



Delray Beach Housing Authority

REGULAR BOARD MEETING

FEBRUARY 16, 2012

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:50 a.m..

II. ROLL CALL

Joseph Hepp – Present

Christel Silver – Present

Choli Aronson – Present

Sylvia Morris – Present

Shelly Petrolia – Absent

Guarn Sims – Absent

Marcia Beam – Present

III. APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF JANUARY 19, 2012

A motion to approve the minutes of January 19, 2012 was made by Commissioner Aronson. Motion seconded by Commissioner Beam. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

None

VI. PUBLIC COMMENTARY

None

VII. CONSENT

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

VIII. CORRESPONDENCE

NAHRO Newsletter

IX. OLD BUSINESS

A. Chief Operations Officer's Report

- HUD Remote Limited VMS Data Analysis Review

The Chief Operations Officer reported that HUD selected the DBHA to conduct a Remote Limited Voucher Management System (VMS) data validation review for the months of October, November and December 2011. By conducting this review HUD will confirm and validate the unit months leased and the housing assistance payments

(HAP) reported to VMS. The COO reported that all supportive documentation such as HAP and VMS data reports generated from the program software used in the data submission had been submitted to HUD on February 7, 2012 for their review.

- 50058 PIC Submission and Enterprise Income Verification (EIV)-Failed Identity Reports

The COO reminded the Board that as part of the Section 8 Management compliance the Authority is required to submit all activities pertaining to family's income and subsidy determinations on a monthly basis to the Public and Indian Information Center – (PIC). These reports are closely monitored for failure in transmissions. The Chief Operations Officer reported that as of January 31, 2012 the Authority was reporting at 97%.

B. Development Officer's Report

- Financing Update

The Development Officer informed the Board that a meeting had been held on January 26, 2012 with Mr. David Baker, a Development Advisor from PNC Bank. The result of the meeting was very positive and PNC appeared to be very interested in the DBHA's project since the project would score well in meeting their Community Reinvestment Act goals. The Development Officer informed the Board that the DBHA's recent Real Estate Market Appraisal had been given to Mr. Baker as well as the development plan. Currently the Authority was waiting to hear if any additional documentation was needed.

- 226 SW 12th Avenue Duplex

The Development Officer reported that all was moving along as scheduled.

- LIHTC Application

The Development Officer informed the Board that Michael Hartman would report the status of the LIHTC Application in his report.

- Conditional Use Application

The Development officer reminded the Board that last month they had discussed their concern regarding P&Z's comment regarding the guardhouse at the entryway off of Auburn Avenue. Commissioner Aronson had volunteered to assist due to her expertise in dealing with P & Z and requested that all documentation regarding this matter be provided to her because she felt that perhaps by the DBHA simply rephrasing their response it could satisfy their requirement. It was reported that their request regarding the guardhouse would remain and the Board determined that it was in the best interest of the Authority to comply with the requirement.

C. Roundstone Development Update

- LIHTC Application

Mr. Hartman reported that he felt confident that their application would prevail in Palm Beach County by winning the tie-breakers. It was reported that the revised scores were scheduled to be posted on February 23, 2012, and then they will enter a

cure process, and then the cross-appeal process on the cures. "Final scores" are projected to be posted on March 28, 2012.

- HUD 231 Loan Application

Mr. Hartman reported that all third-party reports required in connection with submitting the full application for the HUD 231 loan to finance the elderly phase were in process. Mr. Hartman noted that after speaking with the HUD lender and the attorneys, the HUD loan will take longer to close than previously projected. Mr. Hartman informed the Board that the new projected date to be able to have a loan and equity closing is August 17, 2012, however the more likely date was anticipated to be September 21, 2012. Mr. Hartman stated that the delay was due to the time it takes HUD to process the paperwork for the 231 loan and therefore they needed to extend the closing. The CEO noted that she was disappointed with Roundstone's delay and did not feel that the delay was caused by HUD's process but that it was due to Roundstone's delay in submitting the application. Mr. Hartman respectfully disagreed and stated that they began the Conditional Use process in January 2011 and it was approved by the City Commission in August 2011. Mr. Hartman stated that prior to this approval Roundstone did not know if they had a viable plan and therefore could not start the process without the Conditional Use approval. The Board was receptive of Roundstone's rebuttal.

D. President/CEO's Report

The CEO reminded the Board that at the last Board meeting they discussed the Budget for FY 2012-2013. The Board was informed how the Authority was benefiting from the Management Agreement with the Community Redevelopment Agency. The CEO stated that the challenge will be the Housing Assistance Payments expected from HUD to subsidize tenant rents. The Board was informed that HUD was reverting to pre-2005 budgeting by recapturing HAP reserves instead of allowing Housing Authorities to maintain these excess funds in the local bank accounts.

E. Resolution 2012-04 Approving the Operating Budget for the Fiscal Year Ending March 31, 2013

A motion to approve Resolution 2012-04 was made by Commissioner Morris. Motion seconded by Commissioner Silver. All in favor. Motion passed.

F. Resolution 2012-05 Approving the Submission of the State of Florida Annual Local Government Financial Report Certification for years 2011-12

The CEO informed the Board that the purpose of this report was to provide the public with timely, accurate and comprehensive information on the Agency's financial status. The deadline for submission is 45 days after the audit is approved by the governing Board but no later than September 30th of the following year. Approval was recommended.

A motion to approve resolution 2012-05 was made by Commissioner Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

G. Resolution 2012-06 A Resolution of the DBHA Updating the Section 8 Utility Allowance

The Chief Operations Officer informed the Board that as a requirement of the Section 8 Management Assessment Program-SEMAP-Indicator # 4 “Utility Allowance Schedule” defined as an additional deduction for tenant paid utilities when calculating the tenant portion of the rent. The Housing Authority must conduct an annual analysis of the actual and average utility consumption rates throughout Palm Beach County. The data is compared with the previous year utility schedule and if there is an increase by 10% the Authority is required to revise the utility allowance schedule. This year according to the study conducted by Management Resource Group (contracted by West Palm Beach Housing Authority) there is an increase by 11%. Therefore the COO recommended that the Authority implement the new utility allowance schedule effective April 1, 2012.

A motion to approve Resolution 2012-06 was made by Commissioner Silver. Motion seconded by Commissioner Beam. All in favor. Motion passed.

X. NEW BUSINESS

None

XI. COMMENTS

None

XII. ADJOURNMENT

Meeting Adjourned at 9:25 a.m.