



## DELRAY BEACH HOUSING AUTHORITY

### **REGULAR BOARD MEETING** **APRIL 16, 2009** **MINUTES**

#### **I. CALL TO ORDER**

Meeting called to order at 8:45 a.m.

#### **II. ROLL CALL**

Angela Randolph - Present  
Morris Weinman - Present  
Joseph Hepp - Present  
Sylvia Morris - Absent  
Thuy Shutt - Present  
Christel Silver - Present  
Shelly Weil - Present

Commissioner Weil was introduced. As the newest Commissioner for the Delray Beach Housing Authority, Mr. Weil has an extensive background in community service, he is currently retired and was the founder and CEO of a fund raising not for profit organization

#### **III. APPROVAL OF AGENDA**

Motion to approve the Second Amended Agenda was made by Vice-Chairman Weinman. Motion seconded by Commissioner Hepp. All in favor. Motion passed.

#### **IV. APPROVAL OF MINUTES OF MARCH 19, 2009**

Motion to approve minutes of February 20, 2009 made by Vice Chairman Weinman. Motion seconded by Commissioner Hepp. All in favor. Motion passed.

#### **V. RECOGNITION OF VISITORS**

Sandra Rocha – R2T  
Kevin Kenny – The NCT Group  
Nestor Caballero – Alberni, Cabellero & Castellanos, LLP  
Elias Casetellanos – Alberni, Cabellero & Casellanos, LLP  
Kathy Rainey-Holman – Families First  
Brian Nemeroff – Berman Hopkins Wright & LaHan  
Antonio Grau – Grau & Associates  
Raquel McIntosh – Grau & Associates  
Connie Staudinger – The Auburn Group

#### **VI. PUBLIC COMMENTARY**

None

**VII. CONSENT**

- a. Section 8 Coordinator's 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 Manager's Report – Yvette Evans
- f. Family Self-Sufficiency Quarterly Report – Kathy Rainey-Homan

**VIII. CORRESPONDENCE**

None

**IX. OLD BUSINESS**

- a. 10 Minute Presentation by Audit Proposers

Each of the four (4) firms responding to the RFP for an Auditor, present today, picked a number to determine the order of their presentations. Gilberto Pastoiza, DBHA legal counsel, reviewed the evaluation process to be followed today. Each firm will be given approximately 10 minutes to describe why they should be selected. Based on their presentation and the numerical evaluation made by the Board, each firm will be ranked 1 – 4. The President/CEO will then begin negotiations with the firm ranked number 1. If negotiations fail with firm #1, firm ranked #2 will be contacted. There will also be a short question and answer period after each presentation.

1. The NCT Group - Represented by Kevin Kenny, Mr. Kenny noted that for the last 4 years his firm has performed the required annual audit for the DBHA. He reviewed his firms qualifications as well as their willingness to assist the DBHA during the year and described several instances where his assistance was needed. He described how the audit is conducted and his personal contact with staff.

A few questions were posed to Mr. Kenny and note was made that he had been auditing the DBHA for a total of 11 years.

2. Brian Nemeroff, of Berman, Hopkins, Wright & LaHan was second to make a presentation. He noted that his firm is a full service organization, having been in operation since 1958. Currently, there are 9 partners with a staff of approximately 75 – 80. Mr. Nemeroff is the partner dedicated to Housing Authoritys. Staff conducting the audit are trained solely on Housing Authoritys. His staff is very familiar with the Generally Accepted Accounting Principles as well as Financial Data Schedule (FDS). His involvement in the Florida Institute of Certified Public Accountants was mentioned.

A few questions were asked of Mr. Nemeroff by Board members and the meeting proceeded to the third firm.

3. Grau & Associates – Antonio Grau, a partner in Grau & Associates noted that 5 years ago his firm perform the annual audit for the DBHA for 2 consecutive years. He noted that Grau & Associates is the successor firm to Grau & Company. His firm has been in operation for approximately 4 years with basically the same staff that performed audits for Grau & Company. The majority of the firms practice relates to governmental, non-profits and single audits. They are now attempting to re-enter housing authority audits. Their offices are located in Boca Raton. With reference to experience, the firm has performed audits, in the past, for the West Palm Beach Housing Authority, the Tampa Housing Authority, the Orlando Housing Authority and several others. It is anticipated that this year the firm will conduct about 250 audits for different governmental municipalities and non-profits.

Questions were posed to Mr. Grau by the Board and the fourth candidate was asked to make their presentation.

