



Sarasota Housing Authority
269 South Osprey Avenue
Sarasota, Florida 34236

Regular Board Meeting
March 22, 2017
4:45 P.M.

- I. **CALL TO ORDER:** Chair John Colón called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:55 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair John Colón, Commissioners Jack Meredith, Valerie Buchand, David Morgan, Inez Hunter and Duane Finger
Commissioners Not Present: Pastor Peter Greenidge
Attendees: Attorney Ricardo Gilmore, Carlos Ugarte and David Bishop (Ugarte & Associates)
SHA Personnel: Paula Scruggs, John Hawthorne and Andrea Keddell
- V. **APPROVAL OF MINUTES**
 - A. Special Board Meeting – February 22, 2017: Chair Colón put up for discussion approval of the minutes from the February 22, 2017 Regular Board Meeting.
 - Commissioner Buchand made a motion to approve the meeting minutes with any necessary corrections. Commissioner Morgan seconded the motion.
 - Motion was voted on and passed unanimously. Commissioner Hunter voted present.
- VI. **SPECIAL PRESENTATION**
 - A. Monthly Occupancy Report (Janie’s Garden)
 - Janie’s Garden representative was not present. Paula Scruggs reported receiving an e-mail correspondence stating that Janie’s is 100% occupied in Phase I and II and has 1 vacancy coming up in Phase III that will be occupied by Friday.
 - Commissioner Buchand inquired about how much the rental space is listed for in Janie’s Garden. Commissioner Colón suggested contacting the property manager and that Michael’s may be the company to contact to find out this information.
- VII. **PUBLIC PRESENTATION**
 - A. None.

VIII. RESOLUTIONS – CONSENT AGENDA

- A. Res 17-09: Bertha Mitchell ADA Contract Approval
 - David Bishop and Carlos Ugarte were present and responded to board concerns about project follow-up. They reported that it is part of the contract to do progress inspections as the work progresses to ensure compliance with the contract documents. Mr. Hawthorn commented that SHA staff will also be closely monitoring the approved contractor to ensure the work is up to standards and that pay apps will be approved.
- B. Res 17-10: Retirement Plan Vesting Schedule
- C. Res 17-11: Write Offs
 - Commissioner Colón addressed the board that SHA has a notably high write-off amount in part due to a local judge, Judge Goldman, who rules against evictions in all cases, even if the tenant may be at fault.

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- Commissioner Finger made a motion to approve consent agenda item. Commissioner Meredith seconded the motion.
 - The motion was voted on and passed unanimously.

IX. OLD BUSINESS

- A. Bed Bug Update
 - Mr. Hawthorne provided an overview of the report submitted to the board and the tenant who'd asked for attention to this matter. Mr. Hawthorne reported that the tenant in question was found not to have followed proper protocol in preparing for bed bug treatments and also that following an inspection it was found that the only unit found to have bed bugs is currently under treatment. No other units on that floor had evidence of bed bugs.
 - Commissioner Buchand addressed the board about the treatment of individuals coming forward about issues on the properties. She stated she does not want to deter residents from bringing concerns to the board, if they do not receive satisfaction from the property manager and staff, for fear of being retaliated against. Commissioner Finger agreed that staff needs to be respectful of residents that voice concerns about the property and the upkeep of the property.
 - Mr. Hawthorne asked for additional guidance if the board doesn't feel the issue was responded to in an appropriate manner. Mr. Hawthorne stated he'd put together a comprehensive report that provided the history, according to property records, as well as the current situation and the steps being taken to remedy the situation. In order to alleviate concern on all the issues raised by the tenant, all the issues need to be addressed and responded to. In this case, investigation showed repeated non-compliance by the resident for treatment preparation, as well as the inexistence of the infestation reported.
 - Commissioner Finger responded that Mr. Hawthorne followed procedure, treatment and inspection protocol. However, the bed bug issues had been going on prior to Mr. Hawthorne taking his position. He reports that the residents who reported on the issue felt the response went beyond addressing the bed bug issue and attacked the reporting resident.

- Commissioner Colón asked if there was any statement in particular that anyone felt was untrue and further stated that he feels the report was thorough and as long as SHA has done all that is needed to address any bed bug issue then he's satisfied.

X. NEW BUSINESS

A. Revised Public Speaker Form for Board Meetings

- Attorney Gilmore started by stating the bed bug issue is a prime example of why this form and its stipulations is needed for the public presentation section of the board meetings. He pointed out the 3 minute time limit, not counting any time used to ask questions. He also strongly urged the board to limit questions and responses at the board meeting.
- Attorney Gilmore went over all the points of the form. He pointed out that the form states that the board and presenter will get a response in writing prior to, or at, the next board meeting. Staff needs to have an opportunity to respond to issues raised during public presentation. This will allow the board to have a full understanding of the issue in an orderly manner.
- Commissioner Buchand inquired about the use of work orders and that they need to be utilized and she stated that she appreciated the report Mr. Hawthorne provided in response to the public presentation. Commissioner Colón added that a maintenance policy has been put in place and work orders are being utilized. Mr. Hawthorne confirmed this procedure is being utilized. Residents are asked to sign the work order upon completion of the project. Some choose not to sign that they're satisfied. Staff are then told to note this on the work order.
- Commissioner Buchand made a motion to utilize the new form on a trial basis for 3 months (90 Days). Commissioner Hunter seconded the motion. The motion was voted on and passed unanimously.

XI. PROGRAM UPDATES – ACCEPTED BY CONSENT

- A. Monthly Financial Statements
- B. Board Committee Reports
- C. Housing Management Reports
- D. Housing Voucher Report
- E. Capital Fund Program Report
- F. Resident Services Monthly Report

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- Commissioner Buchand made a motion to accept the Program Updates Consent Agenda. Commissioner Morgan seconded the motion. The motion was voted on and passed unanimously.

XII. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. Mr. Hawthorne stated that on Friday Amaryllis Park Place is being approved for 1,510,000 Housing Credits, worth approximately \$15 Million in investments. It will then go into credit underwriting.

XIII. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:52 pm.