

**Minutes of the Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
May 27, 2021**

Commissioner James Dates, Chair, called the meeting to order at 9:00 a.m. The following meeting participants were in attendance:

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

Absent at Roll: Commissioner Terri Lipsey Scott

Staff Present: Danielle Thomas, Chief Operating Officer
Carolyn Avington, Chief Financial Officer
Robin Adams, Asset Management Officer
Audria Davis, Interim Human Resources Officer
Larry Gonzalez, Housing Choice Voucher Officer (Virtual)
Pamela Hobbs, Procurement Officer
Andrea Joyal, Accountant
Lavonna Heller, Compliance Specialist
Mikayla Gleason, Communications Specialist
Shaka Reed, Manager, Jordan Park (Virtual)
Mary Wooters, Executive Assistant

Others Present: Ricardo Gilmore, Attorney, Saxon, Gilmore & Carraway P.A.
Brian Evjen, Director of Development, Norstar Development USA
Luis Garcia, Housing & Community Development Specialist, City of St. Petersburg (Virtual)

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

SUBJECT: Legal Report

A. Resolution 2021-19 – Authorizing the Executive Director/CEO and Designees to Execute Any and All Documents on Behalf of The Housing Authority of the City of St. Petersburg

Commissioner Evans inquired if it was appropriate, based on Roberts Rules of Order, that before the Board starts any business that it obtain a consent agenda. It is her understanding from Roberts Rules of Order that the Board has to ask if there are any objections to any items on the consent agenda. Attorney Gilmore responded that usually you ask that when you get to the consent agenda.

Attorney Gilmore presented Resolution #2021-19. He stated that usually when a business is involved in a development deal or a lot of financial transactions they will sometimes ask for a resolution that states who is authorized to sign, even if it's implied that your Executive Director or CEO can sign documents. They sometimes want a resolution as part of their record. If the CEO is not available, it needs to be clear who can sign documents and perform other tasks in his or her stead. That is the reason for this resolution, so it is clear that the COO or CFO has the authority to execute documents in the CEO's absence under certain circumstances but also it makes clear that the CEO has the authority to execute documents.

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

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

SUBJECT: Approval of the April 22, 2021 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 Stephanie Owens	YES
Commissioner Kimberly Brown-Williams	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

SUBJECT: Public Forum – There was no public forum.

SUBJECT: Consent Agenda Resolutions

Attorney Gilmore has proposed a consent agenda. He stated that there are certain things that are traditionally viewed as to what will go on a consent agenda. He shared that one of the reasons why he sometimes departs from traditional Robert's Rules of Order is because government and the sunshine rules sometimes are contrary to them. Attorney Gilmore asserted that Roberts Rules of Order is a wonderful tool but it is not a statute and it is not a law. One of the things that normally appears on a consent agenda would be the minutes. He stated that he does not agree with this because sometimes, when you have more than one set of minutes, Board members who were absent cannot vote correctly, and if you cannot vote on the minutes, it does not work on a consent agenda. It is the Board's consent agenda and it should include whatever makes the Board comfortable. Some of the authorities he represents do have resolutions on the consent agenda. The types of resolutions they normally have on the consent agenda are either very routine matters like, in the housing authority's case, a write-off of bad debt, but on occasion, there will be resolutions that have been completely vetted with the entire Board. The Board has now gone to a new format which it didn't do this month but has been doing. Attorney Gilmore said that if you have a Board Workshop and you vet what is going to be on the agenda, and if there is a comfort level, then resolutions that have been fully vetted may appear on the consent agenda. The availability of any Commissioner, without a motion or a second, to pull something from the consent agenda is always going to be available. Therefore, he has resolutions approved by consent and then resolutions for non-consent. That is why he structured it that way.

Commissioner Evans stated that if there are items on the consent agendas, they need to be specifically delineated on the agenda so when the public is reviewing it they know what is on the consent agenda. The public has a right to object to the items before as well. Commissioner Evans wants it noted that if there are no items on the consent agenda then simply put "none" beside it. It needs to be very clear and transparent. One of the safeguards is that the Board continues to have Board Workshops. They are public meetings and we have a record of it.

Commissioner Dates' experience with consent agendas has been that they have always been report items. Anything that would require a vote would not be on the consent agenda. It is more transparent even though the Board has vetted it. Items that are going to be voted on should not be on the consent agenda.

BOARD ACTION: Commissioner Evans motioned to approve the resolution that only non-voting items be placed on the Consent Agenda. Commissioner Owens seconded the motion. There was no further discussion and a vote was called:

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

SUBJECT: Non-Consent Agenda Resolutions – None

SUBJECT: Resident Interest Reports

A. Dashboard for Public Housing Performance Indicators FY 2021

BOARD ACTION: Adopted By Consent

B. Dashboard for HCV Data Report

BOARD ACTION: Adopted By Consent

SUBJECT: Finance Committee Reports

A. Financial Reports

BOARD ACTION: Adopted by Consent

B. Fraud Recovery Program Status Report

BOARD ACTION: Adopted by Consent

SUBJECT: Chairperson Report

Commissioner Dates attended an SPHA staff meeting on May 12 to assure the SPHA leadership team of this Board's support. He did a walk-through of the property located next to SPHA's central office that Ms. Thomas will speak to when she provides her COO report. He also reminded the Commissioners that they are scheduled to attend a June 10 meeting with the St. Petersburg City Council. He stated that as many Commissioners as possible should attend this meeting.

SUBJECT: Chief Operating Officer's Comments

Danielle Thomas, COO, went over the written report she provided to the Board on May 25, 2021. It includes a Proposed Use of Adjoining Gandy Property Approval Request from SPHA; Jordan Park Updates – Covid-19 Vaccination Effort, Disposition Application & Credit Underwriting Process; Update on Voucher Special Programs - Emergency Housing Vouchers & Foster Youth to Independence Program; SPHA's Disaster Plan and the NSPIRE / UPCS Training attended by SPHA Staff. ***(Attached is a copy of the detailed COO Report)***

SPHA's presentation of Annual reports to the St. Petersburg City Council is scheduled for Thursday, June 10 at 1:00 p.m. Each year, SPHA is required to submit an annual report, audit and an updated Jordan Park renovation plan. In 2019, the City Council requested an annual meeting with SPHA's Board to increase communication between the two bodies.

Commissioner Evans wanted to know if the questions asked by HUD regarding Jordan Park were anticipated or if there was something unusual asked. Ms. Avington stated that they were the same questions that were already answered in the application.

Commissioner Evans inquired as to who is handling Social Services now that Mr. Butler is no longer in that position. Ms. Thomas has been handling the Social Service component in the interim. Most recently, it has been coordinating with SPHA's partners around vaccination efforts and screenings. SPHA is in the process of interviewing for this position and has already scheduled several interviews to flesh out SPHA's Social Services Department. Please direct any questions to Ms. Thomas' attention.

SUBJECT: Old Business – No Old Business

SUBJECT: New Business – No New Business

There being no further business to discuss, the meeting was adjourned at 9:25 a.m.

Approved and adopted on this 24th day of June 2021.

James Dates
Chairperson

Michael O. Lundy
Secretary