

**Minutes of the Virtual Regular Meeting
of the Board of Commissioners
of the St. Petersburg Housing Authority
September 24, 2020**

Commissioner Owens, Chair, called the meeting to order at 10:05 a.m. At roll call, the following Commissioners were in attendance:

Present at Roll: Commissioner Stephanie Owens, Chair (left at 11:33 a.m.)
 Commissioner Jerrilyn Evans
 Commissioner James Dates
 Commissioner Terri Lipsey Scott (left at 12:32 p.m.)

Staff Present: Michael Lundy, Chief Executive 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
 Andrea Joyal, Acting Finance Officer
 Jackie Roberson, Human Resources Officer
 Mikayla Gleason, Communications Specialist

Others Present: Charles Harris, Attorney, Trenam Law
 Rose Coman, NIC Sign Language Interpreter
 Tyler Land, NIC Sign Language Interpreter
 Brian Nemeroff, Berman, Hopkins, Wright & LeHam
 Laura Anne Pray, Berman, Hopkins, Wright & LeHam
 Susan Bradley, Robert Reid Wedding Architecture
 Lisa Wheeler-Bowman, St. Petersburg City Councilwoman

SUBJECT: Approval of the Agenda

BOARD ACTION: Commissioner Owens asked the Board to entertain a motion to move items that require Board approval to the top of the agenda due to a scheduling conflict. The Board moved to Small Board Rules, allowing Commissioner Owens to make the motion. Commissioner Evans seconded the motion under Small Board Rules. A vote was called to approve the amended agenda. After the vote, Commissioner Owens decided not to alter the agenda. Commissioner Evans asked to clarify whether the Board would be entering a closed session for the Legal Report. Commissioner Owens informed her that session was postponed.

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

SUBJECT: Legal Report

Attorney Charles Harris, Trenam Law, gave his legal report. Mr. Harris noted the primary issue at hand is a mediation with former St. Petersburg Housing Authority CEO, Tony Love. He will report the outcome of the mediation to the Board.

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

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

SUBJECT: Public Forum

There was no Public Forum.

SUBJECT: Chairperson Report

Commissioner Owens reported that she is pleased at the movement of the Jordan Park redevelopment and other property improvements. She extended her thanks to Mr. Lundy for arranging a tour of all SPHA properties for the Board.

SUBJECT: Resident Interest Reports

A. Resolution #2573 Approval of Housing Choice Voucher Administrative Plan

Larry Gonzalez, Housing Choice Voucher Officer, presented Resolution #2573 to the Board and recommended they approve the amended HCV Administrative Plan. There was extensive discussion between Mr. Gonzalez and the Board. Commissioner Evans motioned to approve the amendments

as modified during the presentation. Commissioner Dates seconded the motion.

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

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

Robin Adams, Asset Management Officer, presented the Property Management Report for the month of August. Ms. Adams informed the Board the Governor extended the moratorium on COVID-19-related non-payment of rent evictions through October 1, 2020.

C. Social Services Report

Larry Butler, Social Services Officer, presented the Social Services Report for the month of August. Mr. Butler informed the Board the Authority has entered into several MOUs with community service providers. An update on the Jordan Park Relocation Survey was also presented. There was extensive discussion on the progression of SPHA's Homeownership Program.

D. Tenant Activity Report

Larry Gonzalez, Housing Choice Voucher Officer, presented the Tenant Activity Report for the month of August. Mr. Gonzalez informed the Board the HCV Program continues to spend over its budgeted amount due to participants' COVID-19-related loss of income. There was also discussion on selecting new HCV participants off the wait list.

SUBJECT: Finance Committee Reports

A. Resolution #2572 Approval of SPHA Accounting Policy

Andrea Joyal, Interim Financial Officer, presented Resolution #2572 and recommended Board approval of the updated Accounting Policy. HUD has viewed and approved the updated policy for final Board approval and implementation. There was extensive discussion between Ms. Joyal and the Board. Commissioner Evans motioned to approved the resolution. Commissioner Dates seconded the motion.

