

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

**Tuesday, May 11, 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

**Guests Present:** Amy Kryzan, contract HR Specialist and Patti Tilchin, Tilchin and Assoc.

**Staff Present:** LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director; Tarena Grant, Resource Coordinator and Maintenance Supervisor Felix Alicea

**I. Call to Order**

Chair George called the meeting to order at 8:06 a.m. and announced a quorum.

**II. Approval of Minutes (April 2021)**

There was a motion provided by Commissioner Regner to approve the April 11, 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 NO.: 05112021-A**

**APPROVING THE MANAGEMENT AGREEMENT BETWEEN WPHA AND CENTRAL FLORIDA HOUSING MANAGEMENT AND DEVELOPMENT GROUP, INC., TO PROVIDE PROPERTY MANAGEMENT SERVICES FOR ALL WPHA-OWNED PROPERTIES AND AUTHORIZATION FOR THE CHAIR TO EXECUTE ON BEHALF OF WPHA.**

Mrs. Lovette discussed this resolution as the agreement between the newly created management company and the Winter Park Housing Authority for management services. She noted that there is no fee for the management company. She also pointed out that all employees will be employed with the management company and all expenses and fees will be paid by the housing authority. With there being no further discussion, Commissioner Regner moved for approval of resolution as written. There was a second provided by Commissioner Jacobs. The resolution was passed unanimously.

**RESOLUTION NO.: 05112021-B**

**AUTHORIZING AND APPROVING REVISIONS TO THE WINTER PARK HOUSING AUTHORITY PERSONEL POLICY**

Mrs. Lovette expressed this resolution as the acceptance of revisions to the WPHA to address all employees. She mentioned that our contract HR specialist and legal firms have reviewed the revisions and provided

suggestions. A board member asked whether these revisions were adopted from other housing authority. Mrs. Lovette responded that these revisions did mimic what the Gainesville Housing Authority included in their policies. Another board member asked what changes did legal change. Ms. Khryzan responded that majority of the policies were from 2012 and needed to be updated to 2021. Mrs. Lovette mentioned that she will be providing the policies approval for the nonprofit at the next board meeting. There was no further discussion, Commissioner Jacobs moved for approval of resolution B as written. Commissioner O’Rawe provided a second. The resolution was written unanimously.

**RESOLUTION NO.:05112021-C**

**HUD FORM-50077-CR: ANNUAL CIVIL RIGHTS CERTIFICATION AND BOARD RESOLUTION**

Mrs. Lovette discussed this resolution as the annual certification to HUD to uphold the Civil Rights of 1964. There was no further discussion, Commissioner Goodwin moved for approval. There was second provided by Commissioner Jabobs. Resolution was passed unanimously.

**RESOLUTION NO.:05112021-D**

**HUD FORM-50077-CERTIFICATE OF COMPLIANCE WITH PHA PLANS AND RELATED REGULATIONS**

Mrs. Lovette discussed this resolution as a HUD form certifying that the housing authority will be in compliance with all applicable regulations in regard to the 5 year plan and annual plan. Commissioner O’Rawe moved for approval of resolution D as written. There was a second proved by Commissioner Regner. The resolution was passed unanimously.

**Proclamation.: 05112021-E**

**Proclamation of the Board of Commissioners of The Housing Authority of The City of Winter Park, Florida Recognizing and Acknowledging Judith Kovisars for Nineteen Years of Volunteer Service to The Board of Winter Park Housing Authority**

Mrs. Lovette discussed this resolution as the acknowledgement of twenty-nine years of service to the housing authority board of commissioners. She stated the housing authority will also dedicate a space at the Plymouth in her honor. There was a motion to approve the proclamation by Commissioner Jacobs. A second was provided by Commissioner Goodwin. The proclamation passed unanimously.

**V. Informational Only Items:**

➤ **Resource Coordinator (ROSS) monthly recap**

Ms. Grant discussed resident services for the month of April. 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.

**Executive Director Report**

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

**WPHA Property Overview April 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 to approve the policies for the nonprofit management company.

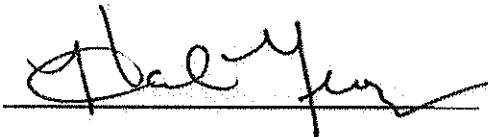
**New Business/ Public Comment**

No new business to discuss.

**VI. Adjournment**

With there being no further business to come before the board, Chair George called for adjournment at 9:40 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director

