

**Minutes of the Regular Meeting  
of the Board of Commissioners  
of the St. Petersburg Housing Authority  
April 22, 2021**

Commissioner Dates, Chair, called the meeting to order at 9:05 a.m. At roll call, the following were in attendance:

**Present at Roll:** Commissioner James Dates, Chair  
Commissioner Kimberly Brown-Williams (Virtual)  
Commissioner Stephanie Owens, Vice Chair  
Commissioner Jerrilyn Evans  
Commissioner Angel Charlton

**Absent at Roll:** Commissioner Terri Lipsey Scott

**Staff Present:** Michael Lundy, Chief Executive Officer  
Danielle Thomas, Chief Operating Officer  
Carolyn Avington, Chief Financial 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  
Mikayla Gleason, Communications Specialist  
Mary Wooters, Executive Assistant

**Others Present:** Ricardo Gilmore, Attorney, Saxon, Gilmore & Carraway P.A.

---

**SUBJECT:** Approval of Agenda

**BOARD ACTION:** Commissioner Evans motioned to approve the minutes. Commissioner Owens seconded the motion. There was no further discussion and a vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

---

**SUBJECT:** Legal Report

Mr. Gilmore requested that in regards to Board Agendas, under approval of the minutes, the names of the Board Commissioners in attendance be listed in parentheses so everyone knows who can vote "yes/no" and who should vote "present."

---

---

**SUBJECT:** Approval of the February 25, 2021 Annual Board Meeting Minutes

**BOARD ACTION:** Commissioner Evans motioned to approve the minutes. Commissioner Owens seconded the motion. There was no further discussion and a vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

---

**SUBJECT:** Approval of the February 25, 2021 Regular Board Meeting Minutes

**BOARD ACTION:** Commissioner Evans motioned to approve the minutes. Commissioner Owens seconded the motion. There was no further discussion and a vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

---

**SUBJECT:** Approval of the March 25, 2021 Regular Board Meeting Minutes

**BOARD ACTION:** Commissioners Evans motioned to approve the minutes. Commissioner Owens seconded the motion. There was no further discussion and a vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

---

**SUBJECT:** Public Forum

There was no public forum.

---

**SUBJECT:** Chairperson Report

Commissioner Dates, Mr. Lundy and Mr. Gilmore met and discussed implementing a consent agenda. Those will be informational items only that the Board will not have to vote on. Any Commissioner has the right to pull something from the consent agenda for discussion before the full Board. The intent is to implement the consent agenda next month.

Mr. Dates virtually attended the Resident Safety Meeting that was held with the residents at Jordan Park. Jordan Park has a very active and engaged Property Manager. Two items struck Mr. Dates: (1) A resident stated that their children were afraid to go outside. (2) A resident pointed out that the primary lease signers at Jordan Park are female and more programming should be done around the female residents. Mr. Lundy and Commissioner Dates have discussed in weekly conferences things like looking at fencing, lighting and cameras. Mr. Lundy plans to bring forward to the Board of Commissioners a Safety Plan for Jordan Park. Most of the incidents occurring at Jordan Park are not necessarily residents but people driving through.

Mr. Dates did a walk-through on Monday, April 19 with Mr. Lundy, the architect and the owner of the hospital building that the SPHA is interested in acquiring.

Hurricane season is fast approaching. NOAA is going to start issuing warnings two weeks early in mid-May versus June. Now is the time for the SPHA staff to look at SPHA's continuity of operations plan. Commissioner Dates reviewed it last year with Ms. Roberson and stated it is a good comprehensive plan.

---

**SUBJECT:** Resident Interest Reports

- A. Resolution #2021-16 A Resolution to Revise the HCV Administrative Plan to Include the Foster Youth to Independence Program.

Larry Gonzalez, Housing Choice Voucher Officer, presented the Resolution.

Eckerd is going to provide all the supportive services for this program. SPHA currently has four (4) units set aside at Saratoga that are devoted to FYI participants.

Commissioner Evans motioned to approve the resolution. Commissioner Owens seconded the motion. A vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

- B. Resolution #2021-17 A Resolution to Revise the HCV Administrative Plan to Include the Option to Conduct Biennial Inspections.

