

# WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, July 12, 2022

8:00 A.M.

Tranquil Terrace

845 Swoope Ave.

Winter Park, FL 32789

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

**Commissioners Absent:** Commissioner Joe Regner

**Staff Present:** LaShanda Lovette, Executive Director, Laneshia Church, Portfolio Manager, Stephanie Rewatiraman, Executive Assistant, and Tarena Grant, Resource Coordinator

## I. Call to Order

Chair George called the meeting to order at 8:09 a.m. and announced a quorum.

## II. Approval of Minutes (June 2022)

There was a motion provided by Commissioner Jacobs to approve the May 2022 minutes as written. Commissioner O’Rawe provided a second to the motion. The motion was passed unanimously.

## III. Actionable Items Requiring Vote

### ➤ Resolution 07122022-A – Authorization of a third-party management company.

ED Lovette presented the resolution to the board and provided a brief overview of the RFP process and management companies that submitted a proposal. Chair George expressed that he initially believed it would have been better to return to a management company based on an employee, residents’ complaints, and concerns but believes that ED Lovette has addressed all of the needs and progress. He also cannot justify paying the salary for the staff if the third-party management company will employ them. Chair George was also concerned about liability, but after research and speaking with counsel, we will still be responsible/liable. Chair George expressed that he would like to continue allowing staff to be self-management. All of the Commissioners said that they agreed with the Chairs statements. Commissioner O’Rawe added that the board could revisit getting third-party management in the future. Commissioner Ofodile expressed that the cost was much more expensive since we are paying a management fee and the staff salary. Vice Chair Goodwin emphasized that we must be mindful if we decide to repost the third-party management since the perception will be that we do not intend to do third-party management but use it as an exercise. The Chair proposed that we have a more personal conversation with the two management companies and explain our situation. With no further discussion, Vice Chair Goodwin moved to reject the resolution. With no further discussion, Vice Chair Goodwin moved to reject the resolution, and Commissioner Holiday provided a second. The resolution was rejected unanimously.

➤ **Resolution 07122022-B – Civil Rights Certification- HUD Form 50077**

ED Lovette presented the resolution to the board and provided a brief overview and history of the resolution. With no further discussion, Commissioner Jacobs moved to approve the resolution, and Commissioner Ofodile provided a second. The resolution was approved unanimously.

IV. **Informational Items:**

➤ **Resource Coordinator (ROSS) monthly recap**

- i. Mrs. Grant discussed the resident services for June 2022. She explained the agency served The Plymouth and Tranquil Terrace with Second Harvest Food Pantry. We had the following monthly activities; Nutrition Class, Wellness Wednesday Event, Fresh Stop Bus Events, and Free Lunch Events sponsored by partners. Tranquil Terrace Resident Association held a Juneteenth Celebration that allowed residents to learn about the history of Juneteenth. She explained that Medscan Labs in partnership with Home Physicians Group has committed to supporting our senior communities with onsite medical support and services. They started with Medication Monitoring and the team has assisted several residents at The Plymouth and Tranquil Terrace with door-to-door care. Devoted Health Plans Representative hosted an introductory Ice Cream Social event for all six properties.
- ii. Commissioner Jacobs asked who will be writing and applying for the grant now. ED Lovette expressed that we used an external company/ grant writer and will continue doing so when we need to reapply. Commissioner Jacobs also asked about a salary increase for the Ross Coordinator. ED Lovette stated that the grant dictation determines the salary increase.

➤ **Executive Director Report**

i. **Tuscany Balcony Update**

ED Lovette provided the board with the letter created by our lawyer and sent it to the vendor OneSource. She also provides the letter provided by the structural engineer, who will give a more detailed report. Orange County explained that we would need to go back through the bidding process. Once we receive the structural engineer's detailed report, we will use that as part of the RFP when rebidding. The board asked if the event had responded. ED Lovette stated that the vendor has responded and said they disagree with the assessment and would like to continue the work.

ii. **Property Overview (June)**

Church expressed that although there are many vacancies in Tuscany, there is still a lot of foot traffic and applications she is reviewing. She expects that by September, it should be 100% leased. She noticed that people were unaware of how affordable housing functions. Many were under the impression that the properties were income-based housing or were trying to get a cheaper apartment to save up for a house. To resolve this issue, Ms. Church posted additional information about affordable housing on community boards in Central Florida. Ms. Church explained that the pools were now open. Also, all the Properties have a monthly meeting with the residents, except for Plymouth, which has them biweekly. Commissioner Ofodile asked about the remediation process in Tuscany. Ms. Church said they expect to finish by September and keep the residents up to date.

