

**Minutes of the Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
August 26, 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 Terri Lipsey Scott
Commissioner Jerrilyn Evans

Absent at Roll: Commissioner Angel Charlton (Arrived at 9:24 a.m.)

Staff Present: Michael Lundy, Chief Executive Officer
Danielle Thomas, Chief Operating Officer
Carolyn Avington, Financial Officer
Robin Adams, Asset Management Officer (Virtual)
Audria Davis, Interim Human Resources Officer
Larry Gonzalez, Housing Choice Voucher Officer
Pamela Hobbs, Procurement Officer
Andrea Joyal, Accountant
Mikayla Gleason, Communication Specialist
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)
Brenda Evans
Shayla Hobbs

SUBJECT: Approval of Agenda

BOARD ACTION: Commissioner Evans motioned to approve the minutes. Commissioner Lipsey Scott 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

SUBJECT: Legal Report

Attorney Gilmore welcomed back Mr. Lundy and also complimented Ms. Thomas, Ms. Avington, the entire staff as well as Chair Dates who have been involved in some processes but worked well together until Mr. Lundy returned.

SUBJECT: Approval of the June 24, 2021 Board Meeting Minutes

BOARD ACTION: Commissioner Lipsey Scott motioned to approve the minutes. Commissioner Brown-Williams 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

SUBJECT: Public Forum – There was no public forum.

SUBJECT: Non-Consent Agenda Resolutions

- A. Resolution # 2021-26 – A Resolution to Approve the 2022 Payment Standards for the Housing Choice Voucher Program

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

Each year, at this time, HUD publishes the Small Area Fair Market Rents (SAFMRS). Housing Authorities look at each one of the payment standards and have the ability to adjust them up or down by 10% depending on the market. The Housing Authority is in strong competition with the affordable units in the city of St. Petersburg so Housing Authorities would normally adjust that by 10% or increase the payment standard. The Housing Authority is recommending that the 2022 payment standards be increased to 110% of the fair market value. The earliest that Housing Authorities can implement the 2022 payment standards is 10/01/21.

BOARD ACTION: Commissioner Evans motioned to approve the resolution. Commissioner Lipsey Scott 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

- B. Resolution #2021-27 – A Resolution for Write-off of Vacated Tenant Accounts – Palm Bayou

Robin Adams, Asset Management Officer, presented the Resolution.

This resolution is an \$800 write-off for Palm Bayou Apartments for a resident who left without notice. This is an affordable housing property; the debt will not go into HUD's EIV system. There is no anticipated recovery however she will still owe the money until it has been paid. Commissioner Evans inquired as to whether the Housing Authority can recover this through small claims court. Attorney Gilmore stated that this is more of a policy decision that staff needs to advise the Board on. Some housing authorities have a lot of this type of debt and may employ a collection agency at a percentage. Small claims court is not out of the question, just whether the expense is going to be consequent with what the debt is. The court system right now is not efficient. However, the policy suggests that staff review it and make a proposal not only for this instance but maybe for any others.

BOARD ACTION: Commissioner Lipsey Scott motioned to approve the resolution. Commissioner Brown-Williams 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

C. Resolution #2021-28 – A Resolution Ratifying a Contract to Purchase a Single Family Home at 3434 32nd Avenue N.

Carolyn Avington, Financial Officer, presented the Resolution.

This is a resolution to purchase a single-family home that the Housing Authority intends to demolish. Ms. Avington would like the Board to ratify the contract that the Housing Authority has already signed with the homeowner for \$262,500. This will allow the Housing Authority to build six additional units when the Hartford land is built out. Commissioner Lipsey Scott inquired if the normal process is for the Board to ratify an item after the contract has been signed. Ms. Avington stated that there is a contingency clause in the contract that requires Board approval so if the Board does not approve the Housing Authority will not buy the property.

BOARD ACTION: Commissioner Evans motioned to approve the resolution. Commissioner Brown-Williams 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

- D. Resolution #2021-29 – A Resolution Authorizing the CEO to Negotiate the Purchase of 800 49th Street N.

Ms. Avington presented the Resolution.

