



Delray Beach Housing Authority

REGULAR BOARD MEETING DECEMBER 17, 2009 MINUTES

I. CALL TO ORDER

Meeting called to order at 8:55 a.m.

II. ROLL CALL

Morris Weinman - Present
Choli Aronson - Present
Joseph Hepp - Present
Sylvia Morris - Present
Shelly Petrolia - Present
Christel Silver - Present
Shelly Weil - Present

III. APPROVAL OF AMENDED AGENDA

With the addition of the Banking Agreement with City National Bank to Old Business, Item 4, a motion to approve the Amended Agenda was made by Commissioner Petrolia. Motion seconded by Commissioner Silver. All in favor. Motion passed.

IV. APPROVAL OF MINUTES OF NOVEMBER 19, 2009

Motion to approve Minutes of November 19, 2009 Regular Board Meeting made by Commissioner Petrolia. Motion seconded by Commissioner Silver. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Kathy Rainey-Holman – Families First

VII. PUBLIC COMMENTARY

None

VIII. CONSENT

- a. Section 8 Coordinators' Report – Bridgette Huff
- b. Chief Financial Officer's Report – Naomi Durham
- c. Administrative/Grant Report – Nina Levine
- d. Quality Control Report – Jakeleen Fernandez
- e. Property Management Report – Nguyen Tran

Motion to approve Consent Agenda made by Vice-Chairman Hepp. Motion seconded by Commissioner Silver. All in favor. Motion passed.

IX. CORRESPONDENCE

None

X. OLD BUSINESS

- a. Chief Operations Officer's Report – Shirley Erazo
 1. Note was made that a meeting was held with City National Bank to review the transitional process from PNC Bank to City National Bank. This item will be discussed under Old Business, Item E.
 2. HUD's Rescission of Decreased Payment Standards Waiver Approval – As previously noted, a request was made to HUD by the DBHA to reduce payment standards, the basis for which Housing Assistance Payment are made to landlords on behalf of Section 8 tenants, due to HUD's reduction in funding, for the Section 8 Program. This request was for a reduction from 90% of the Fair Market Rents to 80%. Notification was received that HUD had approved the Housing Authority's request. This reduction was implemented retroactively as of October 1, 2009. Because the regulations require that notification be given to tenants at least one year in advance, HUD has rescinded its approval of our request and will provide the additional funding needed to offset the shortfall created by HUD's previous reduction in the DBHA's funding. The DBHA will adjust tenant payments and provide the tenant subsidy at 90%.
 3. Annual Operating Budget – A draft copy of the Annual Operating Budget will be furnished to the Board at the February Board Meeting.
- b. Development Officers Report –Nguyen Tran

West Settlers Office Building (82 NW 5th Avenue) Project Update – A meeting was held last week with the Finance Consultant regarding New Markets Tax Credits. It was recommended that the DBHA proceed with bidding in conjunction with permitting to enable refining the construction budget. The Advertisement for Bids will be prepared, advertised and the bidding process will begin early in January. A sealed bids process will be used in accordance with the 2009 Procurement Policy.
- c. President/CEO's Report –
 1. Workforce Alliance Board Invitation - It was mentioned that the President/CEO has been invited to become a member of the Workforce Alliance Board. If accepted this could be an opportunity to influence policy as it relates to employment for low income families.
 2. Update on \$10 million Capital Fund Recovery Competition Effort – HUD did not support the DBHA's retention of the \$10,000,000. In July, 2009, in response to the Housing Authority's application for Capital Fund Recovery Competition (CFRC) – Category 3 – GAP Financing the DBHA was awarded \$10,000,000. At that time there was involvement, for almost one year, in a Master Development Agreement (MDA) dispute with Auburn

Development. Shortly after the award the Housing Authority was offered a proposal by Auburn to dissolve the MDA and ownership of the former Carver Estates site as well as the 3 acre parcel from Village Square, LLC was returned to the Delray Beach Housing Authority. With the \$10,000,000 tied to the MDA Rental component of the project, these funds were required to be used for the purpose of financing a shortfall partially created by Florida Housing Financial Corporation's recapture of Community Workforce Housing Initiative Program (CWHIP) funds. The DBHA attempted to demonstrate that with the agreement between the partnership no longer in place, the project described in the application was essentially the same. On December 3-4, 2009, while attending a HUD training session on Mixed Finance transactions it was learned by DBHA the President/CEO that HUD would not be recommending approval for the Agency to retain the funds.

3. Strategic Planning Session for Annual and Five Year Plan Submissions – Note was made that the Board had received, from Knox LaSister of Smart, Inc., an information packet in preparation for the Board's Strategic Planning Session scheduled for Monday, January 11, from 10 a.m. until 2 p.m. The Community Input portion of this session is scheduled for Saturday, January 9 from 10 a.m. until 2 p.m. and will be held at the Old School Square Gym. This session will serve as the required Public Participation meeting for the Five Year and Annual Plan.
4. Banking Agreement with City National Bank – As noted above a meeting took place on December 15 with representatives of City National Bank. The meeting resulted in a one-third (1/3) reduction in charges to the DBHA. Each Board Member will be a signatory on each account.

XI. NEW BUSINESS

Resolution 2009-15 A Resolution of the Delray Beach Housing Authority Approving an Employee To Receive Pay For One Week of Vacation Time – As noted in the Delray Beach Housing Authority Personnel Policy, Policy 311, an employee who has accumulated a minimum of 20 days of annual leave may request approval to receive pay for one of the eligible weeks. One employee has requested this. Approval was recommended. Motion to approve made by Commissioner Morris. Motion seconded by Commission Aronson. All in favor. Motion passed.

XII. COMMENTS

- a. President/CEO - none
- b. Attorney – none
- c. Commissioners – none

XIII. ADJOURNMENT

Meeting adjourned at 9:45 a.m.