



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

Board Meeting
McCown Towers Board Room
March 27, 2024
4:30 P.M.

- I. **CALL TO ORDER:** Chair Jack Meredith called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:37 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair Jack Meredith, Vice Chair Ernestine Taylor, Commissioner John Colón, Commissioner Duane Finger, Commissioner Turquoise Dillard, Commissioner Carolyn Mason (Zoom) and Commissioner Mark Vengroff (Zoom)

Commissioners Not Present: All Present

General Attendees: Vice Mayor Jen Ahearn-Koch, Agnes Kirkland, Attorney Rhonda Stringer and Attorney Ric Gilmore

SHA Personnel: William Russell and Andrea Keddell (Special Presentations by SHA Administration Team Members)
- V. **APPROVAL OF MINUTES**
 - A. SHA Regular Board Meeting – January 31, 2024
 - Chair Meredith put up the minutes from the January 31, 2024, Regular Board Meeting for approval.
 - Commissioner Colón made a motion to approve the minutes, including the non-substantive changes provided by Vice Mayor Jen Ahearn-Koch. Commissioner Taylor seconded the motion.
 - The motion was voted on and passed unanimously. Commissioners Dillard and Vengroff voted Present.
- VI. **APPROVAL OF AGENDA**
 - A. SHA Regular Board Agenda – March 27, 2024
 - Chair Meredith put up the agenda from the March 27, 2024, Regular Board Meeting for approval.
 - Commissioner Taylor made a motion to approve the agenda. Commissioner Colón seconded the motion.
 - The motion was voted on and passed unanimously.
- VII. **SPECIAL PRESENTATION**
 - A. SHA Department Introductions/Updates (Administration)

- Mr. Russell introduced the Administration Department team to the board. The team included:
 - Ken Waters, COO/Deputy Director, 22 years with the Agency
 - Andrea Keddell, Chief of Staff, 12 years with the Agency
 - Yani Rosado, Agency Project Manager, 12 years with the Agency
 - Ana Mejia, Director of Housing Choice Vouchers, 1 year/2 months with the Agency
 - Niloo Kamkar, Agency Assistant, almost 1 year with the Agency
 - Tanesha Gibbons, Director of Finance and Accounting, 3 months with the Agency
 - Nickol Ramirez, Business Operations Manager, 5 years with the Agency
 - Lance Clayton, Director of Construction & Capitol Improvements
 - Viktoriya Coblentz, Director of Asset Management, 10 years with the Agency
- Each team member discussed their roles in managing the housing authority's mission, with a focus on project management and quality control.

VIII. PUBLIC PRESENTATION

- A. Ms. Doris Mays, from the Bertha Mitchell development, discussed some challenges she's faced with relocation to a new unit without much notice (during Christmas), and losing belongings in the process. She is requesting a proper, handicapped unit. She also mentioned a fondness for Mr. Russell's work but remarked on having difficulties reaching him in the past 6 months.
 - Attorney Gilmore explained how the Public Presentation portion of the meeting works and that Ms. Mays would receive a written response and that that response will also be part of the next board packet.
- B. Ms. Latasha Graves, moved from the Courts development to the Bertha Mitchell development due to a mold issue. She shared the difficulties of moving out of her unit, of losing her furnishings and belongings during a move and of the challenges in getting them back.

IX. RESOLUTIONS – ACCEPTED BY CONSENT

- A. Res 24-05: Procurement Policy Update
 - B. Res 24-06: Significant Amendment to CFP Budget
 - C. Res 24-07: Increase PBV Assistance for Cypress Sq.
 - D. Res 24-08: HCV Admin Plan Amendment
 - E. Res 24-09: Approval of FY2025 Budget
 - F. Res 24-10: Write-Off Approval
 - G. Res 24-11: Approval of Landscape Maintenance Service Contract
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- Commissioner Taylor pulled A. Resolution 24-05. Commissioner Colón pulled Resolutions 24-07, 24-09 and 24-11.
 - Commissioner Mason made a motion to accept the remaining Consent Agenda Resolutions 24-06, 24-08 and 24-10. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

A. Res 24-05: Procurement Policy Update

- Mr. Russell provided information regarding the regulatory allowance for Housing Authorities to increase the purchasing threshold for micro purchases from \$10,000 to \$50,000. The suggestion from the recent Administration/Finance Committee was to propose a compromise of \$25,000 instead of \$50,000.
- The board discussed the current procurement process, emphasizing the importance of obtaining multiple bids for both new and used items, with a minimum of two bids acceptable only under specific circumstances. Three bids are the preferred amount. The need for transparency and board approval for certain transactions, particularly those over \$15,000 was also discussed. Clarification was provided that at this time the Procurement Policy allows the President and CEO to have contracting authority for up to \$200,000 and the board chair is required to sign off on any check payments over \$3,000. It was also pointed out that no agency staff, other than the President & CEO has spending authority over \$10,000.
- The decision was made to increase the micro purchase threshold from \$10,000 to \$25,000. The board also agreed to closely monitor this change, with the understanding that it could be revised if necessary.
- Commissioner Finger made a motion to accept A. Resolutions 24-05. Commissioner Colón seconded the motion.
 - The motion was voted on and passed unanimously.

