



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

Board Meeting  
McCown Towers Board Room  
May 28, 2025  
4:30 P.M.

- I. **CALL TO ORDER:** Chair Taylor called the regular meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:34 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**  
Commissioners Present: Chair Ernestine Taylor, Vice Chair John Colón (in at 4:40 pm), Resident Commissioner Nicole Roman, Commissioner Carolyn Mason, Commissioner Duane Finger (Virtual), Commissioner Jack Meredith and Commissioner David Morgan  
Commissioners Not Present: N/A  
Invited Attendees: City Commissioner Jen Ahearn-Koch, Agnes Kirkland (Resident Council) & Attorney Ric Gilmore  
SHA Personnel: William Russell, Nickol Ramirez, Niloo Kamkar and Andrea Keddell
- V. **APPROVAL OF MINUTES**
  - A. SHA Regular Board Meeting – April 30, 2025
    - Chair Taylor put up the minutes from the April 30, 2025, Regular Board Meeting for approval.
    - Commissioner Morgan made a motion to approve the minutes. Commissioner Mason seconded the motion. City Commissioner Jen Ahearn-Koch stated she'd submitted some non-substantive corrections.
      - The motion was voted on and passed unanimously.
- VI. **APPROVAL OF AGENDA**
  - A. SHA Regular Board Agenda – May 28, 2025
    - Chair Taylor put up the agenda for the May 28, 2025, Regular Board Meeting for approval.
    - Commissioner Mason made a motion to approve the agenda. Commissioner Morgan seconded the motion.
      - The motion was voted on and passed unanimously.
- VII. **SPECIAL PRESENTATION**
  - A. Team Member of the Quarter
    - Chair Taylor announced Niloo Kamkar, SHA's Accounting Assistant, as SHA's Team Member of the Quarter and provided the background and reason for her selection. Niloo was presented with a plaque and gift card and a commemorative photo was taken.

B. City Commission Liaison Update

- City Commissioner Jen Ahearn-Koch reported on the 3 current SHA projects involving the City.
- Lofts on Lemon II fee waiver had been discussed at the last meeting and Commissioner Ahearn-Koch reported that she was told they are not statutorily allowed to waive the fees. Any questions can be brought up with Mr. Robinson.
- The potential need to rezone McCown Towers in order to move forward with funding applications had also been discussed at the last meeting. City Commissioner Ahearn-Koch had offered to assist in expediting the process and stated the agenda item will be brought before the City Commission in either July, August or September.
- The last was the downtown Sarasota First Street project to see if SHA would be allowed to be involved as a partner and or lead to help build affordable housing on that property. City Commissioner Ahearn-Koch stated this agenda item will also be brought before the City Commission in either July, August or September.
- Commissioner Morgan inquired about the City's ability to waive fees. City Commissioner Ahearn-Koch responded that it depends on the situation and if there are bonds involved. She can ask Mr. Robinson to provide more information on the fees related to Lofts on Lemon.
- City Commissioner Jen Ahearn-Koch also inquired about two agenda items from this meeting:
  - Resolution 25-13: Approval of COO Delegation of Authority to Sign Checks, and if there'd be a formal procedure that would be written and followed. (*Response given during discussion under Section IX. RESOLUTIONS.*)
  - Resolution 25-14: HCV Admin Plan Revisions, and the reason for its' changes to the preference for the length of time a resident has not resided in subsidized housing or received housing assistance from 2 to 5 years. (*Response given during discussion under Section IX. RESOLUTIONS.*)

**VIII. PUBLIC PRESENTATION**

A. Mr. Jon Susce, long-time resident of Sarasota:

- Mr. Susce addressed the board and reported that he's been around for a long time and stated that Ms. Valerie Buchand led the charge in improving housing in Sarasota, that she's being treated like "garbage" and that it's a disgrace that she's no longer a member of this board.
  - City Commissioner Jen Ahearn-Koch reported to the board (later in this meeting) that she'd responded to Mr. Susce via email, and copied Mr. Russell and Ms. Buchand, to let him know that the Mayor appoints the members of the Sarasota Housing Authority and he should address this concern and comments to the Mayor.

