



Sarasota Housing Authority  
269 South Osprey Avenue  
Sarasota, Florida 34236

Board Meeting  
June 28, 2023  
4:30 P.M.

I. **CALL TO ORDER:** Chair Jack Meredith called the meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:30 pm.

II. **INVOCATION**

III. **PLEDGE OF ALLEGIANCE**

IV. **ROLL CALL**

Commissioners Present: Chair Jack Meredith, Vice Chair Ernestine Taylor (Zoom), Commissioner John Colón, Commissioner Deborah Sargent, Commissioner Mark Vengroff, Commissioner Carolyn Mason and Commissioner Duane Finger (Zoom)

Commissioners Not Present: N/A

Attendees: Attorney Rhonda Stringer (via Zoom), Valerie Buchand, Rachel Johnson (in at 5:10 pm) and Agnes Kirkland

SHA Personnel: William Russell, Rick Toney, Andrea Keddell, Lance Clayton, Viktoriya Coblentz, Michelle Stears and Ken Waters

V. **APPROVAL OF MINUTES – ACCEPTED BY CONSENT**

A. SHA Regular Board Meeting – March 29, 2023

B. SHA Special Board Meeting – April 19, 2023

- Chair Meredith put up the minutes from the March 29, 2023, Regular Board Meeting and the April 19, 2023 Special Board Meeting for approval.
- Commissioner Colón made a motion to approve the minutes. Commissioner Mason seconded the motion.
  - Motion was voted on and passed unanimously. Commissioner Vengroff voted present on the minutes from March 29, 2023, Regular Board Meeting.

VI. **SPECIAL PRESENTATION**

A. Recognition of 4-H Awards to SHA Children

- Sarah Davis, the 4-H Youth Development Agent II with the UF/IFAS Extension of Sarasota County, presented a PowerPoint presentation outlining the STEMtastic 4-H Positive Youth Development – All Star Lucky Clovers Program. STEM Clubs are interactive lessons on Science, Technology, Engineering, and Math. Students from 5 years to 18 years of age are welcome to participate.
- iLEAD Leadership Conference was offered the past 3 years for children ages 11-13 and 5 youths attended this year. This is held at the University of Florida.
- The 4-H Club had 5 youths enter projects into the 4-H Showcase at the Sarasota County Fair and 20 ribbons were received.
- Four youth participants introduced themselves and provided a brief summary of their experiences with the 4-H Youth Development Program.

- B. Team Member of the Quarter (2nd Quarter)
  - Chair Meredith announced Viktoriya Coblentz, one of SHA's Property Managers, as SHA's Team Member of the Quarter and provided some background as to the reason for her selection. Viktoriya was presented with a plaque and gift card.

**VII. PUBLIC PRESENTATION**

- A. Ms. Valerie Buchand addressed the board:
  - Ms. Buchand stated that the Council has tried to work with the Housing Authority, and she maintains that the Housing Authority has ignored their rights, manipulated the system and lied to evict residents. She further stated that Individual board members have been contacted about the lies that are told and still nothing is done. She states they have an advocate who is being blocked as well from assisting the council. She wanted it on record that she does not believe they are being treated fairly.

**VIII. RESOLUTIONS – ACCEPTED BY CONSENT**

- A. Res 23-07: ACOP Revisions
  - B. Res 23-08: HCV Admin Plan Revisions
  - C. Res 23-09: Culture Guide Revisions
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- Commissioner Sargent asked to pull Resolution 23-09: Culture Guide Revisions and Resolution 23-10: Resident Council MOU. It was reported that Resolution 23-10 had previously been misplaced on the agenda and is not up for discussion in this section and an updated agenda had been distributed prior to the meeting.
  - Commissioner Colón made a motion to accept the remaining Consent Agenda items, A. Res 23-07: ACOP Revisions and B. Res 23-08: HCV Admin Plan Revisions. Commissioner Mason seconded the motion.
  - Commissioner Sargent added that she would also like to pull A. Resolution 23-07: ACOP Revisions. Commissioner Colón withdrew the previous motion.
  - Commissioner Finger made a motion to accept the remaining Consent Agenda item, B. Res 23-08: HCV Admin Plan Revisions. Commissioner Taylor seconded the motion.
    - The motion was voted on and passed unanimously.
- A. Res 23-07: ACOP Revisions
    - Commissioner Sargent asked for clarification on mixed families and the new immigration laws that are being passed. Mr. Russell stated that, with regard to mixed families where there are members that are undocumented, subsidy is prorated for mixed families that have undocumented members and HUD does not pay for those members. The head or co-head of household would need to be a US citizen.
    - Commissioner Finger made a motion to accept A. Resolutions 23-07. Commissioner Mason seconded the motion.
      - The motion was voted on and passed (6 to 1). Commissioner Sargent opposed.
  - C. Res 23-09: Culture Guide Revisions
    - Commissioner Sargent questioned the wording under the Bereavement section stating that the requirement to take bereavement leave within 7 days of the death of a family member may not be enough time if the funeral doesn't take place right away and/or there is extensive travel necessary to attend. It was discussed and decided to revise the wording to say that notification of intent to utilize bereavement leave would need to be given to management and/or designee within 7 days of the death of a family member.