iii. **Monthly Financials (May)**

Commissioner O'Rawe asked for clarification and questioned regarding the financial report and the cliff note. ED Lovette provided an explanation and clarification.

iv. **Update on Meadows Playground**

ED Lovette mentioned that work has started on the playground, and the city has prepared the area. She also explained that we would also have the new community center there. We expect work to begin in the following week. The board requested more pictures/involvement throughout the month, if possible. Commissioner Dawn mentioned having a ribbon cutter ceremony when the playground is completed.

v. **Update on Tuscany Market Analysis**

ED Lovette mentioned we have reached out to two companies, and one has responded. They have driven by the property and asked for additional files. We are working on providing the file and expect to have an update by the next meeting.

➤ **Additional Comments**

- i. Chair George asked each Commissioner to send the ED Lovette the individual concerns they had over the process of being self-management and looking for a third-party management company so that ED Lovette would understand the board's concerns.
- ii. **HR Staff** - Commissioner Jacobs brought up if we have already been through three HR staff, and if we stay as self-management, we must have someone on staff. Chair George also explained why we did not hire an HR staff since there was uncertainty if we would stay self-management or have third-party management. Commissioner. ED Lovette said she is looking into hiring a third-party HR company and will have a status update by the next meeting.
- iii. **Deputy Director**- Commissioner Jacobs asked if we will be hiring a deputy director to be the board liaison. ED Lovette expresses that duty has been assigned to Ms. Rewatiraman even though she does not have the title. Commissioner O'Rawe said that a Deputy Director is not an Executive Assistant and questioned why the previous Deputy Director did not have anyone reporting to her. ED Lovette expresses that no one had reported to the Deputy Director since we have Reginal Manager that the property manager reports to. The Chair asked ED Lovette to give the board why do we need or not need a Deputy Director at the next board meeting.
- iv. **Organization Chart** - Commissioner Jacobs requested an updated organization chart with the staff names and titles. Chair George also expressed that he would like the organization chart to be brought to the next meeting to discuss with the chain of command so that ED Lovette can run the company more effectively. He also asked for the job description for the titles.
- v. Commissioner O'Rawe had a few general questions. He mentioned a delay in sending out the board package and that he was hand-delivered the final report. Commissioner Jacob said the board package was emailed the prior Thursday. ED Lovette stated that we work to provide the files from multiple avenues, which include emailing and dropbox. ED Lovette explained that we are having internet issues where it will separately go down, and Ms. Grant expressed that there are limited internet providers offered in that area. Commissioner Jacob offered to assist with finding a new internet provider.
- vi. Commissioner O'Rawe also mentioned that the city is mandating that we move to battery-operated landscaping and recommend that we look into companies that offer that service.
- vii. Commissioner Jacobs asked about the upcoming PHADA event and if all board members can attend or if the board is only allowed to attend one external event a year. ED Lovette stated that the board could attend as many events as they choose per year. She also asked the board to reach out to Ms. Rewatiraman if they would like to attend the September event. Commissioner Jacobs recommends that Ms. Grant attend this event.

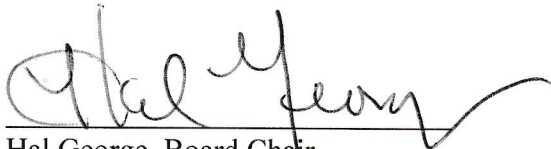
➤ New Business/ Public Comment

A resident attended and expressed that she would be leaving the state, but she missed seeing the board before she left. She brought up the issue with the laundry card that is not working and that they increase the money and decrease the time. The tenant understands that the team is aware of the issue and working on it. Ms. Church mentioned that she has been in contact with the tenant and is speaking with the two companies to replace the current one since they have not been responsive.

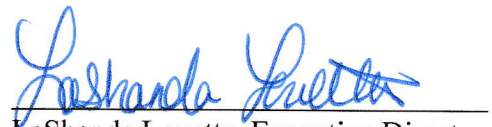
V. **Adjournment**

With there being no further business to come before the board, Vice-Chair Goodwin called for adjournment at 9:26 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director