



DELRAY BEACH HOUSING AUTHORITY

REGULAR BOARD MEETING **September 17, 2009** **MINUTES**

I. CALL TO ORDER

Meeting called to order at 8:50 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 Resolution 2009-11 Waiving the Conflict of Interest Provision relating to the hiring of the Development Officer and the Amendment to the Interlocal Agreement with the City of Delray Beach and the Delray Beach Housing Authority for discussion, a motion to approve the Agenda was made by Commissioner Silver. Motion seconded by Interim Vice-Chairman Hepp. All in favor. Motion passed.

IV. APPROVAL OF MINUTES OF AUGUST 25 2009

Motion to approve minutes of August 25, 2009 was made by Commissioner Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Kathy Rainey-Holman – Families First

VI. PUBLIC COMMENTARY

None

VII. CONSENT

- a. Section 8 Coordinator's Report – Bridgette Huff
- b. Administrative/Grant Report – Nina Levine
- c. Quality Control Report – Jakeleen Fernandez
- d. Development Officer's Report – Nguyen Tran
- e. Property Manager's Report – Yvette Evans

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

VIII. CORRESPONDENCE

None

IX. OLD BUSINESS

a. Chief Operations Officer's Report –

1. Replacement Housing Factor Funds (RHF) – Note was made that these are Capital Funds awarded to Housing Authorities that have removed Public Housing units due to demolition or disposition. These funds can be accumulated for up to five years for the first increment funding. With the DBHA's submission of a Replacement Housing Plan (RHP), the Agency was awarded \$309,325 for the first increment funding. Regulations permit a second increment funding for an additional five years with HUD's approval of a second Replacement Housing Plan. Demonstration of expenditure of funds in a timely manner must be demonstrated.

The Replacement Housing Plan, prepared by Smart, Inc. was approved in July, 2008. Since approval of the Plan, changes to the redevelopment of Carver Estates have occurred. This will necessitate a revision to the Plan. This item will be included in the upcoming Strategic Planning Session and will allow for community input. This item will also be included in the Annual Plan.

2. Status of RFP for Banking Services – Advertised on August 23, 9 inquiries have been received thus far. Proposals are due on September 25 at 4:00 p.m.
3. Reporting Section 8 Voucher Management System (VMS) – A requirement of HUD is the electronic submission of a monthly report noting all activities of the DBHA's Section 8 Program. The months of July and August have been submitted. HUD uses this data to monitor funding allocations and to confirm that funding is being utilized at a minimum 95% as required.
4. Implementation of the new Payment Standards – The Section 8 Payment Standards are the Housing Assistance Payments (HAP) used to calculate rental assistance for Section 8 participants prior to the deduction of the total tenant portion. The payment standards are determined by the Fair Market Rent Limitations (FMR's) published by HUD. The DBHA is permitted to implement 90-110% of the FMR's as a Payment Standard in the administration of the Section 8 Program, if funding is available. Currently, the DBHA's payment standard is at 90% of the Fair Payment Rent Limitation and we are leased up at 99% of our Vouchers and have utilized 108% of funding allocations monthly. On July 13 a request was made to HUD to approve the reduction of Payment Standards to 80% of the Fair Market Rents. In anticipation of HUD's approval implementation of the new Payment Standards will become effective October 1, 2009.

b. President/CEO's Report –

1. 82 NW 5th Avenue – West Settlers Office Building Update – Note was made that progress is being made in obtaining LEED Certification. A LEED updated checklist can be found at the end of the Development Officer's report. It is planned to register the project with the U.S. Green Building Council online and assign each credit being pursued to a specific team member. The Team consists of Colome' & Associates, Abney & Abney, Civil Design, Inc. Thompson & Youngross Group, Inc. The project is in the development stage and progressing on schedule. Some minor modifications were discussed with the Architect. One of these modifications were the reconfiguration of the first floor area for the Delray Housing Group's offices to accommodate a third office and a smaller waiting area. Completion of plans is anticipated for the end of November.
2. Update on the Redevelopment of Carver Estates –
 - a. Extension of the Conditional Use for Village Square. The Developer filed for an extension of the conditional use on the For Sale parcel (Village Square – 18 acres). An extension was granted on the condition that the extension be for a 2 year time period, with the following 2 conditions:
 - i) A letter from the School District of Palm Beach County indicating that the project meets current school district performance standards be provided, and
 - ii) A letter from the Traffic Division of Palm Beach County indicating that the proposed project

meets the required Traffic concurrency Performance Standard be provided.

