

JACKSONVILLE HOUSING AUTHORITY
VIRTUAL BOARD OF COMMISSIONERS
BOARD MEETING MINUTES

June 15, 2020, 2:00 P.M.

COMMISSIONERS PRESENT: Susan Verbeck, Charles Griggs, Harriet Brock, Roslyn Phillips, and Jon McGowan

ADVISORS PRESENT: Mary Staffopoulos – Office of General Counsel and Lawsikia Hodges - Office of General Counsel

Kevin Kenny, Saxon and Gilmore

CALL TO ORDER: Chairman Charles Griggs called the meeting to order at 2:02 p.m.

Dwayne Alexander recited an opening statement for virtual public meeting. (Opening statement available by request)

PUBLIC COMMENTS:
No Public Comments

APPROVAL OF MEETING MINUTES:

The Chair requested a motion to approve the minutes of May 18, 2020. Commissioner Verbeck made a motion to approve and Commissioner Phillips second. All were in favor of approving the minutes with none opposed.

COST & ADM. COMMITTEE:

Dennis Lohr provided financial standings ending May 31, 2020. Income by source year to date is 4,095,679.00. The Central Office Cost Center income is budgeted at 67% and our actual is right at 67% Central Office cost are at 68% we are currently at 73% about \$200,000.00 over budget primarily due to unanticipated COVID expenditures. Public Housing income is budgeted at 67% and we are doing very well with actual at 72% we are doing very good in collection of rent and extra operating subsidies from HUD. Expenses budgeted at 66% and actual is 68% which is slightly higher than expected but still doing well at Public Housing sites. Section 8 budgeted at 67% we are at 73% which is about \$300,000.00 over and is due to higher administrative fee rates and higher lease ups than expected. Expenses are right on track at 67% and actual expenses are 67%. The expenses are a little less than was budgeted by about \$14,00.00. Looking at our affordable housing – Gregory West property at 67% budget and 65% income down just about \$20,000.00 we are still doing well with the income. On the expense side we are budgeted at 69% with actual expenses at 56% net income 90% about \$70,00.00 over budget. Our reserves are adequate and doing very well. Mr. Lohr asked if there were any questions.

Commissioner Phillips inquired about the expenses being higher in COCC actual at 73% versus budgeted amount of 68%. Mr. Lohr responded the budget could not anticipate some of the expenditures with COVID.

Commissioner Verbeck recognized that we are still ahead financially at this point but wanted to know if Mr. Lohr believed that it would stay that way until the end of the year? Will the income be able to compensate for all of the additional expenditures? Mr. Lohr indicated that HUD has given us additional funding and believes that we would still be ahead at the end of the year.

Presentation of Resolutions:

Commissioner Verbeck stated that she wanted to point out that the resolutions numbers brought before the board today 2020-JHA-19 and 2020-JHA 20 were already utilized in May. Resolution 2020-JHA-19 Approving the updated job description and 2020-JHA 20 approving supplemental Search Procedures. So the resolution before the board today should be 21 and 22

The Chair thanked Ms. Verbeck for her very important clarification.

Resolution 2020-JHA-21: To approve the Centennial RAD closing

Chairman Griggs indicated that the Board came to the agreement that an amendment needed to be offered to this resolution that summarizes the need and previous action to this resolution. Since the resolution was not approved in Committee a motion is necessary to discuss. Commissioner Jon McGowan made the motion and Commissioner Verbeck second.

Chairman Greggs requested that Mr. Alexander bring the Board up to date on where we are with the summary for the amendment.

Changes to the document were being reviewed by counsel and were not sent to Board members in time for review. Everyone was in agreement to post the document for the Board's review during the virtual meeting.

Mary Staffopoulos gave a brief overview of the changes that occurred in the document. Most of the changes were minor administrative changes. The substantive changes were changes to Exhibit A which was the project description regarding adoption of resolution in 2016 to identify properties that would benefit RAD conversions or other program processes.

Due to technical difficulties Ms. Staffopoulos' audio dropped off the virtual meeting. Kevin Kenny, Saxon and Gilmore completed the presentation where Ms. Staffopoulos left off. Mr. Kenny indicated that following the committee meeting they worked with the General Counsel's Office, Mr. Alexander and his staff in order to locate those prior resolutions approved by the Board in 2016. The resolutions pretty much set the ball in motion to identify what sites would benefit from improvements, one of those being a RAD conversion option.