4. Elias Catellanos of Alberni, Caballaro & Castellanos began his presentation by noting that his firm had conducted audits for the West Palm Beach Housing Authority, the Palm Beach

County Housing Authority and the Riviera Beach Housing Authority. They have offices located in Davie and Coral Gables. Mr. Castellanos noted that he had a deep rooted relationship with HUD, having been involved in policy writing for them. He then proceeded to introduce the partners, if his firm were chosen, who would be conducting the DBHA audit. They were Nester Cabellero and Yanick Ngendhayo. These gentlemen are involved with the audits for the West Palm Beach, Riviera Beach and Pahokee Housing Authoritys.

The Board asked several questions and then proceeded with the ranking of the 4 firms. The results were as follows:

<u>Chairman Randolph</u>	<u>Vice-Chairman Weinman</u>	<u>Commissioner Hepp</u>
1. The NCT Group	1. The NCT Group	1. The NCT Group
2. Berman Hopkins	2. Berman Hopkins	2. Berman Hopkins
3. Alberni, Caballaro, et al	3. Grau & Associates	3. Alberni, Caballaro, et al
4. Grau & Associates	4. Alberni, Caballaro, et al	4. Grau & Associates
<u>Commissioner Silver</u>	<u>Commissioner Shutt</u>	<u>Commissioner Weil</u>
1. The NCT Group	1. The NCT Group	1. The NCT Group
2. Berman Hopkins	2. Berman Hopkins	2. Berman Hopkins
3. Alberni, Caballaro, et al	3. Alberni, Caballaro, et al	3. Grau & Associates
4. Grau & Associates	4. Grau & Associates	4. Alberni, Caballaro, et al

A motion to accept the rankings and have the President/CEO begin negotiations with The NCT Group and in the event an agreement is not reached with the NCT Group negotiations will proceed to Berman Hopkins was made by Vice-Chairman Weinman. Motion seconded by Commissioner Shutt.

- b. Annual President/CEO's Evaluation – A new format was distributed to the Board to evaluate the President/CEO. It was suggested that the form be reviewed after today's meeting and be brought back at the May meeting for discussion. Due to the Board previously approving no rate increases for staff for this fiscal year, there will be no additional remuneration.
- c. Approval of Resolution 2009-02 – Conveyance of the Kings Point Condominium to the Delray Housing Group, Inc.- Briefly discussed, approval was recommended. Motion to approve Resolution 2009-02 was made by Vice-Chairman Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.

## **X. NEW BUSINESS**

- a. Public Hearing – Resolution 2009-01 – Approving an Amendment to the Capital Fund Five Year Action Plan – This item was being brought back to the Board for approval, having been discussed at a previous meeting. It relates to a procedural matter relating to the Capital Fund Stimulus funds received by the DBHA. It requires a 10 day comment period, which ends today. A meeting was held with former residents of Carver Estates on Tuesday, April 14 to obtain their input on the use of these funds for the new DBHA office building. The attendees thought it was an excellent idea. Approval is recommended. The Annual Plan will be sent to HUD at the conclusion of today' meeting. There being no comments, the Public Hearing was closed and a motion to approve Resolution 2009-01 was made by Vice-Chairman Weinman. Motion seconded by Commissioner Silver. All in favor. Motion passed.
- b. President/CEO's Report -
  - 1. West Settlers Office Building – Note was made that the architect had submitted the revised plan, which responded to staff comments.
  - 2. The Delray Beach Housing Authority was included as a potential project in the New Market Tax Credit application of the Florida Community Loan Fund and from the Mercantile Bank. These funds could amount to \$2 million of the project cost that the DBHA would be eligible for.

- c. Update on Redevelopment Partnership Activity – Gilberto Pastoriza noted that the Auburn Group had agreed to split the cost of the mediator. A specific mediator has been accepted by both parties. His name is Mr. Lichter and this acceptance is subject to confirmation. He will be available at the end of May. The Board instructed Mr. Pastoriza to forward the Board’s requests to Auburn’s attorney. Mr. Pastoriza noted that he has a call into HUD regarding the DBHA’s complaint.

At this point in the meeting, it was noted that the Board was scheduled for a workshop meeting with the City of Delray Beach for Tuesday, May 12 at 6:00 p.m. The DBHA is required to develop their own agenda and it was requested by the President/CEO that the Board advise her of what they would like to discuss. Thus far a presentation is planned to describe the mission of the DBHA relating to who we are, who we serve, what our mission is and what are the goals of the Housing Authority.

**XI. COMMENTS**

- a. President/CEO – Regarding Commissioner training it was noted that NAHRO had, thus far, not been very responsive. The President/CEO has asked others regarding this, but is still waiting for a response from NAHRO. A request had been made for two proposals; one for staff training and one for strategic planning.
- b. Attorney - None
- c. Commissioners - None

**XII. ADJOURNMENT**

10:35 a.m.