

**Minutes of the Virtual Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
March 26, 2020**

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

Present at Roll: Commissioner Stephanie Owens, Chair
 Commissioner James Dates
 Commissioner Jerrilyn Evans
 Commissioner Terri Lipsey Scott
 Commissioner C. Knox LaSister III

Absent at Roll: Commissioner Sharlene Gambrell-Davis

Staff Present: LaShunda Battle, Interim Chief Executive Officer
 Robin Adams, Asset Management Officer
 Larry Butler, Social Services Officer
 Audra Davis, Compliance Officer
 Larry Gonzalez, Housing Choice Voucher Officer
 Pamela Hobbs, Procurement Officer
 Jacquelyn Roberson, Human Resources Officer

Others Present: Attorney Charles Harris, Trenam Law

SUBJECT: Approval of the Agenda

BOARD ACTION: Commissioner Evans made a motion to approve the agenda.
 Commissioner Dates seconded the motion. There was no further
 discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	YES

The Board approved the motion.

SUBJECT: Legal Report – No Legal Report

SUBJECT: Approval of Minutes of the January 23, 2020 Regular Board Meeting

BOARD ACTION: Commissioner Evans made a motion to approve the minutes with the correction to add Commissioner Amoroso as not present. Commissioner Dates seconded the motion. There was no further discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	YES

The Board approved the minutes.

SUBJECT: Approval of Minutes of the February 11, 2020 Emergency Board Meeting

BOARD ACTION: Commissioner Evans made a motion to approve the minutes with the correction to add Commissioner Amoroso as not present. Commissioner Dates seconded the motion. There was no further discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	NOT PRESENT

The Board approved the minutes.

SUBJECT: Approval of Minutes of the February 21, 2020 Special Call Meeting

BOARD ACTION: Commissioner Evans made a motion to approves the minutes with the correction to add Commissioner Amoroso as not present. Commissioner Dates seconded the motion. There was no further discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES

Commissioner C. Knox LaSister III NOT PRESENT

The Board approved the minutes.

SUBJECT: Approval of Minutes of the February 27, 2020 Annual Meeting

BOARD ACTION: Commissioner Evans made a motion to approves the minutes with the correction to add Commissioner Amoroso as not present. Commissioner Dates seconded the motion. There was no further discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	NOT PRESENT

The Board approved the minutes.

SUBJECT: Approval of Minutes of the February 27, 2020 Regular Board Meeting

BOARD ACTION: Commissioner Evans made a motion to approves the minutes with the correction to add Commissioner Amoroso as not present. Commissioner Dates seconded the motion. There was no further discussion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	NOT PRESENT

The Board approved the minutes.

SUBJECT: Public Forum – No Public Forum

SUBJECT: Chairperson Report

Resolution #2560 – COVID-19 Pandemic procedural changes for public meetings of the Board of Commissioners

BOARD ACTION: Commissioner Knox made a motion to approve the resolution. Commissioner Evans seconded the motion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	YES

The Board approved the motion.

Resolution #2561 – Authorizing the Chief Executive Officer to take certain actions without prior Board of Commissioners’ approval in the event of bonafide emergency situations

BOARD ACTION: Commissioner Scott made a motion to approve the resolution. Commissioner Knox seconded the motion and a vote was called.

Commissioner Stephanie Owens	YES
Commissioner Jerrilyn Evans	YES
Commissioner James Dates	YES
Commissioner Terri Lipsey Scott	YES
Commissioner C. Knox LaSister III	YES

The Board approved the motion.

SUBJECT: Report from the Personal Committee

Commissioner Dates gave an update on the CEO Search. The consultant will be providing a packet of information on reliable candidates for the Board. Interviews will be conducted virtually using GoToMeeting. Staff will poll the Board for meeting availability and post the meeting schedule thereafter.

SUBJECT: Report from the Resident Interest Committee

A. Clearview Park, Disston Place, Gateway Place, Romaine, Jordan Park Apartments & Sunset Oaks Management Report

Mrs. Robin Adams, Asset Management Officer, presented the February 2020 management report. She discussed the occupancy rates of each property.

B. Social Services Report

Mr. Larry Butler, Social Service Officer, presented the Social Services report for the month of February 2020. There was extensive discussion between Board members and Mr. Butler.

C. Tenant Activity Report

Mr. Larry Gonzalez, Housing Choice Voucher Officer, presented the Tenant Activity Report for the month of February 2020.

SUBJECT: Report from the Finance Committee

A. Financial Reports and Capital Improvement Grant Review

Andrea Joyal, Chief Financial Officer, presented the February 2020 Financial Reports and Capital Improvement Grant Review. There was extensive discussion between Board members and Ms. LaShunda Battle.

B. Fraud Recovery Program Status Report

Audria Davis, Compliance Officer, presented the February 2020 Fraud Recovery Report.

SUBJECT: Report from the Procurement Department

Ms. Hobbs reported that the legal services RFP was due on Thursday, April 15. Commissioner LaSister asked if there were any HUD ordered changes to emergency procurement regulations due to COVID-19. Ms. Hobbs answered that SPHA already has a list of emergency vendors identified and distributed to staff. Further, HUD sent a notice via email that no changes were currently being authorized for procurement methods.

Commissioner LaSister asked if SPHA had COVID-19 PPE (personal protective equipment) supplies. Both Ms. Hobbs and Ms. Battle reported SPHA purchased in

quantity cleaning supplies and gloves. The agency has some hand sanitizer, but is searching for additional supplies. However, SPHA has not been able to secure masks even though they have been on order for many weeks. Our supplier said we were bumped to supply hospitals and emergency workers.

SUBJECT: Chief Executive Officer Remarks

Ms. Battle reported that there would be a few updates to SPHA's COVID-19 Business Continuity Plan and that it would shortly be emailed to Commissioners.

The Board asked for information on the status of the Hartford vacant lot. Ms. Battle updated the Board on the status, including purchase date, cost and last known environmental reports. The information will be provided in writing with the next Board packet.

HR, Jackie Roberson, was asked to report on SPHA's liability regarding employees who may consider litigation should they acquire COVID-19 while working. Mrs. Roberson reported that SPHA is doing all it is capable of doing to protect staff by enforcing social distancing and COVID-19 protective measures. In addition, maintenance staff has gloves, protective disposable suits, and respiratory masks.

The Board chair inquired if HUD RAD office has given SPHA an additional extension on the RAD CHAPs. Ms. Battle will look into the matter and report findings at the next Board meeting.

SUBJECT: Old Business

Attorney Harris confirmed Commissioner Amoroso's name should be reflected in the minutes as absent until the Mayor assigns a new Board member.

SUBJECT: New Business

Commissioner Dates discussed Pinellas County's Board of County Commissioners' Resolution number 20-20 "COVID-19 – SAFER AT HOME ORDER". He described how SPHA is an Essential Business and the importance of SPHA's continuing its modified business operations to serve residents while adhering to the CDC's recommendations.

Commissioner Evans expressed her concerns regarding the lack of Residents' Interests Committee meetings and would work with the Interim CEO to see if we could perhaps conduct virtual meetings with Residents during the COVID-19.

There being no further business, the meeting was adjourned at 11:55 a.m.

Approved and adopted this 23rd day of April 2020.

Stephanie A. Owens, Chairperson

LaShunda Battle, Interim CEO