

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

**Tuesday, September 14, 2021
8:00 A.M.**

Winter Park Community Center, Cypress Room
721 W. New England Ave
Winter Park FL, 32789

Commissioners Present: Board Chair; Hal George, Vice Chair; Kenneth Goodwin (via zoom), Commissioner Tammie Holiday, Commissioner Kevin O'Rawe, Commissioner Karen Jacobs, Commissioner Joe Regner and Commissioner Dawn Ofodile

Staff Present: LaShanda Lovette, Executive Director and Tarena Grant, Resource Coordinator

Staff Absent: Tiara Hardaway, Deputy Director.

Guest Present: Patti Tilchin, Tilchin & Assoc.

I. Call to Order

Chair George called the meeting to order at 8:01 a.m. and announced a quorum.

II. Approval of Minutes (August 2021)

There was a motion provided by Commissioner Jacobs to approve the August 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

PHA BOARD RESOLUTION APPROVING OPERATING BUDGET HUD 52574 FORM

Mrs. Lovette introduced this resolution is the HUD Form 52574 to approve the WPHA operating budget. There were no questions, Commissioner O'Rawe moved for approval of the resolution. Commissioner Jacobs second that motion. The resolution was passed unanimously.

RESOLUTION NO.: 09142021-B

APPROVING THE OPERATING BUDGET FOR

WINTER PARK HOUSING AUTHORITY-OWNED PROPERTIES FOR THE FISCAL YEAR
OCTOBER 1, 2021, THROUGH SEPTEMBER 30, 2022

Mrs. Lovette discussed the overview of the WPHA budget to introduce the resolution. She began discussing the revenue for the 2022 year. She stated she used 2021 budget figures for revenue as there were limited rental increases in the past year. She also mentioned the 2022 budget includes

the CDBG grants funds totaling \$950,000, which will reflect an increase in revenue for the Tuscany property. A board member commented that they did not receive the budgets in enough time to fully review the figures presented. Mrs. Lovette continued to mention that the new budget includes the new positions for the management company CFMDG, Inc. She mentioned that marketing expenses increased so that there is more traffic to the properties. A board member asked why the marketing expensed increased for the 2022 budget. Mrs. Lovette responded that persons on the waiting list were not providing move in ready applicants and wants to increase exposure for the properties to fill their waiting list. A board member asked about cleaning expense for the Plymouth. Mrs. Lovette responded the increase is for COVID-19 specific cleaning of the site and that expense will decrease once the pandemic has subsided. Mrs. Lovette stated she included notes for each section that either included an increase or decrease so it was clear for the reader. A board member asked about the forgiveness of utilities from the City of Winter Park. Mrs. Lovette stated that she will provide documentation from prior communications with the board on this matter and will add to next months board agenda.

Another board member asked about the savings from the transition of management and how that was reflected in the 2022 budget. Mrs. Lovette responded that they money saved in reinvested in the budget under contract services and capital expenses. A board member would like to further discuss the additions to the budget for 2022 and would like to consider a revision to the budget if there are items that need to be adjusted after a further review. Ms. Tilchin agreed that can be done. Another board member asked about the income of additional million dollars and how does that figure relate to the 2022 budget. Ms. Tilchin responded that is due to the increase of rental income and the CDBG funds. A board member commented that they loved the layout and information provided on the actual budget report. They also recommended a budget session to ask specific questions regarding the 2022 budget. Mrs. Lovette agreed to that recommendation.

With there are no further information, Commissioner Ofodile moved an approval of the resolution. There was a second provided by Commissioner Regner. The resolution was passed unanimously.

V. Informational Only Items:

➤ Resource Coordinator (ROSS) monthly recap

Mrs. Grant discussed resident services for the month of August 2021. She stated the properties continue to receive the fresh bus food items. She also mentioned the annual back to school event for the Meadows properties as a success this year. Mrs. Grant mentioned we have partnered with Heath CDC for case management for the residents of the Meadows looking for home ownership. She discussed a COVID-19 testing door to door that was done for the residents of the Plymouth apartments. She explained the results were provided in 48 hours and no staff or residents were reported having COVID. A board member asked what the biggest area for services for residents is. Mrs. Grant stated that due to the pandemic a lot of resources have opened and starting to utilize those resources to assist families. The board member asked if there is a need to ask the board for assistance with any resident services.

Executive Director Report

Covid cases – Mrs. Lovette stated Meadows has reported 31 cases of COVID over the past month and will have services to come out and test the community. As well there has been a report at the Plymouth and staff is working on how to continue to keep the residents at the property safe. She stated that next month she would like to discuss the need for mandatory vaccinations.

Regional Manager Search – Mrs. Lovette mentioned that the housing authority has selected a person to fill the Regional Manager position and will be starting on the 27th of the month. She also stated she will be providing an organizational chart to the board via email by the end of the week. A board asked if they could receive the resume for the new employee and to include the location of all employees on the organization chart. Mrs. Lovette agreed to provide that information.

Financials

Mrs. Lovette discussed the financial report for the month of June 2021. She stated she provided an explanation on the budget for items that are over 10% of the projected budget. Mrs. Lovette praised the work of the in-house accountant and all the hard work she has been putting into the financials. A board member asked about the CFP funds and not assessing those funds in 2021. Mrs. Lovette responded that CFP monies will be pulled for the repairs that are currently being done at the Meadows and Tranquil Terrace in the coming weeks.

WPHA Property Overview August of 2021 – Mrs. Lovette discussed that occupancy continues to stay high at 99%. She stated there has been a lot of communications with the managers on continuing to wear their PPE items when entering resident units. A board member asked why there is an increase in marketing in the 2022 budget when the properties are performing at 99%. Mrs. Lovette responded that the marketing budget amount is continuation from the previous year's budget.

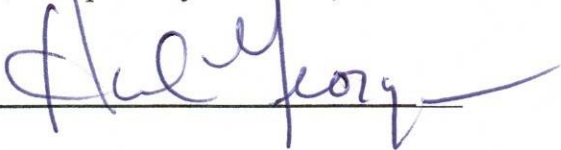
New Business/ Public Comment

Board Chair mentioned that the HR Specialist will be providing her report and recommendations from conversations with staff to all board members. He mentioned if there are any questions or comments to the report the board will need to direct those to the HR Specialist and will have been able to discuss the recommendations at the next board meeting.

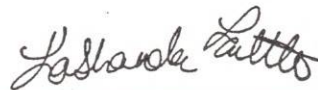
VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:15 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director

