

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, March 14th, 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 Remote: n/a

Commissioners Absent: Commissioner Joe Regner

Staff Present: LaShanda Lovette, Executive Director, Laneshia Church, Portfolio Manager, Amaris hunt, Executive Assistant, Tarena Grant, Resource Coordinator and Sherry Sutphen, Attorney.

I. Call to Order

Chair George called the meeting to order at 8:03am. and announced a quorum.

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II. Actionable Items Requiring Vote

There are no actionable items.

III. Informational Items:

➤ Resource Coordinator (ROSS Monthly)

- Mrs. Grant gave a monthly recap which included AKA who relaunched their Ivey Rosettes program. They hosted a meet and greet for girls ages 8 – 11 years old. We continued our Rollins Photography class for The Plymouth Residents. We currently have 7 active participants. They also took the residents on a field trip to Hannibal Square. The Meadows hosted a community garden meet and greet. Tuscany resumed Fresh Bus. This also include Winter Park Oaks and The Plymouth. We also have a new partner, True Health. They offer affordable health care to residents. Commissioner George asked how many girls are between the ages of 8 and 11. Mrs. Grant confirmed that there are currently approximately 7. Chair George also asked who ran the community garden. Mrs. Grant attempted to answer. Chair Hal suggested the use of a gardening group to help get our community garden in order, such as Fleet Farming.

➤ HR Investigation Report

- ED Lovette expressed that we as a company should look into a third party cultural assessment. She opened the floor to the HR Consultant, Stephanie

Collins. Ms. Collins went on to explain that as a company we are currently in transition and that we are not currently focused on our people. She suggested that we work on building our company culture before we do a third party cultural assessment. Building our company culture starts with recruiting and explaining to new hires who we are, our mission, etc. We will plan to do a survey every quarter for feedback from our staff. Exit interviews for voluntary resignations are also helpful to find out why they are leaving and what we can do better. Commissioner Goodwin asked about our current turn over. Ms. Collins confirmed that we've only had 3, 2 of which were involuntary based on performance issues.

➤ **Executive Director report**

- ED Lovette followed up in the security breach. Two email accounts were compromised, the Executive Director and the Executive assistant. Both email accounts have been changed since the breach. She went on to explain we are in the process of setting up multifactor authentication and changing passwords every 30 – 60 days. She confirmed we did not lose any money with the breach. Chair George asked if the employee was terminated. ED Lovette confirmed that she is currently suspended without pay and will be terminated this week. Commissioner Jacobs asked if charges were to be filed. ED Lovette confirmed that a police report has been filed with Winter Park PD and there is currently an open investigation. ED Lovette confirmed some of the compromised details. Sherry confirmed that if charges are brought forward, they would be federal. Commissioner Jacobs asked if our current IT company handle any type of security. ED attempted to answer. Commissioner Jacobs confirmed she had a few contacts she could share with ED Lovette for cyber security. Commissioner O'Rawe asked what bank we'd be moving to and suggested Chase Bank, since they caught the fraud. Chair Hal felt as though it was a huge undertaking and may not be worth it.

➤ **Property Overview**

- Ms. Church opened the floor for questions. Chair George asked about Meadows Applications. Ms. Church confirmed we have 3 applicants with our compliance team at this time. Commissioner O'Rawe asked why Tuscany is so high. Ms. Church explained we had some skips because of high rent balances and remediation. Chair George asked how many of the 13 units are unleaseable. Ms. Church confirmed about 6 or 7 units. Chair George asked for a remediation update. Ms. Church attempted to answer and explained that some quotes are upwards of \$41k per unit. Commissioner Ofodile asked if this is reimbursable by insurance. Ed Lovette will look into it. Commissioner O'rawe expressed frustration over the HVAC repairs, organic growth, etc. Sherry confirmed we are working to amend the contract for the balcony repairs so that the contract isn't responsible for things he cannot see until he begins the work. ED Lovette confirmed we will either hire a developer, refinance or get a 223F loan for Tuscany's rehabilitation. Chair George agreed we should talk with a developer and he had a few lenders he could share to help as well.

➤ Financials

- ED Lovette opened the floor for questions. She went on to explain anything over 10%. Tuscany was over due to admin fees with Eleven18. We were under budget for the month of January.

➤ Audit Response

- ED Lovette explained that she anticipated it wouldn't be a perfect audit and she takes full responsibility for the findings. This clearly showed that she couldn't do the work and oversee the work at the same time. For example, our Indeed job listing showed we'd opened and closed a position 105 times in the last year. Chair George confirmed he and ED Lovette met with the auditors and asked if we'd have these issues if we were third party managed. The answer was no. He feels there is no way for one person to manage employees, manage properties, and keep checks and balances in place at the same time. For this reason, both he and ED Lovette believe third party management is best. ED Lovette explained we'd reach out to the top two candidates we had from a previous RFP and would follow up with the board with more information once received.

IV. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:06 a.m.

Respectfully Submitted,

Hal George, Board Chair

LaShanda Lovette, Executive Director