C. Res 24-07: Increase PBV Assistance for Cypress Sq

- Mr. Russell provided a brief summary of the reason for this resolution due to the new HOTMA legislation which allows for 25 units to be project-based vouchers, which is up from the previous 21 units that the board approved.
- Commissioner Colón made a motion to accept Resolutions 24-07. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

E. Res 24-09: Approval of FY2025 Budget

- Mr. Russell discussed the staffing budget, focusing on the proposed 4% merit increase. The board also discussed a cost-of-living adjustment (COLA) versus a merit increase.
- Commissioner Finger made a motion to accept Resolutions 24-09. Commissioner Colón seconded the motion.
 - The motion was voted on and passed unanimously.

G. Res 24-11: Approval of Landscape Maintenance Service Contract

- Mr. Russell provided info on the procurement of the proposed landscape maintenance service contract. Three bids were received for this Request for Proposals.
- Commissioner Colón made a motion to accept Resolutions 24-11. Commissioner Taylor seconded the motion.
 - The motion was voted on and passed unanimously.

X. OLD BUSINESS

A. Commissioner Meeting Reimbursement

- Attorney Gilmore inquired about the withdrawal of the previously approved stipend for Board members' travel to/from meetings.
- Commissioner Colón made a motion to withdrawal of the previously approved stipend for Board members' travel to/from meetings. Commissioner Finger seconded the motion.
 - The motion was voted on and passed unanimously.

XI. NEW BUSINESS

A. Resilient SRQ Funding Priorities

- Mr. Russell reported that Sarasota County currently has \$200 million in Community Development Block Grant (CDBG) Resilient SRQ funds from HUD. They have allocated \$40 million to multi-family affordable housing/new construction and \$55 million to single family renovations, etc. Applications are due on May 1st to secure some of this funding. For agencies that are submitting more than one application, there is a requirement to submit a prioritization letter for what project the agency would want funded 1st.
- The Board discussed and agreed that the first priority should be to request funding for the Lofts on Lemon II project (\$7 Million Resilient SRQ funding request), then the Central Gardens project (\$3.5 Million Resilient SRQ funding request) and lastly the Cypress Square II/Amaryllis III project (\$7 Million Resilient SRQ funding request) to fund a 4th building.

B. Giving Challenge, Noon to Noon, April 9-10, 2024

- The Community Foundation (with The Patterson Foundation matching each donation up to \$100) are hosting the 24-hour Online Giving Challenge. Mr. Russell urges the board to utilize this opportunity to have their donation(s) matched, as well as urge their contacts to give as well. An email with the specifics on how to donate will be distributed to the board. All proceeds will go to SHA's Annual Shop with a Cop event.

XII. PROGRAM UPDATES – ACCEPTED BY CONSENT

- A. Monthly Financial Statements
 - B. Board Committee Meeting Minutes
 - C. Housing Choice Voucher Report
 - D. Housing Management Reports
 - E. Capital Improvement Report
 - F. Resident Services Monthly Report
 - G. Resident Advisory Board/Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) Board Report
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- Commissioner Colón made a motion to accept the Program Updates Consent Agenda. Commissioner Mason seconded the motion.
 - The motion was voted on and passed unanimously.

XIII. COMMISSIONER ANNOUNCEMENTS / COMMENTS

- A. Commissioner Meredith welcomed Commissioner Turquoise Dillard to the board.
- B. Commissioner Taylor inquired about the results of the 4-H event for our residents at the Fair. Mr. Waters reported that several plants were sold and awards were won.
- C. Commissioner Mason also welcomed Commissioner Dillard. Commissioner Mason reported attending the 4-H event at the fair.
- D. Commissioner Vengroff reported to the board that he's going to be stepping down from the SHA Board. He expressed positive remarks for the SHA Agency and the work it does and regrets that he does not have the time to devote to the board duties. He will be remaining until a replacement is named.

XIV. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:50 pm.