

**WINTER PARK HOUSING AUTHORITY
ANNUAL BOARD MEETING MINUTES**

**Tuesday, April 6, 2021
8:00 A.M.**

City of Winter Park Community Center, Cypress
Room 721 W. New England Ave
Winter Park FL, 32789

Commissioners Present: Board Chair; Hal George, Vice Chair; Kenneth Goodwin, Commissioner Tammy Holiday, Commissioner Kevin O'Rawe, and Commissioner Karen Jacobs

Commissioners Absent: Commissioner Judith Kovich and Commissioner Regner

Staff Present: LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director and Tarena Grant, Resource Coordinator

I. Call to Order

Chair George called the meeting to order at 8:04 a.m. and announced a quorum.

II. Approval of Minutes (March 2021)

There was a motion provided by Commissioner Jacobs to approve the March 9, 2021 minutes as written. Commissioner Goodwin provided a second to the motion. The motion was passed unanimously.

III. Public Comment

No public comments.

IV. Actionable Items Requiring Vote

Resolution 04062021-A

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF WINTER PARK CANCELING THE REQUEST FOR PROPOSALS ISSUED FOR PROPERTY MANAGEMENT SERVICES ON JANUARY 7, 2021 AND REJECTING ALL RESPONSES RECEIVED

Mrs. Lovette stated this resolution as the canceling of the RFP issued for property management services. A board member asked how many total proposals were received and initially recommended. Mrs. Lovette responded that 4 proposals were reviewed and 2 were recommended for board review. The board then discussed the proposal from the Executive Director to self-manage at a cost savings to the agency. There was no further discussion. Commissioner Jacobs motioned to approve Resolution A as written. There was a second provided by Commissioner Goodwin. The resolution was passed unanimously.

RESOLUTION NO: 04062021-B

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF WINTER PARK (WPHA) AUTHORIZING THE CREATION OF A NOT-FOR-PROFIT ORGANIZATION, (CFLMDG)-CENTRAL FL MANAGEMENT AND DEVELOPMENT GROUP, INC.; AND PROVIDING APPROVAL FOR CENTRAL FL

MANAGEMENT AND DEVELOPMENT GROUP, INC., TO PROVIDE PROPERTY MANAGEMENT SERVICES FOR ALL WPHA-OWNED PROPERTIES

Mrs. Lovette stated this resolution as the creation of the nonprofit Central Florida Management and Development Group, Inc. She summarized that this nonprofit would be utilized as the management entity for the housing authority that all employees would work through. Lastly, she mentioned that this agreement is for 5 years for management services with a clause to end with a 30-day notice. A board member asked who the overseer of the nonprofit. Mrs. Lovette responded that it would be set up just as the housing authority, with the WPHA board of commissioners being the overseer. Another board member asked about the benefits package and policies. Mrs. Lovette responded that she would provide that information at the next board meeting for approval. Mrs. Lovette then discussed more details about the structure of the nonprofit and its employees. With no further discussion, Commissioner Jacobs moved for approval of resolution B as written. There was a second provided by Commissioner O’Rawe. The resolution was passed unanimously.

V. Informational Only Items:

➤ Resource Coordinator (ROSS) monthly recap

Ms. Grant discussed resident services for the month of March. She mentioned that the sites continued the Fresh food bus stop and Second Harvest food pantries for the senior properties. Ms. Grant mentioned that all vaccinations for the senior properties have been completed with a total vaccination number of 150 persons. A board member asked about whether the other properties in the portfolio would be able to get vaccinated. She responded that there was not as much interest from the other sites but would send out a survey to assess the need.

➤ ED Goals

Mrs. Lovette mentioned that she is providing a recap of the Executive Director goals she received from the Commissioners. She asked the board for guidance on which goals are to be achieved for the 2021 fiscal year. The board agreed to keep discussion on this at each board meeting.

Executive Director Report

WPHA Financial Summary February of 2021 – Mrs. Lovette provided the board with a summary of the financials for the month of February 2021.

WPHA Property Overview March of 2021 – Mrs. Lovette discussed that occupancy continues to stay high and all properties have a waiting list to pull from to turn units quickly.

Next Month Board meeting- Mrs. Lovette stated that the next board meeting will be held in person, as there will need to be a vote for a management company. The board agreed to meet at the Winter Park Community Center for the next meeting.

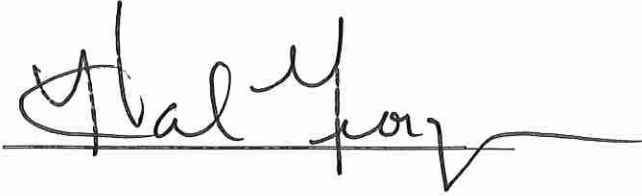
New Business/ Public Comment

No new business to discuss

VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:32 a.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Hal George", written over a horizontal line.

Hal George, Board Chair

A handwritten signature in blue ink, appearing to read "LaShanda Lovette", written over a horizontal line.

LaShanda Lovette, Executive Director