Larry Gonzalez, Housing Choice Voucher Officer, presented the Resolution.

Commissioner Evans motioned to approve the resolution. Commissioner Owens seconded the motion. A vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

- C. Dashboard for Public Housing Performance Indicators FY 2021

For the interest of time, snapshots of both the Public Housing and Section 8 Performance Indicators will be provided monthly to the Board in advance of the Board meeting.

- D. Dashboard for HCV Data Report

For the interest of time, the statistical report which provides the demographics of all the residents SPHA serves will be provided monthly in advance of the Board meeting.

- E. Social Services Report

Larry Butler, Social Services Officer, presented the report. At the last meeting, one of the Commissioners requested that SPHA host a COVID-19 Vaccination site at Jordan Park. SPHA had arranged the event and was going to provide the Johnson and Johnson vaccine; however, use of that vaccine was temporarily paused by the FDA and CDC. Mr. Butler will present to Mr. Lundy a proposal that was put together by a nonprofit with grant funding to do an in depth survey not just for the vaccines but also to see exactly why the residents at Jordan Park are not interested in taking the vaccine. The nonprofit would then do an educational program to encourage them to get the vaccine. The target is trying to get 75% of the residents to comply. The vaccinations are going to take place not only at Jordan Park, but also at Jamestown, the city facility. They have the funding and the support staff. We also have another partner coming on board to provide vaccines and there will be some incentives so we can guarantee a large participation. We did an initial evaluation via a brief telephone survey that had a very low participation rate of persons interested in taking the shot. SPHA needs to go back and do some more education and recruitment to try to understand as to why. The COVID-19 vaccinations will be done in the next 30 days. Housing Choice Voucher participants will be included in the survey as well. There are a couple of vendors available to assist with vaccine appointments, including Health Care Centers of Pinellas.

The SPHA is going to start offering the Culinary Arts program again. SPHA is also pursuing a partnership with the Boy Scouts of America. Mr. Butler is going to meet with the director of that program to discuss wraparound service. We are going to combine that with St. Pete Works and there might be a stipend involved for these individuals, as well as childcare. It will take place at the Campbell Park Resource Center, as well as other convenient locations throughout the city. Three basic classes will be offered over two days. It is still in development but we hope to have it finalized in the next week or so. We have four people enrolled in the class but are trying to raise it to at least 10.

---

**SUBJECT:** Finance Committee Reports

- A. Carolyn Avington, Financial Officer, presented the Financial Report. Every program has positive cash flow.

Conventional Public Housing does not have any CARES Act funding. Last year, the CARES Act funds were included so that at the end of the year SPHA would not face a deficit. Section 8 still has CARES Act funds and those are some of the funds that SPHA plans on using to assist the Foster Care Youth until the HAP funds come in or maybe buy some property, etc. One SPHA program has CARES Act funds and one does not. Regardless, the Board will still see CARES Act expenses included whether the program has money or not because HUD is requiring SPHA to track them so that the amount of CARES Act funds spent can be reported in the future.

SPHA is on track with what the rental income was budgeted for as well as close to on track with its operating subsidy. It is at 88% or almost 89% and part of that is that HUD funded SPHA at 95.3% proration for the months of January and February. SPHA is in a positive cash flow for Public Housing/AMP2. The Housing Choice Vouchers administrative fee rates were at 86% and HUD funded us at 80%. The Section 8 financial statements are broken down accordingly.

Commissioner Owens asked if there has been any conversation about the federal funds coming into the state that Governor DeSantis will be distributing. Mr. Lundy has not heard anything specific regarding these funds.

- B. Audria Davis, Human Resources Officer, presented the Fraud Recovery Program Status Report. Collections – As of this fiscal year (1/1/2021-03-31-2021) SPHA has collected \$11,213.00 toward balances owed on repayment agreements with participants (former and current). SPHA has repayment agreements in place for 16 active HCV participants totaling \$12,877.00 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. Outstanding Debt – As of March 31, 2021, there are five (5) inactive participants with uncollected debts totaling \$14,698.00.

The collection from March is down to about 50% of what it was in January and about 22% of what it was in February. Tax money is gone and some of the COVID-19 assistance has been expended. Residents are not making payments as quickly as they were before.