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

B. FY 2019 Annual External Audit Report Review: Mr. Brian Nemeroff; Berman, Hopkins, Wright & LeHam

Brian Nemeroff, CPA with Berman, Hopkins, Wright & LeHam, presented the Audit Report for the 2019 fiscal year. In his overview, Mr. Nemeroff noted the three levels of auditing standards followed: AICPA Audit Standards, Government Auditing Standards and Uniform Guidance. The Auditor's Report found that SPHA financial statements present fairly. There was extensive discussion between Mr. Nemeroff, Mr. Lundy and members of the Board.

C. Resolution #2574 Legal Services Contract Approval

Pamela Hobbs, Procurement Officer, presented Resolution #2574 and recommended Board approval. Hawkins, Delafield & Wood LLP would only handle HUD-level, national types of legal matters on an as-needed basis. Saxon, Gilmore & Carraway, P.A. would handle general council matters. Commissioner Lipsey-Scott motioned to approve the resolution. Commissioner Evans seconded the motion.

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

D. Financial Reports and Capital Improvement Grant Review

Prior to the Financial Report presentation, Commissioner Stephanie Owens turned the meeting over to Commissioner Evans, Vice Chair, and exited the meeting at 11:33 a.m. Andrea Joyal, Interim Financial Officer, presented the Financial Reports and Capital Improvement Grant Review for the month of August. There was some discussion between Ms. Joyal and members of the Board.

E. Fraud Recovery Program Status Report

Audria Davis, Compliance Officer, presented the Fraud Recovery Program Status Report for the month of August. There was some discussion between Ms. Davis and members of the Board.

F. Proposed AMP2 Improvements

Susan Bradley, of Robert Reid Wedding Architects and Planners, presented on proposed improvements to all AMP2 properties and their respective updated budgets. There was extensive discussion between Ms. Bradley, Mr. Lundy and the Board on prioritizing urgent projects and correctly sequencing the updates. Commissioner Lipsey Scott clarified that, while the presentation only discussed AMP2 properties, redevelopment at Jordan Park Apartments is still a priority to the Authority and requested a presentation on such at a subsequent meeting. Commissioner Evans asked about a budget revision proposal. Ms. Joyal discussed budget matters with the Board.

SUBJECT: Chief Executive Officer's Comments

Mr. Lundy presented a written report to the Board (attached). Mr. Lundy updated the Board on his recent meetings with stakeholders, developments in new or enhanced programs and further funding opportunities. There was some discussion between Mr. Lundy, Ms. Bradley and members of the Board. Commissioner Lipsey Scott excused herself from the meeting at 12:32 p.m. due to a scheduling conflict and requested setting aside a time for a State of the St. Petersburg Housing Authority Address to the public. Commissioner Evans instructed Mr. Lundy to schedule the Address and inform the Board of the time/date. Commissioner Evans advised that the remainder of the meeting is conducted as a report due to lack of quorum.

SUBJECT: Old Business

There was no additional information regarding the Jordan Park Apartments redevelopment update. Mr. Lundy informed the Board that HUD's Technical Assistance group has completed or is in the process of completing all assistance and issued reports to the field office. The Director of HUD's Miami field office is satisfied with reports received and concurred with policy updates.

SUBJECT: New Business

There was no New Business.

There being no further business, the meeting was adjourned at 12:46 p.m.

Approved and adopted this 22nd day of October 2020.

Stephanie A. Owens, Chairperson

Michael Lundy, Secretary

ATTACHMENT 1

To: SPHA Board of Commissioners
From: Michael Lundy, CEO
Subject: CEO's Report
Date: September 21, 2020

I. Meetings with Stakeholders since last Board Meeting

1. Met with Ms. Susan Myers, CEO of Homeless Leadership Alliance of Pinellas County
2. Met with Ms. Debbie Johnson, CEO of the Pinellas County Housing Authority
3. Completed one-on-one meetings with Members of the St. Petersburg City Council
4. Met with Reverend J.C. Pritchett, Interdenominational Ministerial Alliance