**IX. RESOLUTIONS – ACCEPTED BY CONSENT**

- A. Res 25-12: Approval of Lofts on Lemon II Development
  - B. Res 25-13: Approval of COO Delegation of Authority to Sign Checks
  - C. Res 25-14: HCV Admin Plan Revisions
  - D. Res 25-15: ACOP Revisions
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- Commissioner Morgan pulled B. Resolution 25-13 and C. Resolution 25-14. Commissioner Mason also had questions on Resolution 25-14 and pulled D. Resolution 25-15.
- Commissioner Mason made a motion to approve the remaining Consent Agenda item, A. Resolution 25-12. Commissioner Morgan seconded the motion.
  - The motion was voted on and passed unanimously.
- B. Res 25-13: Approval of COO Delegation of Authority to Sign Checks
  - Commissioner Morgan asked for further clarification, in light of City Commissioner Ahearn-Koch's earlier inquiry about a written procedure for this. Mr. Russell responded that authorization for a second staff member to sign checks has never been needed before. However, recently there was a situation where Mr. Russell was out of town at a conference and it would have been beneficial to have another SHA team member that could sign checks in his place. Mr. Russell further discussed how the authority would work and that he'd still be the one providing authorization for the COO to sign on his behalf.
  - Following further discussion of the need for additional written details of how the authorization would work, Commissioner Morgan requested this be tabled until the next board meeting.
- C. Res 25-14: HCV Admin Plan Revisions
  - Commissioner Mason asked for further clarification on the preference revisions being proposed. Mr. Russell provided some history about the set-aside referral preferences to assist homeless residents, victims of domestic violence and children aging out of foster care to obtain housing. SHA needs to be more selective due to the recent lack of shortfall funding but still needs to ensure it expends all its' allocated funding.
  - Commissioner Mason made a motion to approve Resolutions C. 25-14. Commissioner Morgan seconded the motion.
    - The motion was voted on and passed unanimously.
- D. Res 25-15: ACOP Revisions
  - Mr. Russell explained the preference for residents that have not received housing assistance in the last 5 years, increased from 2 years, is an effort to house residents that haven't had this benefit before, or recently.
  - Commissioner Mason made a motion to approve Resolutions D. 25-15. Commissioner Colón seconded the motion.
    - The motion was voted on and passed unanimously.

## **X. OLD BUSINESS**

### **A. Development Updates / Redevelopment Report**

#### **McCown New Tower/Parking Garage**

- Mr. Russell reported that the Florida Housing Funding Corp (FHFC) board will be voting on this funding on June 12 in Tallahassee and Mr. Russell plans on attending the meeting.

Lofts on Lemon Phase II

- Mr. Russell reported that the financial closing for this project is 6/18/25. Pre-construction work has commenced to prepare for construction once the project is closed, financially.

Amaryllis III/Cypress II/Courts II

- Mr. Russell reported that site demolition is happening pretty quickly and should be completed within another week or two. Utility companies are ready to go once the buildings are down.

Amaryllis IV/Cypress III & Central Gardens (22nd St.)

- Mr. Russell reported that they are still working on the design options and financing. A new CDBG Resilient SRQ funding application for County disaster funds has been submitted for Central Gardens.
- Commissioner Meredith inquired about any groundbreaking events for the upcoming developments to get SHA out into the public eye. Mr. Russell will look into this.

B. Board Retreat

- The Board Retreat has been scheduled for 8 a.m. on Saturday, June 21, 2025, at the Lofts on Lemon 5<sup>th</sup> Floor Community Room. Order slips were handed out for the Commissioners to make their breakfast selections.
- Commissioner Morgan brought up the topic of the CEO's performance review and goals and objectives that have been topics at previous retreats. Attorney Gilmore added that performance reviews would be done separately and turned in prior to the retreat and/or the next board meeting.
- The board was asked to submit their agenda items to his office prior to the next board committee meeting on June 11 if they'd want assistance in setting up the agenda and roll call sheet for distribution to the board prior to the retreat.

**XI. NEW BUSINESS**

A. None

**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 (*not submitted*)

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

**XIII. COMMISSIONER ANNOUNCEMENTS / COMMENTS**

- A. Commissioner Colón commented on Mr. Susce's Public Presentation in Section VIII stating that he's been on the board from the beginning of Mr. Russell's terms and believes SHA to be doing well and that Mr. Russell has done a good job. Commissioner Mason added that the SHA Board does not appoint itself, the City Commission does. It's their role to appoint/approve this board. Commissioner Colón added that it's impressive to note that the current SHA board has a local architect, as well as a housing authority consultant as members who impart their knowledge and experience at no charge to the agency.
- B. Commissioner Meredith commented that he does believe that Ms. Buchand brought a lot to the table. He also reported recently attending a PHADA conference and that he plans to share the knowledge he's gained with the board at their upcoming retreat.
- C. Commissioner Finger announced that this will be his last meeting. He expressed to the Board that he's proud of what SHA has accomplished over the many years he's served.
- D. Commissioner Morgan added that in his experiences with other housing authorities he feels that SHA is doing a great job, comparatively speaking. SHA has accomplished much over the years and has grown all of its' programs. He also thanked Commissioner Finger for his service.
- E. Commissioner Mason thanked the City of Sarasota for their continued partnership and providing SHA with the City Liaison position.
- F. Commissioner Taylor expressed appreciation for SHA Staff and all they do for the area children and families, to Commissioner Finger and the entire Board of Commissioners, as well as Attorney Gilmore.

**XIV. ADJOURNMENT**

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:22 pm.