- b. The application for \$10 million in Capital Fund Recovery Competition (CFRC) grant was not funded. Note was made that the Auburn Group is qualified for other stimulus dollars that would replace CWHIP funding that was not received by them.

At this time, Gilberto Pastoriza, legal counsel for the Delray Beach Housing Authority, requested that prior to the Strategic Planning Session (which is in the planning stage) that he meet with each Board Member, individually, to discuss issues of importance and also for the new Members, giving them a history and bringing them up to date on the redevelopment project.

3. Strategic Planning Session – The date of this Session is being changed to December 5 due to key members schedules conflicting with the original planned October 3 date. In an attempt to offset costs the President/CEO has spoken with the CRA and it was noted that the CRA would be willing to fund the luncheon part of the session. It is planned to invite the Southwest neighborhood community to attend to obtain their input relating to the project.

At this time it was noted that the October Board Meeting will be held on Wednesday, October 14, due to schedule conflicts. The budget for the next fiscal year will be presented at this meeting. The Annual Board Meeting will take place on Thursday, November 19. The December meeting will be held on Monday, December 7th. Also, the Annual Meeting for the Delray Housing Group will take place on Thursday, November 19, following the DBHA's Annual Meeting. Motion to change above noted meeting dates made by Interim-Vice Chairman Hepp. Motion seconded by Commissioner Silver. All in favor. Motion passed.

4. Strategic Planning Session – As mentioned above, the agenda for this two day function has not been finalized. Details will be forwarded upon receipt from Knox LaSister, of Smart, Inc.

X. NEW BUSINESS

- a. Resolution 2009-11 –Approving a Resolution of the Delray Beach Housing Authority Waiving the Conflict of Interest Provision as Permitted Under Section 19 (B)(4) of the Annual Contributions Contract Between the Housing Authority and the United States of America; Providing for Findings and an Effective Date – Note was made that the Housing Authority cannot hire family members when a family member has been a Board Member that has not been gone for at least one (1) year. At the time the Development Officer was hired, this was not known. He is a family member of former Commissioner Thuy Shutt, who had only been gone since April, 2009. This regulation allows for the Board to waive that provision. Approval is recommended. Motion to approve made by Commissioner Morris. Motion seconded by Vice-Chairman Hepp. All in favor. Motion passed.
- b. First Amendment to the Interlocal Agreement Between Palm Beach County, the City of Delray Beach and the Delray Beach Housing Authority. This \$1 million allocation, given to the DBHA by former County Commissioner Addie Green is being referred to as District 7 funds. When the dispute with the Auburn Group began, these funds became in jeopardy of being lost. The DBHA received \$1 million in disaster funds and \$1 million in District 7 funds. The \$1 million in disaster funds is in jeopardy of being recaptured by the State of Florida. The County has proposed that the DBHA allow the City of Delray Beach to spend these funds. A document has been prepared by the County noting this change and only amends paragraph 2 of the original Agreement. It continues with the original responsibilities of the Delray Beach Housing Authority. The President/CEO is recommending that Gilberto Pastoriza review the entire document and recommend that the City of Delray Beach assume all responsibility. The President/CEO also suggested that this document not be approved at this time. Mr. Pastoriza recommended that the President/CEO contact the County with a response to this Agreement noting the DBHA's comments. Once this is done, the President./CEO will be authorized, by the Board of Commissioners, to approve the Agreement, subject to the revisions noted above. Motion to authorize the President/CEO to approve the Agreement, subject to the revisions as noted above made by Interim-Vice Chairman Hepp. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

XI. COMMENTS

- a. President/CEO
None
- b. Attorney.
None
- c. **Commissioners**
None

XII. ADJOURNMENT

9:35 a.m.