board chair will be tasked with providing the official evaluation form for this year.

VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:55 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director