Exhibit A is where some additional language was included specifically referencing:

2016 JHA 30 Properties identified as suitable for RAD conversions

2016 JHA-35 JHA and Vestcor entities agreed to partner and seek the ability to redevelop some of the properties

2018 Master development agreement entered into with JHA and Vestcor which would redevelop properties one being the WAVES and on November 1, 2018 amendment targeting Centennial Towers as the next project.

Those were the main additions. With committees changing, the Board changing over time and some time had passed to provide additional information within the exhibit summary so that current and future boards could easily see the chain of events that led up to today. There is a resolution before the board to move forward and authorize Mr. Alexander to execute the documents on behalf of the Jacksonville Housing Authority.

Commissioners thanked Mr. Kenny, General Counsel, JHA staff for the information that confirms actions were taken in 2016 and 2018.

Chairman Griggs asked the members of the Board if there were any other questions or discussions? None were identified so a vote was requested. All members approved and none opposed therefore the resolution was unanimously adopted.

Resolution 2020-JHA-22: To approve KBT modification concerning JAX Beach rehab in the amount of \$19,220.00 for a maximum indebtedness \$1,627,335.00.

Commissioner Phillips moved that the resolution be updated to 2020-JHA-22 and Commissioner Brock second. All members were in favor of the amended and none opposed.

Chairman Griggs called for a vote on the resolution as amended. All members were in favor and none opposed.

President's Report:

Mr. Alexander indicates, this past week we had a discussion with the Office of Environment and Energy High Performance Building Team with the US HUD out of San Francisco. The JHA is one of 6 housing authorities nationwide potentially selected to participate in a Section 3 Pilot Program. If we are chosen we would be one of 3 agencies to participate. The program will explore ways of providing more employment and training opportunities for our residents. The goal of the program is for Section 3 to be more efficient and to actually place people in permanent jobs. This pilot program will run for about 3 years. After the three years HUD will start another business model to roll out to all of the other housing authorities. Basically the

current Section 3 program enables residents to work as long as the contract exists and sets the residents up for a permanent career or train them for self-employment.

Applications are currently being taken on line via The Rent Café. The Rent Café has basically 3 modules:

1. Applications can be submitted online
2. Pay rent online
3. Issue work orders online

The agency will go online June 22, 2020 in terms of work orders and paying rent.

The JHA opened its doors to the public on Monday, June 8th. The public is restricted to appointments and emergency walk-ins only. This arrangement has been working out very well for everyone in the building.

We continue to regularly disinfect the building using the additional money received from the federal government and we continue to make sure that we have adequate supplies to combat COVID-19. At one point it was announced that we received the handguns to utilize the disinfectant. We now have the full fledge backpacks so that more footage can be covered.

In dealing with so many future tax credit properties training has been scheduled for 19 employees. The Housing Choice Specialist training has been scheduled also. RAD Project Based Voucher training is scheduled June 30 thru July 2nd.

Chairman Griggs pointed out that the Operations Report that was provided by Mr. Alexander is from April. He offered Mr. Alexander to provide an updated one if one is available. Chair asked about the status of HR. Mr. Alexander acknowledged that we have someone from Robert Half working in the capacity with a great deal of experience and is SHRM certified. Ms. Reed has been on these recent calls and is currently working on policy and procedures. Ms. Reed is currently reviewing the draft that Mr. Alexander completed to her to assure that it has all of the appropriate information and language before it is provided to the employees.

Chairman Griggs mentioned the New and Old Business Agenda items and that he asked for this section to be entered so that the Board could leave space and time for any reports for the special committee activities.

Commissioner Verbeck indicated that as far as the Executive Search Committee goes there is a meeting following this meeting. We have already completed two resolutions changing direction on both the CEO Job Description and on our search method. During the meeting this afternoon we will be discussing any updates that might need to be made to the CEO Succession Policy as well as the Senior Vice President Job Description. Gans, Gans and Gans had 15 candidates which has been reduced to 6 that they are prepared to provide to the search committee.

Since there was no further business the meeting was adjourned at 3:48 p.m.