The Housing Authority, Board, City Council, everyone would like the Housing Authority to have offices that are closer to the center of the city. This property sits directly on 49th Street, eight blocks north of Central, ten blocks north of 1st Ave. S. which will take you to the connector which has a covered bus stop. It is about 20,000 usable sq. ft. not including the basement, 26,000 sq. ft. if you include the basement. The Housing Authority still has to negotiate with the owner. The architect has already gone in so he can give us an idea as to how much it will cost to renovate the building. The Housing Authority has funds that need to be expended by the end of the year so there is money available to help purchase the building.

BOARD ACTION: Commissioner Evans motioned to approve the resolution. Commissioner Lipsey Scott 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES

- E. Resolution #2021-30 – A Resolution to Approve a Pandemic Health Crises Vaccination Policy

Audria Davis, Interim Human Resources Officer, presented the Resolution.

The EEOC issued guidance in May regarding how employers could put things in place to ensure that their workplace was as safe as possible. This past Monday, August 23, the FDA gave final approval for the Pfizer vaccination. The Housing Authority has a duty to provide a safe workplace to our employees and one that is free of hazards. This is not just in the best interest of our employees but also in the best interest of their families whom they go home to as well as the Board, persons, vendors and stakeholders that come in to our building. The Housing Authority is asking for Board approval of this vaccination policy to be implemented as of September 1. It does allow for some accommodations such as a medical need or a strongly held religious belief. Employees do not have to be vaccinated by September 1. The Housing Authority is allowing up to 30 days from when the staff is notified of the policy to either start the process of getting a vaccination or provide their status. The EEOC does provide guidance to request for proof of vaccinations as long as it is kept confidential.

Attorney Gilmore stated that there are some nuances as to how to obtain information but the Housing Authority can institute the policy. The Housing Authority needs to provide staff with enough time to make it convenient for them to get vaccinated. He will work with Human Resources to ensure the requests for exemptions are consistent. He has reviewed the vaccination policy and feels comfortable with it. The policy can always be amended. This is a changing landscape and if there is something else that needs to be done it will be brought back to the Board for recommendation.

Commissioner Lipsey Scott wanted to know if there is any way to verify whether the documentation presented is actually legitimate. Commissioner Charlton arrived for the meeting. Ms. Davis stated that for this particular policy, there are a few things that are normally done. First there is a conversation, second, a written documentation of the conversation, third an official write-up, fourth the employee is suspended for a certain period of time and finally termination. This would follow what the existing policies are.

Commissioner Brown-Williams wanted to know if staff who receive medical or religious exemptions would have to test periodically, weekly or ongoing. She also wanted to know who would pay for these tests. Ms. Davis stated that staff who receive an exemption will be required to submit to periodic testing. Currently there is no cost for testing. Tests are readily available at CVS, Walgreens, etc. These employees will be required to be masked at all times in and on Housing Authority properties. Presently all of the staff is wearing masks. The CARE's funding will be utilized for staff who have been exposed or who have been diagnosed. They will receive up to 80 hours of time off. The Housing Authority intends to follow the science and right now, the science says that regardless of vaccination status, masks should be worn when in close proximity indoors therefore we are requiring all our staff to wear masks in common areas.

Commissioner Brown-Williams would like to know if the Housing Authority could obtain immunization proof from the actual organization that administered the vaccine. This may eliminate the fraud. She also wanted to know what percentage of the Housing Authority staff is already vaccinated. Ms. Davis stated that presently the staff does not have to notify us of their vaccination status. Approximately 75% of the staff is vaccinated. The Housing Authority currently has 38 permanent employees and 7 temporary employees.

As a follow-up to Commissioner Brown-Williams' comments about third party verification, Mr. Lundy stated that it is critical that the Housing Authority look at getting documentation from the service provider, which will eliminate the chance that the information may be inaccurate. The Housing Authority will look at best practices and as the science or information changes will come back to this Board for any updates or any modifications to the policy. He will be working with the Housing Authority's general counsel on a regular basis in terms of how this policy is affecting the Housing Authority's liability, what needs to be done to make sure that the workforce is safe, and that the individuals who work for the St. Petersburg Housing Authority are protected.

Commissioner Lipsey Scott stated that Ms. Davis made reference to the fact that employees who are exempt will be randomly tested. She would like to know if there should be some degree of consistency with regards to these individuals being tested. Ms. Davis stated that testing will not be random. There will be periodic testing but it has not been decided whether it will be required on a weekly basis or bi-weekly since we do not know if anyone is going to request an exemption.

