



Delray Beach Housing Authority

REGULAR BOARD MEETING
APRIL 15, 2010
MINUTES

- I. **CALL TO ORDER**
Meeting called to order at 8:55 a.m.

- II. **ROLL CALL**
Choli Aronson – Present
Joseph Hepp – Present
Sylvia Morris – Present
Shelly Petrolia– Present
Christel Silver – Present
Shelly Weil – Absent
Sandra Owens – Absent

- III. **APPROVAL OF THE AGENDA**
A motion to approve the Agenda, with the revision of Resolution 2010-01 was made by Vice-Chairman Silver. Motion seconded by Commissioner Morris. All in favor. Motion passed.

- IV. **APPROVAL OF THE MINUTES OF MARCH 18, 2010**
A motion to approve the minutes of March 18, 2010 was made by Commissioner Aronson. Motion seconded by Commissioner Morris. All in favor. Motion passed.

- V. **RECOGNITION OF VISITORS**
None

- VI. **PUBLIC COMENTARY**
None

- VII. **CONSENT**
 - A. Section 8 Coordinator’s Report – Bridgette Huff
 - B. Chief financial Officer’s Report Naomi Durham
 - C. Administrative/Grant Report – Jakeleen Fernandez
 - D. Quality Control Report – Jakeleen Fernandez
 - E. Property Management Report – Nguyen Tran
 - F. Families First Quarterly Report – Kathy Rainey-HolmanMotion to approve Consent Agenda made by Vice-Chairman Silver. Motion seconded by Commissioner Morris. All in favor. Motion passed.

VIII. CORRESPONDENCE
NAHRO Journal of Housing

IX. OLD BUSINESS

A. Chief Operations Officer's Report

1. Note was made that the DBHA's Grant application for the funding of one Section 8 Housing Choice Voucher (HCV) FSS Coordinator's position was approved. The amount requested and approved was \$50,917 and will cover the salary of the Coordinator administering the DBHA's program contracted with Families First for one year.
2. Conversion from PNC Bank to City National Bank – As of April 1, 2010 the DBHA has transferred banking services to City National Bank. The transition went very smoothly and it was noted that customer service was outstanding.
3. Direct Deposit of Section 8 Landlord Housing Assistance Payments (HAP) – Work is on-going with Scott Accounting and Computer Services (the Agency's software vendor) and City National Bank to implement the direct deposit of landlord HAP payments. The process is planned to take effect May 1, 2010. It is anticipated that approximately 85% of the landlords will participate.
4. Section 8 Management Assessment Program (SEMAP) Certification – With a deadline of May 31 for the submission of the Annual Certification, all indicators show a positive score for the DBHA and it appears that the Agency will be rated as a High Performer. The final Certification will be presented to the Board at the May meeting.
5. Housing Choice Voucher and Finance Training – This training was conducted by the Miami HUD Field Office and was attended by the Chief Operations Officer and the Quality Control Specialist. Included in the training were such things as shortfalls, how to monitor funding and how to issue vouchers.
6. Reporting Section 8 Voucher Management System (VMS) – The October 2009 final submission has been submitted and approved. An estimated report for November – March was submitted and approved also.

B. Development Officer's Report

West Settlers Office Building (82 NW 5th Avenue) Project

1. ARRA (American Recovery Reinvestment Act) Grant Obligation Update – An amount of \$290,250, from budget line item 1440 for site acquisition, was disbursed on March 9. This drawdown amount, in conjunction with \$33,500 from the CRA's escrow account for the bid bond, was expended at property closing on Friday, March 13, 2010. Budget Line Item 1410 (Administration) and 1436 (fees and costs) in the amount of \$97,837.08 were also disbursed. This left a balance of \$5,513.92. This amount, it is expected, will be drawn down within the

next 2 months and will achieve 100% expenditure of the funds within the allotted time frame.

2. Financing Update – A new finance request package was received due to the low amounts of bids that were received. Note was made that it was decided to go for a conventional construction type loan. Electronic copies of the package were sent to City National Bank and BB&T Bank. Hard copies will follow.
3. EBJ Holding, LLC (Lake Ida Plaza Lease Renewal) – With the current lease due to expire on July 30, 2010, the DBHA has notified EBJ that the Agency wishes to renew its' lease for another year. After discussions with the Landlord, it was noted that they would be willing, rather than at a month-to-month basis charging double the monthly rent amount, the DBHA will be charged the base rent plus 30% for a month-to-month lease. It was also noted that in the current lease it states that the Agency can extend the lease without penalty for an additional 30 days , if a 90 day notice is provided to the landlord of the DBHA's intention to renew for the additional 30 days.

C. RESOLUTION 2010-01 APPROVING THE AWARD OF CONTRACT FOR BID NO. 2009-03 - 82 NW 5TH AVENUE, IN ASSOCIATION WITH THE WEST SETTLERS OFFICE BUILDING DEVELOPMENT - After a review of all 22 bids received and looking at the responsiveness, the lowest responsive bidder was BJ&K Construction. Calls were made to check references and each response was very positive. At this time approval of Resolution 2010-01 was recommended subject to conditions as listed in the Resolution. Motion to approve was made by Vice-Chairman Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed. A motion was also made at this time to permit the President/CEO with the assistance of the Board Chairman to review and select terms presented from a lender which are most favorable to the DBHA. Motion made to approve made by Vice-Chairman Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

D. President/CEO's Report – This report gave an overview of today's meeting with special emphasis on item X New Business – the Annual Evaluation of the President/CEO.

X. NEW BUSINESS

President/CEO's Annual Evaluation – This evaluation covers the time period of 4/1/2009 – 3/31/2010. Documentation covering the accomplishments and goals were furnished to the Board under separate cover as well and was also distributed at the meeting. A brief review was made by the President/CEO of this document which was intended to assist the Board (being that there are several new members) in their evaluations. An evaluation sheet was also

furnished to the Board Members and will be brought back for discussion at the next meeting.

XI. COMMENTS

- A. President/CEO
- B. Attorney
- C. Commissioners

XII. ADJOURNMENT

Meeting adjourned at 10:17 a.m.