

**Minutes of the Virtual Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
March 25, 2021**

Commissioner Dates, Chair, called the meeting to order at 10:00 a.m. At roll call, the following were in attendance:

Present at Roll: Commissioner James Dates, Chair
 Commissioner Jerrilyn Evans
 Commissioner Terri Lipsey Scott
 Commissioner Angel Charlton

Absent at Roll: Commissioner Kimberly Brown-Williams (Joined at 10:08 a.m.)
 Commissioner Stephanie Owens

Staff Present: Michael Lundy, Chief Executive Officer
 Danielle Thomas, Chief Operating Officer
 Robin Adams, Asset Management Officer
 Larry Butler, Social Services Officer
 Audria Davis, Compliance Officer
 Larry Gonzalez, Housing Choice Voucher Officer
 Pamela Hobbs, Procurement Officer
 Carolyn Avington, Finance Officer
 Jackie Roberson, Human Resources Officer
 Mikayla Gleason, Communications Specialist
 Kaela Bell, Executive Office Manager
 Lavonna Heller, Compliance Specialist

Others Present: Ricardo Gilmore, Attorney, Saxon, Gilmore & Carraway P.A.
 Luis Garcia, City of St. Pete

SUBJECT: Approval of Agenda

Commissioner Dates noted that, because the meeting was being held virtually, voting would not take place on any items.

SUBJECT: Legal Report

Due to technical difficulties, Ricardo Gilmore, Attorney, gave a brief legal report after the Chairperson Report, confirming that no voting could take place during this meeting since it was held virtually.

SUBJECT: Approval of Minutes

This item was tabled until the next in-person meeting because voting is required.

SUBJECT: Public Forum

There was no public forum.

SUBJECT: Chairperson Report

Commissioner Dates discussed his weekly update calls with Mr. Lundy and his discussion with Ms. Avington regarding the budget and checks and balances. He also shared with the Board that he is working with Mr. Lundy and Mr. Gilmore to set up a consent agenda.

SUBJECT: Resident Interest Reports

- A. Danielle Thomas, Chief Operating Officer, presented Performance Indicator Dashboards for both Public Housing and the Housing Choice Voucher Program (Items A and C on the agenda). Each property, including non-subsidized affordable properties, also had an individual report.

Commissioner Dates acknowledged that Commissioner Brown-Williams joined the meeting at 10:08 a.m.

Ms. Thomas highlighted that overall occupancy of Public Housing units at the end of January was 99.46%, cash receipts were 123.41% and maintenance is completing emergency work orders within 24 hours and routine work orders at an average of 1.76 days. She also noted that SPHA has started performing inspections again after pausing due to COVID-19.

Mr. Lundy added that, as the Authority builds its Family Self-Sufficiency Program, that information will be added to the dashboard.

Ms. Thomas reported that the HCV Program is also performing well. Because the waitlist was re-opened February 1-4, 2021, the number of families on the waitlist will change dramatically in the next month's update.

- B. Robin Adams, Asset Management Officer, presented the Presumptive Public Housing Assessment System (PHAS) Score as of December 31, 2020. Ms. Adams noted that the physical score was low due to needed renovations at Jordan Park Apartments and improvements at other properties, including roofing and parking lots, all of which are now being addressed. Public Housing received presumptive full points for all other indicators. ***(Please see attached)***

Mr. Lundy added that, moving forward, a third party will be performing inspections to create more objectivity.

- C. Ms. Thomas presented Item C alongside Item A (summary above).

- D. Larry Gonzalez, Housing Choice Voucher Officer, presented the Presumptive Section 8 Management Assessment Program (SEMAP) Score. The SEMAP scores are the way HUD assesses management of the Housing Choice Voucher program. There are 14 indicators. Indicators 1 thru 8 are self-certified by the housing authority to HUD and it is until the end of the fiscal year. Files are randomly selected based on the size of the voucher program and an audit of those files are conducted to verify that procedures are completed based on the Housing Authority's policies.

The three areas where a maximum score would not have been achieved were Determination of Adjusted Income, Quality Control Inspections and HQS Enforcement.

Indicators 9-13 are generated at HUD from information that the caseworkers submit electronically which has all the information on any recertifications, which are annual renewals, payment changes or family changes. There are two (2) indicators that Mr. Gonzalez wanted to briefly comment on. Indicator #12, A score of 0 was indicated for Continuing HQS inspections because the Housing Authority stopped inspections. Indicator #13 is a lease up indicator that shows if a Housing Authority has achieved the HUD high performer utilization rate or a standard utilization rate. HUD requires that in order to achieve the maximum points a Housing Authority needs to have at least 95% of the budgeted vouchers housed or 95% of the annual have budgets spent. So we would have achieved the maximum score for 2020 because we ended the year at about 98% of the money spent. The last indicator #14 did not apply to us as we had no Family Self-Sufficiency (FSS) program in place. **(Please see attached)**

- E. Larry Butler, Social Services Officer, presented the February-March Social Services Report. Commissioner Dates asked Mr. Butler if SPHA has spoken with the Health Department or other COVID-19 vaccine clinics regarding hosting a vaccine site. Mr. Butler informed the Board that SPHA has not yet done this but, if the Board so chooses, he will look into it. Commissioner Dates instructed Mr. Butler to move forward with that inquiry. Commissioner Lipsey Scott asked that as much information regarding the vaccine as possible be distributed to residents.

SUBJECT: Finance Committee Reports

- A. Carolyn Avington, Finance Officer, presented the Financial Report. At this point the Conventional Public Housing, Housing Choice Voucher, Saratoga, Palm Bayou, Central Office programs all have a positive cash flow.
- B. Ms. Avington, presented the Public Housing Demographic Report. This statistical analysis is helpful when SPHA is requesting grants. The information used to compile this report was provided by residents.

C. Lavonna Heller, Compliance Specialist, presented the Fraud Recovery Program Status Report. Collections – As of this fiscal year (1/1/2021-02-28-2021) SPHA has collected \$9,837.00 toward balances owed on repayment agreements with participants (former and current). SPHA has repayment agreements in place for 18 active HCV participants totaling \$14,253.00 in outstanding fraud recovery debt to be collected. Fraud Investigations - One (1) HCV participant entered into repayment agreements. Four (4) participants completed repayment agreements and one (1) former participant paid off an old balance.

SUBJECT: Chief Executive Officer's Comments

Mr. Lundy presented a written report to the Board, which includes updates on the Annual Plan for the Fiscal Year 2021, Family Self-Sufficiency (FSS) Action Plan and COVID-19 Vaccinations (Round 2). ***(Please see attached)***

On March 22, SPHA applied for 25 vouchers for a new HUD program called Foster Youth to Independence Initiative (FYI), which provides housing assistance to youth aging out of the foster care system. SPHA's application was approved on March 24. SPHA will be working with Eckerd Connect and Camelot Community Care to provide assistance. Ready for Life is another program that assists youth that are aging out of foster care.

A detailed copy of the Jordan Park report was provided to the Board. ***(Please see attached)***

SUBJECT: Old Business – No Old Business

SUBJECT: New Business

Commissioner Evans requested that if votes can't be taken during a Virtual Board Meeting that this setting not be utilized as every meeting requires some votes. She stated she is not a huge proponent of passing on approval of minutes for months on end when there is a great likelihood that the Board would not remember specifics of what occurred at past meetings by the time they are approved.

There being no further business, the meeting was adjourned at 11:12 a.m.

Approved and adopted on this 22nd day of April 2021.

James Dates
Chairman

Michael O.Lundy
Secretary