II. New or Enhance Program Activities

1. Signed a MOU with the St. Petersburg Neighborhood Housing Services Inc. to provide counselling services for our upcoming HCV Homeownership Program. Projected to begin in October 2020.
2. Signed a MOU with Habitat For Humanity to assist us with our upcoming Homeownership Program.
3. Met with our local HUD Field Office about starting a Public Housing Family Self-Sufficiency Program here at SPHA.
4. Began the Jordan Park Relocation Assessment Survey relative to redevelopment. At the time of this report **147** Jordan Park residents completed the assessment survey. Of the **147, 30** residents opted to relocate off site and return after the redevelopment. There were **40** resident heads of households who expressed an interest in temporarily relocating on-site and moving into a redeveloped apartment once the renovations are completed. There were **25** families who selected Homeownership as a permanent relocation option. There were **52** families who stated that they would be interested in a permanent relocation off site using a Section 8 Voucher.
Within the next 2 weeks or so, I would like to arrange a workshop to present to you my recommendations for our path moving forward with the redevelopment of Jordan Park.
5. Roof Replacement at Disston Place began Monday, September 21, 2020. Staff is working with the contractor to recruit and hire residents to assist in the installation of the roofs. I am scheduling a meeting with the contractor to encourage Section 3 participation.
6. On Wednesday, September 16, 2020 SPHA hosted a Resident Meeting to discuss the proposed 2021 **Annual Plan**. The meeting was held at the Jordan Park Community Building. About 10 residents attended in person and observed social distancing guidelines. There were also about 15 persons participating virtually. Ms. Robin Adams, Asset Management Officer, presented the Annual Plan and was well received. I took advantage of the opportunity to speak with the residents about some of our upcoming

program initiatives, as well my commitment to help improve the quality of life for our residents. There were several comments from the residents which were primarily supportive of the proposed Annual Plan. Those comments, along with additional comments that have yet to be received, will be attached to the final draft document for your review and approval.

7. Earlier this month, you were sent Facebook and YouTube profile mock-ups and illustrations of our upcoming Social Media platforms that will better assist us in communicating with residents, stakeholders and the community at large. I will keep you posted on our progress.
8. Since our last meeting, I have directed members of our development team to begin due-diligence on the feasibility of a mid-rise 40+ apartment senior building on our Clearview housing site. At this point, a draft could be prepared for your review and approval within the next 30 days.

III. Funding Opportunities Update

1. Since our last meeting we received a Notice of Funding Availability (NOFA) from HUD for the “**Resident Opportunity and Self Sufficiency (ROSS) Program**” for new public housing programs. This is an opportunity to expand our staff capacity in helping implement our up and coming Family Self-Sufficiency (FSS) program for public housing. We have procured a grant writer and are moving forward with the submission of a competitive grant application. I will keep you updated.
2. I recently became aware of a new funding round for “**Mainstream Vouchers**” which are vouchers to assist persons with disabilities. It appears that we are eligible for **75** additional vouchers. The application is due in December 2020. We submitted the application on September 22, 2020.
3. As a follow up to our funding application through Pinellas County’s “Penny for Pinellas” to help fund the redevelopment of Jordan Park, we expect announcements of awards in mid-November 2020 when County staff will present recommendations to the County Commissioners for consideration. Until then, I will continue speaking and meeting with our development team members in anticipation of a “Work Session” with the Board in mid-October to present my redevelopment recommendations for Jordan Park.
4. In August 2020, we received an additional \$564,000 of COVID-19 funding from HUD to assist us in our Housing Choice Voucher Program. The additional funds increased our total to \$986,000 to assist our agency in responding to the challenges presented by COVID-19. We have recently learned that acquisition of real estate is an eligible expense.

As a response to some expressed concerns by Board members, stakeholders and our affordable housing customers, we see an opportunity to purchase real property to serve as a “Satellite Office” that would increase accessibility for our customer base. Therefore, as an initial step I am recommending that we begin the process of procuring real estate companies to assist us with acquisition options.

If you have questions and/or concerns, please advise.