



## Delray Beach Housing Authority

### APRIL 16, 2015 BOARD MEETING MINUTES

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

Meeting called to order at 8:46 a.m.

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

Joseph Hepp – Present

Guarn Sims - Absent

Christel Silver – Present

Choli Aronson – Absent

Sylvia Morris – Absent

Marcia Beam – Present

Gaston Joseph – Present

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

The CEO requested approval to amend the agenda to include New Business Item C, Approval to Issue a Request for Bids for the West Settlers Office Building.

A motion to approve the amended Agenda to include New Business Item C; Approval to issue a Request for Bids for the West Settlers Building was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

#### **IV. APPROVAL OF THE MINUTES OF MARCH 19, 2015**

Tabled

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

- Larry Zabik, Zabik & Associates

- Greg Kopp, Zabik & Associates

- Clifton Phillips, Roundstone Development

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

None

#### **VII. CONSENT**

A motion to approve consent agenda was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

#### **VIII. CORRESPONDENCE**

None

**IX. OLD BUSINESS**

**A. Chief Financial Officer's Report**

In the CFO's absence, the Chief Executive Officer reported that the Accounting Department was preparing for the End Year and reminded the Board that as a result of this year's tight budget a position had been eliminated.

**B. Zabik & Associates' Update**

Mr. Zabik introduced Greg Kopp who was the person On Site for the Elderly Phase. Mr. Zabik reported that 2/3 weeks were lost due to the City's delays. Mr. Zabik reported that he was hopeful that they would be able to make up the time.

Mr. Zabik reminded the Board that Klewin had filed a lien on the Phase II Family project and he and Mr. Phillips (Roundstone) were still working to resolve it.

**C. Roundstone Development Update**

Klewin's Lien

Mr. Phillips reported that he was currently working with Klewin to resolve the lien issue and was hopeful that it would be resolved in the near future. The attorney requested that the Settlement Agreement be provided for his review once obtained.

**X. New Business**

**A. Clifton Larson Allen CPA's Scope, objective, and responsibilities Letter for 2014/2015 Audit.**

The CEO informed the Board that the engagement proposal was presented in three parts, each requiring acceptance of the terms by signature of authority.

The first part specified the scope of the engagement and the Auditor's plan to provide the services in accordance with the requirements of the United States Generally Accepted Accounting Principles (GAAP). The letter details the aforementioned federal requirements including DBHA management responsibilities. Approval was recommended.

A motion to approve Clifton Larson Allen CPA's Scope, objective, and responsibilities letter for 2014/2015 was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

**B. Clifton Larson Allen CPA's Scope Letter for 2014/2015**

The CEO informed the Board that the second part of the engagement letter was the agreement to submit the finalized report through the HUD electronic system. The total audit cost including this submission is \$33,000. Approval was recommended.

A motion to approve Clifton Larson Allen CPA's Scope letter for 2014/2015 was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

B. Clifton Larson Allen HIPAA Business Associate Agreement 2014/2015 Audit.

The CEO reported that this was the third part of the engagement letter and it was related to the Privacy Agreement as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Agreement formalizes the requirements of the HIPAA which ensures the DBHA's employee health information is protected as the auditor prepares and transmits audit reports. Approval was recommended.

A motion to approve the HIPAA Business Associate Agreement 2014/2015 was made by Commissioner Silver. Motion seconded by Commissioner Joseph. All in favor. Motion passed.

C. Approval to Issue a Request for Bids for the West Settlers Office Building

The CEO informed the Board that the DBHA was ready to issue a Request for Bids for the West Settlers Building pending the Attorney's review of the document.

A motion to Issue a Request for Bids for the West Settlers Building pending Attorney review was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

**XI. COMMENTS**

- a. The CEO commended Shirley Erazo for obtaining the Low Income Housing Tax Credit (LIHTC) Certification on her first try and presented Ms. Erazo with her LIHTC Plaque.
- b. Commissioner Silver noted that last month the CEO suggested that due to Commissioner's busy schedule the Board should consider meeting every other month instead of meeting monthly. Commissioner Silver asked what the status was the status was to this suggestion.

The Attorney noted that the Bylaws should be changed first and then be brought before the Board for approval prior to the Board approving the change.

Commissioner Silver suggested that the DBHA place this item on the Agenda for May's Board meeting.

**XII. ADJOURNMENT**

9:16 a.m.