

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

**Tuesday, August 30, 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 (via phone conference), Commissioner Tammy Holiday, Commissioner Kevin O’Rawe (via phone conference), Commissioner Karen Jacobs and Commissioner Dawn Ofodile(via phone conference) and Commissioner Joe Regner

**Staff Present:** LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director; Tarena Grant, Resource Coordinator and Project Manager, Rohan Wallace

**Guests Present:** Patti Tilchin, Tilchin & Assoc’s, Gleeson Johnson and Rachel Johnson, Malcolm Johnson Co.

**I. Call to Order**

Chair George called the meeting to order at 8:03 a.m. and announced a quorum.

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

There was a motion provided by Commissioner Jacobs to approve the June 8, 2021, minutes as written. Commissioner Regner provided a second to the motion. The motion was passed unanimously.

**III. Public Comment**

There was no public comment

**IV. Actionable Items Requiring Vote**

**RESOLUTION NO.: 08102021-A**

Acknowledging Receipt and Review of the Fiscal Year Ending September 30, 2020, Audit From Malcolm Johnson & Company, PA; Discussion/review lead by Rachel Johnson of Malcom Johnson & Company, PA

Gleeson Johnson began discussion of the summary of the audit report for the 2020 audit. He stated that the housing authority did receive a finding regarding deficiencies in the files. Rachel Johnson stated there were not enough support for tenant information in the public housing files. A board member asked if this finding was due to a staffing transition with the housing authority. Ms. Johnson responded that the current staff were not the parties involved in error and persons that no longer work for the agency and did not leave proper documentation before leaving. Another board member asked what the impact of the finding to the housing authority. Mr. Johnson responded that because this was a significant deficiency, the housing authority would lose about a half point reduction from their HUD efficiency scores.

Another board member asked if this finding was due to a lack of management company control. Ms. Johnson responded that yes, this could be in fact a lack of review of the management company on the activities of its staff.

Mr. Johnson continued his presentation of the financial analysis of the audit report. Overall the auditors determined that there were no outstanding financial liabilities. With there being no further discussion,

Commissioner Jacobs moved for approval of the resolution. There was a second provided by Commissioner O’Rawe. The resolution was passed unanimously.

**RESOLUTION NO: 08102021-B**

Authorizing a Contract with Florida Express Maintenance Services, LLC for Exterior Painting & Necessary Repairs at Meadows at Margaret Square Apartments In the amount of \$186,450

Mrs. Lovette introduced this resolution as the approval for a Florida Express Maintenance Services to do exterior Painting and repairs at the Meadows property. She explained that process of determining the lowest bidder for the job and how the determination for this vendor was selected. A board member asked whether who would oversee the project. Mr. Wallace responded as the project manager that he would oversee the work that is done. Another board member asked whether there was a inhouse cost estimate and scope of services. Mrs. Lovette answered that yes those items were completed for this IFB. Another board member asked if the housing authority would require performance bond. Mrs. Lovette responded yes. With no further comments, Commissioner O’Rawe moved for approval of the resolution. There was a second provided by Commissioner Regner. The resolution was passed unanimously.

**V. Informational Only Items:**

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

Mrs. Grant discussed resident services for the month of July 2021. She mentioned the housing authority recently partnered with CDC Health that will assist residents on many different avenues of money and health matters hosting workshops. She also mentioned the Meadows had its annual Back to School event for the students at the Meadows. A board member asked about how we address canceling events due to weather. Mrs. Grant responded that if the site where an event is to be placed does not have an indoor area, she will reschedule the event for another day. She elaborated that the residents are seniors and causes a liability to have events during days where there is increment weather. Lastly, Mrs. Grant discussed case management services with home therapy partners.

**Executive Director Report**

**Letter from Employee Discussion** – Mrs. Lovette addressed a letter that was sent to the board regarding a concerned employee. She explained that conversations with the Board Chair on how to properly address the letter and the ways in which she is addressing it with our contract HR Specialist. A board member asked about residents self-reporting of contracting COVID-19. Mrs. Lovette responded that the residents are notifying staff if they do test positive and the staff are notifying the sites of this report when it happens. In continuing the letter from an employee, a board member asked whether all the employees sign acknowledgement of communications with the HR specialist and polices. Mrs. Lovette agreed to have the staff sign and acknowledge. Another board member recommended that the HR Specialist set up meetings with the staff and acknowledge that meeting to ensure the housing authority is attempting to address the concerns in the letter. Mrs. Lovette agreed. The board would like the agency to consider having an HR Specialist as a full-time employee of the housing authority and not just part time. Mrs. Lovette agreed to research and determine some options to present at the next board meeting.

**Financials**

Mrs. Lovette discussed the financial report for the month of May 2021. She stated that the numbers reported from Allied Orion Group through the software did not accurately transfer to our software. She was not comfortable reporting to the board and will be taking time with Ms. Tilchin to address some errors and provide the new financials after they are complete. Mrs. Lovette also stated she will be presenting the budget to the board at the next meeting.

**WPHA Property Overview of July 2021** – Mrs. Lovette discussed that occupancy is still high for all our sites. She did mention that Tuscany was having more unit turnover than the other properties but was on top of the staff to ensure they are filled quickly. A board member asked about the organizational chart that was presented and stated that there was no consistent manager at the site. Mrs. Lovette responded that the position titles have changed, and the residents would report any concerns to the Leasing Specialist, that also asks as the assistant manager role. A board member asked for more clarification on the organizational chart on what staff members report to who. Mrs. Lovette agreed to send that information over to the board.

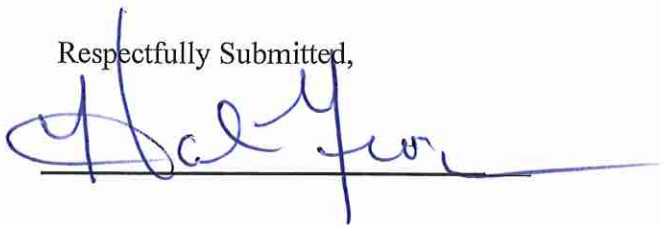
**New Business/ Public Comment**

There was no new business to report.

**VI. Adjournment**

With there being no further business to come before the board, Chair George called for adjournment at 9:31 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director

