

**Minutes of the Virtual Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
April 23, 2020**

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

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

Absent at Roll: Commissioner Jerrilyn Evans
 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, House Choice Voucher Officer
 Pamela Hobbs, Procurement Officer
 Andrea Joyal, Interim Finance Officer
 Jacquelyn Roberson, Human Resources Officer

Others Present: Charles Harris, Attorney

SUBJECT: Approval of the Agenda

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

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES
Commissioner C. Knox LaSister III:	YES
Commissioner Terri Lipsey-Scott:	YES

The Board approved the agenda.

SUBJECT: Legal Report

Charles Harris provided his legal report to the Board. Harris noted that he provided advice on the Families First Coronavirus Response Act. The legal report also included questions and issues regarding remote working. There was no further discussion.

SUBJECT: Approval of Minutes of the March 13, 2020 Personnel Committee Meeting

BOARD ACTION: Commissioner Owens called for a correction of all minutes following the receipt of Commissioner Amoroso's resignation in October 2019. Commissioner Lipsey Scott made a motion to approve the March 13, 2020 Personnel Committee Meeting minutes with the corrections made by Commissioner Owens. Commissioner Dates seconded the motion. There was no further discussion and a vote was called:

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES
Commissioner C. Knox LaSister III:	YES
Commissioner Terri Lipsey-Scott:	YES

The minutes were approved.

SUBJECT: Approval of Minutes of the March 26, 2020 Regular Board Meeting

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

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES
Commissioner C. Knox LaSister III:	YES
Commissioner Terri Lipsey-Scott:	YES

The minutes were approved.

SUBJECT: Public Forum – No Public Forum

SUBJECT: Chairperson Report

The Board discussed Commissioner Sharlene Gambrell-Davis's absences and asked Ms. Battle to provide them with copies of the Commissioner's request for medical leave and attendance records over the past year. Commissioner Owens stated Gambrell-Davis asked for her absences to be excused for April, May and June.

BOARD ACTION: Commissioner LaSister made a motion to approve. Commissioner Dates seconded the motion. A vote was called:

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES
Commissioner C. Knox LaSister III:	YES
Commissioner Terri Lipsey-Scott:	YES

The Board approved the motion.

SUBJECT: Report from the Personnel Committee

Commissioner Dates presented the report from the Personnel Committee. The committee is working on creating a benefits package to offer the CEO candidate and begin negotiations. All information will be given to the Board prior to being presented to the candidate.

SUBJECT: Resident Interest Report – Clearview Park, Disston Place, Gateway Place, Romaine, Jordan Park Apartments and Sunset Oaks Management Report

Mrs. Robin Adams, Asset Management Officer, presented the March 2020 management report. She discussed occupancy rates of each property. Rent collections are at 100 percent except for one delinquent and other repayment agreements. Communication between tenants and SPHA during COVID-19 has remained good. Commissioner Owens thanked local non-profits for providing free meals to residents of Jordan Park.

SUBJECT: Resident Interest Report – Social Services Report

Mr. Larry Butler, Social Services Officer, presented the Social Services Report for the month of March 2020. Mr. Butler discussed services offered and affected during COVID-19 and announced a survey being done by a third party to identify community needs.

SUBJECT: Resident Interest Report – Tenant Activity Report

Mr. Larry Gonzalez, HCV Officer, presented the Tenant Activity Report for the month of March 2020. Mr. Gonzalez announced an increase in cost per voucher and an increase in landlord participation. There was extensive discussion between Mr. Gonzalez and the Board members.

SUBJECT: Resident Interest Report – Resolution #2562 Implementation of COVID-19 Waiver Authorization by HUD PIH Notice 2020-05

BOARD ACTION: Lipsey Scott made a motion to approve Resolution #2562. Commissioner LaSister seconded the motion. A vote was called:

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES
Commissioner C. Knox LaSister III:	YES
Commissioner Terri Lipsey-Scott:	YES

The Board approved Resolution #2562.

SUBJECT: Finance Reports – Financial Reports and Capital Improvement Grant Review

Andrea Joyal, Interim Finance Officer, presented the March 2020 Financial Reports and Capital Improvement Grant Review. There was extensive discussion between Ms. Joyal and Board members.

SUBJECT: Finance Reports – Fraud Recovery Program Status Report

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

SUBJECT: Finance Reports – Resolution #2563 Write-off of Vacated Public Housing Tenant Accounts

BOARD ACTION: Commissioner LaSister made a motion to approve Resolution #2563. Commissioner Dates seconded the motion. A vote was called:

Commissioner Stephanie Owens:	YES
Commissioner James Dates:	YES

Commissioner C. Knox LaSister III: YES
Commissioner Terri Lipsey-Scott: YES

The Board approved Resolution #2558.

SUBJECT: Report from the Procurement Department – Resolution #2564
Revision to External Audit Service Contract

BOARD ACTION: Commissioner Lipsey Scott made a motion to approve the Resolution #2564. Commissioner Dates seconded the motion. A vote was called:

Commissioner Stephanie Owens: YES
Commissioner James Dates: YES
Commissioner C. Knox LaSister III: YES
Commissioner Terri Lipsey-Scott: YES

The Board approved Resolution #2564.

SUBJECT: Chief Executive Officer Remarks – HUD’s Technical Assistance

Ms. Battle introduced HUD’s Technical Assistance Consultant – CVR Associates, Inc. There was extensive discussion between Fradique A. Rocha, Co-Chief Executive Officer, Kris Warren, Senior Vice President with CVR and Ms. Battle and Board members.

SUBJECT: Old Business – SPHA Committee Assignment

There was discussion over the 2020 Finance Committee Calendar and the 2020 Resident Interest Committee Calendar. Commissioner Lipsey Scott was nominated as Chair of the Residents’ Interest Committee.

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

Commissioner Stephanie Owens: YES
Commissioner James Dates: YES
Commissioner C. Knox LaSister III: YES
Commissioner Terri Lipsey-Scott: YES

The Board approved Commissioner Lipsey Scott as Chair of the Residents' Interest Committee.

SUBJECT: New Business – No New Business

There being no further business, the meeting was adjourned at 11:48 a.m.

Approved and adopted this 28th day of May 2020.

Stephanie A. Owens, Chairperson



LaShunda Battle, Secretary