



Sarasota Housing Authority (SHA)
269 South Osprey Avenue
Sarasota, Florida 34236

Board Meeting
November 30, 2022
4:30 P.M.

- I. **CALL TO ORDER:** Chair Jack Meredith called the meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:36 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair Jack Meredith, Vice Chair Ernestine Taylor, Commissioner John Colón, Commissioner Deborah Sargent, Commissioner Mark Vengroff and Commissioner Duane Finger (In at 4:43 pm)

Commissioners Not Present: Commissioner Carolyn Mason (Excused)

Attendees: Attorney Rhonda Stringer, Jennifer Martinez (HR Consultant-In at 5:03 pm), Rich Larson (Novogradac), David Morgan, Jamie Grove, Maria Palmer, Rachel Johnson and Joe Chambers (Calston Advisors)

SHA Personnel: William Russell, Rick Toney, Lance Clayton, Ken Waters, Helen Blanc and Andrea Keddell
- V. **APPROVAL OF MINUTES**
 - A. SHA Board Meeting – October 26, 2022: Chair Meredith put up the minutes from the October 26, 2022, Board Meeting for approval. Commissioner Colón made a motion to approve the minutes. Commissioner Vengroff seconded the motion.
 - Motion was voted on and passed unanimously.
- VI. **SPECIAL PRESENTATION**
 - A. Recognition of Former Commissioners
 - David Morgan was presented a plaque recognizing his service on the SHA Board of Commissioners for 10 years as well as serving 2 terms as Board Chair. Chair Meredith thanks Mr. Morgan for all the expertise he added to the board during his past service. Commissioners Colón and Finger also took a moment to thank Mr. Morgan for his contributions and that his expertise will be missed.
 - Valerie Buchand was also to be recognized but was not able to attend. This plaque will be presented at an upcoming meeting that Ms. Buchand is able to attend.
 - B. Team Member of the Quarter
 - Chair Meredith announced Helen Blanc, one of SHA’s Property Managers, as SHA’s Team Member of the Quarter and provided some background as to the reason for her selection. Helen was presented a plaque and gift card.

- C. Annual Audit Presentation (Rich Larsen, Novogradac)
- Mr. Larsen presented the role of the auditor, key points of the audit and provided a brief overview of the processes and outcome of the audit. There were 3 audit reports completed. Six (6) programs were tested for compliance. No findings nor material weaknesses detected in processes and programs tested. Mr. Larsen reported that this is a very positive outcome and noted that SHA is in a strong financial position and it's impressive to not receive any findings. He also gave credit to the Authority staff for their assistance during the audit in providing everything that was requested.
 - Questions were asked and answered. Mr. Larsen replied to an inquiry of how best practices are measured in the various line items stating that SHA is in the top 10% of the financial categories. Discussion took place on if there are benchmarks for cost(s) per line item (i.e. Admin, Utilities, Insurance, Security Services). Mr. Larsen responded that there's not anything readily available to reference but that that's something his firm can look into providing.
- D. Criminal Activity Report-Janie's Garden (Jamie Grove/Maria Palmer)
- Jamie Grove and Maria Palmer went over police reports they'd received for the Janie's Garden area and that were placed in the Board Packet. Ms. Grove reports that many of the crimes on the reports weren't actually at the Janie's Garden property. Ms. Grove reports they have quarterly meetings with the police department and that there are currently several cameras on the property and they are continuing to look into adding more. The cameras are monitored periodically and warnings are given if issues are witnessed. The police also have access to the cameras and walk the properties but the police are understaffed. Calls made to the police are responded to but often it's not right away. Additional signage was discussed as a needed item stating that the property is under video surveillance.
 - Discussion took place on trespassing persons from the property.
 - Chair Meredith requested that an update be provided on the additional cameras that are planned for installation.

VII. PUBLIC PRESENTATION

- A. None

VIII. RESOLUTIONS – ACCEPTED BY CONSENT

- A. Res 22-16: Approval of Utility Allowances
- B. Res 22-17: Approval of Revised FSS Plan
- C. Res 22-18: Approval of Team Member Culture Guide
- D. Res 22-19: Approval of Amended HCV Admin Plan
- E. Res 22-20: Approval of Interlocal Agreement with Arcadia Housing Authority
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- Commissioner Sargent pulled Resolutions, A. 22-16, C. 22-18 and E. 22-20.
 - Commissioner Colón made a motion to accept the remaining consent agenda items, Resolutions B. 22-17 and D. 22-19. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

Discussion for A. Resolution 22-16 Approval of Utility Allowances:

- Commissioner Sargent inquired why only 3-bedroom units are listed on the attachment to the resolution. Mr. Russell responded that the attachment is a sample of the allowances from a larger report.
- Commissioner Colón made a motion to accept Resolutions A. 22-16. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

Discussion for C. Resolution 22-18 Approval of Team Member Culture Guide:

- Commissioner Sargent asked for clarification on the Open Door Policy and Need to Know statement on Page 11 and where employees can go above the CEO. Mr. Russell states employees can go to supervisor, then HR and the CEO would be the final step.
- Under Standards of Behavior on Page 11 Commissioner Sargent questioned the lack of a time limit on falsifying a work record, application or timecard. Mr. Russell stated the omission or falsification would be reviewed on a case by case basis for level of severity and the action that would be taken if something was found out years down the road.
- Commissioner Sargent asked why the Resident Council was listed under Solicitation and Distribution of Literature. Mr. Russell states this was added to let SHA employees know the Resident Council has the right to do this.
- Commissioner Colón made a motion to accept Resolutions C. 22-18. Commissioner Taylor seconded the motion.
 - The motion was voted on and passed unanimously.

Discussion for E. Res 22-20 Approval of Interlocal Agreement with Arcadia Housing Authority:

- Mr. Russell explained the need for this agreement to allow SHA to administer vouchers in their county in an effort to provide more opportunities for voucher holders to find affordable housing options.
- Commissioner Finger made a motion to accept Resolutions C. 22-20. Commissioner Colón seconded the motion.
 - The motion was voted on and passed unanimously.

IX. OLD BUSINESS

A. None

X. NEW BUSINESS

A. Board Retreat – January 28, 2023, 8:00 am to Noon at Team Tony’s Cancer Foundation

- Requested agenda items should be submitted to Chair Meredith.
- *Following this meeting it was decided to hold the Board Retreat at the Lofts on Lemon 5th Floor Rec Room.*

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

XII. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. Commissioner Finger inquired about a teacher applying at Lofts on Lemon being told the rent for a 2-bedroom being \$1900 a month and if they're units that reduced. Mr. Chambers responded that only 76 units are tax credit units out of the 128 units. Currently 97 units are currently leased.

XIII. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 6:03 pm.