Ms. Davis expects that it will pick back up. Notices were sent out asking why SPHA has not received payment. When those notices are sent out SPHA generally receives feedback, either they call back saying what occurred, when they are going to be able to send payment in or they are asking for extensions. We are still granting extensions even if it expands a little bit of the timeframe of when their contract will actually end simply because we understand that people are still at a disadvantage with not being able to go back to work and are just unable to make those payments. There are also residents that are out of work for other reasons, medical conditions, etc. so we take those into consideration and try to alter their payment schedules accordingly.

The SPHA had a Hearing Officer orientation to enlist some new Hearing Officers. That orientation took place on March 24 and four of six interested attorneys attended. Two attorneys observed a hearing on April 19.

With regards to repayment, SPHA did not put anyone else new in the program in March however SPHA does have 25 files in the cue that are being reviewed. There is generally an uptick this time of year because SPHA starts reviewing taxes. As Housing Specialists look at tax returns, they are finding new residents that did not report income to SPHA.

Commissioner Evans inquired as to the difference between the number of active HCV participants with outstanding debts totaling \$12,877 and the number of inactive HCV participants with outstanding debts totaling \$14,698.

Ms. Davis explained that the \$12,877 figure includes residents that are presently in the program and all of the residents included in the \$14,698 figure have been terminated. They may not have been terminated for the debt but for whatever reason when they were terminated, they left having debt.

Mr. Lundy stated that the SPHA needs to take a closer look at the policy and revisit in terms of how many repayment agreements it will permit participating residents to have without paying off the previous one.

Ms. Davis stated that currently the SPHA policy reads that it does not permit residents to have more than two debts and they do not run simultaneously. So if a person has had one debt, they paid it off, and then in the future they incur another one we will generally allow another repayment. However, anything after that, generally we do not allow another one. It goes straight to termination.

---

**SUBJECT:** Procurement Report

- A. Resolution #2021-18 A Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into Contract for Parking Lot Repaving

Pamela Hobbs, Procurement Officer, presented the Resolution. It is anticipated that if this Resolution is approved, the vendor will begin work the 1<sup>st</sup> or 2<sup>nd</sup> week of May and will complete it in a couple of weeks. The approval request is to expend \$128,474.92 at Disston and \$87,636.69 at Saratoga.

Commissioner Evans motioned to approve the resolution. Commissioner Owens seconded the motion. A vote was called.

Commissioner James Dates	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

Ms. Hobbs also gave a Procurement update which included (1) Issuance of project based vouchers\*. Submissions were due Wednesday, April 14, 2021. SPHA received six (6) proposals that are currently being reviewed. (2) The Clearview Roof Replacement – The lowest apparent bid amount is \$125,735. Due diligence is underway. A meeting with the vendor is scheduled next week to sign the contract and have our pre-construction meeting. The vendor will also be getting started as soon as possible. (3) CCTV investigation and clean out of sewer pipes at Sunset Oaks, followed by SIPP lining. SIPP is an acronym for “spray in place pipe” lining for sewer or water pipes. The first part of the process scrubs underground pipes clean. The second part of the process applies a long-lasting epoxy lining. SPHA is utilizing cooperative purchasing on the City of St. Petersburg’s contract with LMK Pipe Renewal. Scheduling is underway. (4) Resident Moving Services – Solicitations are due Wednesday, May 5, 2021.

---

**SUBJECT:** Chief Executive Officer’s Comments

Michael Lundy, CEO, went over the written report he provided to the Board on April 19, 2021. It includes the procurement of Real Estate to assist SPHA in meeting its Real Estate needs as well as an update on Jordan Park which included information regarding the Citizen Advisory Committee (CAC), The Resident Opportunity & Self Sufficiency (ROSS) award, Duke Energy and a Public Safety Meeting. **(Please see attached)**

---

---

**SUBJECT:** Old Business – No Old Business

---

**SUBJECT:** New Business – No New Business

---

There being no further business, the meeting was adjourned at 10:19 a.m.

Approved and adopted on this 27<sup>th</sup> day of May 2021.

---

James Dates  
Chairperson

---

Michael O. Lundy  
Secretary