- Commissioner Colón made a motion to accept Resolutions 23-09, with the revised wording stating that notification of intent to utilize bereavement leave would need to be given to management and/or designee within 7 days of the death of a family member. Commissioner Mason seconded the motion.
  - The motion was voted on and passed unanimously.

**IX. OLD BUSINESS**

**A. Business Terms for Sarasota Housing Authority Agency-Wide Resident Council (SHAARC) MOU**

- Mr. Russell explained that this item was tabled at the last meeting and the Board was asked to have their written questions submitted to him and then he'd get the Resident Council's responses to report at the next meeting. There were no additional questions submitted so he is re-submitting this document outlining the 3 recommendations SHA is making in order to finalize the MOU.
- Commissioner Mason stated her questions were already listed in the minutes of the last meeting.
- Discussion took place regarding Item 1, on what units are able to provide revenue to the Council. Per Resident Council regulation (24 CFR Part 964) the eligible units that can provide the \$15 per unit subsidy are public housing units and/or RAD units of former public housing units. For SHA that equates to 247 units giving \$3,705 per year to the Resident Council.
- Commissioner Sargent maintains they're looking to help all the residents and have all the residents be allowed to communicate with the council. Commissioner Colón inquired if the Resident Council has it in their plans to raise any funds on their own. It was reported that the Council is no longer eligible for the FSS Grant that they previously were able to apply for.
- Commissioner Meredith asked if the Resident Council could produce a budget for the proposed programming and events they are planning for residents and what percentage is to be used for stipends that would go directly to Resident Council members. The board agreed on receiving a budget.
- Commissioner Finger inquired if \$15 was the maximum allowable amount that the Resident Council could receive per unit. Mr. Russell stated that \$15 is the minimum amount that the Resident Council can receive and that the Housing Authority receives the remaining \$10 of the maximum \$25 per unit allowable. He added that the Housing Authority's Resident Services program already runs at a deficit and that the \$10 goes to offset this deficit, along with all the additional fund-raising efforts that SHA does to offset the deficit. Commissioner Finger inquired if it would be possible to raise the Resident Council's portion of the \$25 per unit to \$20, in consideration of the loss of Public Housing Units to the SHA portfolio to support their mission. He also states that he supports the idea of receiving a budget from the Resident Council for them to provide a plan of how they plan to use the funds.
- Mr. Russell provided clarification that each eligible Resident Council board member is allowed to receive a stipend of up to \$200 a month. However, given the current SHA portfolio of 247 Public Housing and RAD units, the eligible Resident Council board members receive approximately \$77.19 per month.

- Chair Meredith reiterated that a budget outline should be submitted and that that can be a starting point for moving forward. Additional assistance was offered and can be provided, if needed, to finalize the budget.
- Commissioner Sargent made a motion to table this item until the next meeting. Commissioner Colón seconded the motion.
  - The motion was voted on and passed unanimously.

**X. NEW BUSINESS**

A. Board Training (2 Hour Training)-Select Date

- Following discussion, the board agreed to hold this training to discuss Ethics, Public Records, Public Meetings and Parliamentary Procedure immediately preceding the August 2<sup>nd</sup> Board meeting from 2-4 pm. Zoom will be provided for those commissioners that are out of town or the area.

B. Board Consent to Appoint Ken Waters to COO / Deputy Director

- Mr. Russell proposed to the board to promote Ken Waters to Chief Operating Officer & Deputy Director. Mr. Waters has been with the Housing Authority for 21 years and provides a wealth of knowledge and experience in multiple facets of the Housing Authority. Commissioner Mason added that Mr. Waters is also a well-respected figure in the community.
- Commissioner Mason made a motion to accept the promotion. Commissioner Colón seconded the motion.
  - The motion was voted on and passed unanimously.

**XI. PROGRAM UPDATES – ACCEPTED BY CONSENT**

- A. Monthly Financial Statements
- B. Board Committee Reports
- C. Housing Management Reports
- D. Housing Voucher Report
- E. Capital Fund Program Report
- F. Resident Services Monthly Report

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

**XII. COMMISSIONER ANNOUNCEMENTS / COMMENTS**

- A. Commissioner Mason requested that the board attend the Sarasota County Fair next year to see the children exhibits (from the 4-H program that was presented today). She also reported that the Community Emergency Response training is scheduled for September and will involve 4 Saturdays. She would like to have representation from SHA residents. Mr. Russell suggested that the Resident Council could assist with suggesting some individuals to participate. Commissioner Mason will send out the flyer to SHA as soon as she receives them so it can be forwarded to the Resident Council.
- B. Commissioners Colón, Vengroff, Finger and Taylor all congratulated Mr. Waters on his promotion and all his work.

**XIII. ADJOURNMENT**

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 5:55 pm.