Commissioner Evans wanted to know if the Housing Authority anticipates the federal government or HUD putting in place any guidelines as it relates to these types of policies for Housing Authorities. Attorney Gilmore stated no. Different departments of the federal government are instituting their own vaccination policies. She also wanted to know if the Housing Authority, when advertising available positions, will make perspective applicants aware that being vaccinated is a requirement without actually saying you have to be

Vaccinated, that way someone who does not necessarily want to get vaccinated would not bother applying. Ms. Davis stated yes.

BOARD ACTION: Commissioner Evans motioned to approve the resolution. Commissioner Lipsey Scott 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 Terri Lipsey Scott	YES
Commissioner Jerrilyn Evans	YES
Commissioner Angel Charlton	YES

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 was in close contact with Mr. Lundy during the time that Mr. Lundy was out of the office. He also worked very closely with Ms. Thomas and the staff who did an outstanding job of keeping the agency moving forward. He wanted to acknowledge the passing of Debbie Johnson of the Pinellas County Housing Authority. Ms. Johnson had an excellent reputation as the Housing Authority CEO.

SUBJECT: Chief Executive Officer's Comments

Michael Lundy, CEO, went over the written report he provided to the Board on August 21, 2021. There were two parts to the report – (1) the Agency's Operations update which includes the hiring of a ROSS Coordinator as well as three Social Services Coordinators and (2) A Jordan Park Redevelopment update which includes updates on the Jordan Park Relocation, Subsidy Layering (SLR) Review, City of St. Petersburg \$2 Million CRA funding agreement, Mixed Finance Closing, Hybrid Police Substation and the JP Groundbreaking Event. ***(Attached is a copy of the detailed CEO Report)***

Commissioner Charlton stated that there are not many houses to rent in St. Petersburg. It is causing people to move out of St. Petersburg to find something they can afford. Children have to change schools because they are not located in St. Petersburg anymore. She wanted to know what the Housing Authority is doing to make it more convenient for people to stay in St. Petersburg. She also stated that with Habitat for Humanity, you have to have a certain credit score. You have to qualify to enter the program. People who are looking for housing do not have 6 months to a year to wait for approval.

Mr. Lundy stated that the Housing Authority has to increase the affordable housing units for the citizens of St. Petersburg. Right now, there is a high demand for the few units that the Housing Authority has and you have a lot of people coming from all over the country to this part of the country and they take up the units quickly. What that does is drive up the price of the units and it reduces the availability. What the Housing Authority can do from an affordable housing perspective is create more affordable housing opportunities. That means working with our for profit and non-profit partners who have properties and are interested in adding additional units for which they can use project-based vouchers. We can also work with Habitat for Humanity which can provide home ownership opportunities for our residents. Home ownership is a process and there are agencies and programs available that will take you through the process of improving credit scores. There are a number of other things that can be done such as inclusionary zoning where the city adopts a policy that when private developers develop units that there be a percentage of those units that would be affordable. The Housing Authority can actually build and develop units where project based vouchers or fair cost can be used to create more affordable housing units. It has the ability to increase the amount of affordable housing to about 800 units. Currently, the Housing Authority has about 400 HUD units, but it can be double that over the years. It is not an overnight solution but if we put some strategies in place, identify the resources, we can improve the situation in St. Petersburg.

Commissioner Lipsey Scott wanted to know if the Housing Authority has an approximate date as to when the Senior Village demolition will begin. Mr. Lundy stated that it could not begin before the closing. The closing is anticipated to take place in late October. The Board is aware that there has been some vandalism in the former Senior Village. He has directed staff to board up some of the units to prevent further vandalism and theft. The Senior Village has a fence around it and the fence company has come out to strengthen the fence but if criminals decide they want to break in, they will figure out a way to do it. Commissioner Lipsey Scott's concern regarding the demolition is due to how unsightly the property looks and that it is adjacent to a tourist community

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destination. She is also concerned that the property is not being mowed. It is a total blight, not only for Woodson but for the community as well. Mr. Lundy stated that if the grass is not being mowed on a timely basis it will be taken care of as soon as possible. The mowing of the property is under contract.

SUBJECT: Old Business – No Old Business

SUBJECT: New Business – No New Business

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

Approved and adopted on this 23rd day of September 2021.

James Dates
Chairperson

Michael O. Lundy
Secretary