



Delray Beach Housing Authority

FEBRUARY 19, 2015 BOARD MEETING MINUTES

I. CALL TO ORDER

Meeting called to order at 8:47 a.m.

II. ROLL CALL

Joseph Hepp – Present

Guarn Sims - Present

Christel Silver – Absent

Choli Aronson – Present

Sylvia Morris – Present

Marcia Beam – Present

Gaston Joseph – Present

III. APPROVAL OF AGENDA

The CEO noted that Old Business Item A was being moved to Item E and all other Old Business Items would move up one.

A motion to approve the Agenda was made by Vice Chairman Sims. Motion seconded by Commissioner Beam. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF JANUARY 15, 2015

A motion to approve the minutes of January 15, 2015 was made Commissioner Beam. Motion seconded by Vice Chairman Sims. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Larry Zabik, Zabik & Associates

- Clifton Phillips, Roundstone Development

VI. PUBLIC COMMENTARY

None

VII. CONSENT

A motion to approve consent agenda was made by Vice Chairman Sims. Motion seconded by Commissioner Joseph. All in favor. Motion passed.

VIII. CORRESPONDENCE

None

IX. OLD BUSINESS

A. Chief Financial Officer's Report

FDS

The CFO reported that the audited Financial Data System (FDS) report was submitted to HUD through the Real Estate Assessment Center (REAC) and notification of approval had been received from HUD.

The CFO informed the Board that January was a very busy month for the accounting department because the end of the calendar year required that Accounts Payable and payroll be closed in order to issue Form 1099s and Form W2s and commended Ada (Senior Accountant) for staying on top of things.

B. Chief Operations Officer's Report

Tenant Based Rental Assistance Program (TBRA)

The COO reported that Staff continued to conduct annual re-certifications and issue Choice Vouchers to those families that were offered TBRA from the Section 8 waiting list. The COO informed the Board that families not from the waiting list would remain in the Program for an additional year of subsidy. The COO noted that as of February 1, 2015 fourteen families were transitioned to the Section 8 Housing Choice Voucher Program of the 36 families participating in the TBRA Program.

Housing Quality Standards (HQS) Quality Assurance Review

The COO reminded the Board that as reported previously, HUD REAC was conducting a nationwide quality assurance inspection review of properties participating in the HCV (Housing Choice Voucher) Program. HUD used the information collected during the reviews to evaluate the national HQS protocol to identify inspection training needs and assist in developing recommendations to improve HUD's monitoring and oversight of the HCV Program.

The COO noted that The HQS Quality Assurance Inspections were conducted on February 5, 2015 and of the 19 Inspections one was identified with a life threatening/emergency/24-hour deficiency. The report identified a missing light bulb in the bathroom categorized as an Open light socket shock hazard. The COO reported that staff contacted the Landlord and confirmed through a re-inspection that the deficiency had been corrected the same day.

Village Square Ribbon Cutting Ceremony

The COO reported that The Village Square Ribbon Cutting Ceremony took place on Saturday, February 7, 2015 at 10:00 a.m. with more than 75 people in attendance. The COO reported that the Ribbon Cutting Ceremony had been a great success.

Section 8 SEMAP -Management Assessment Program Status Report

The COO reported that The Section 8 SEMAP status for the month of January 31, 2015 reflected that the DBHA continued to reflect a High Performance Status with a score of 98%.

C. Zabik & Associates' Update

Mr. Zabik reported that the Elderly Phase continues to move along, Klewin was increasing manpower and provided a new schedule tracking towards an August 2015 completion.

Mr. Zabik noted that Klewin had filed a lien on the Phase II Family project and he and Mr. Phillips (Roundstone) were trying to resolve it. At this time the CEO asked that a copy of the lien be sent to her since one had not been received.

D. Roundstone Development Update

Klewin's Lien

At this time there was a discussion regarding the Lien that Klewin had filed. Mr. Phillips informed the Board that he did agree with some minor change orders totaling somewhere between \$20,000 or \$30,000 but some of the other charges listed were never submitted and therefore never approved. Mr. Phillips noted that he was currently working on resolving the matter.

Village Square Family's Stabilization

Mr. Phillips informed the Board that stabilization shall occur 3months after being at 90% leased up and anticipated that this will occur by the ending of March 2015. Once this occurs the Construction Loan (approximately 19 million) will be closed and the Permit Loan will take effect in the amount of approximately 6 million.

E. Sec 8/FSS Coordinator's Report

Family Self-Sufficiency 2013 (FSS) Logic Model Reporting Requirement

The FSS Coordinator informed the Board that The Logic Model for Fiscal Year January 1, 2014 thru December 31, 2014 Housing Choice Voucher FSS grant was due for submission and the DBHA was required to submit a complete report of the actual performance for output and outcome goals that were accomplished for the Logic Model covered by this funding increment. The Logic Model was electronically submitted on February 5, 2015.

The FSS Coordinator informed the Board that The Logic Model was a tool that integrated program operations and program accountability and could be used to manage, monitor and evaluate program services. The DBHA is required to establish outputs for their proposed program that lead to the ultimate achievement

of outcomes. The FSS Coordinator informed The Board that “Outputs” are the direct products of a program’s activities such as the number of eligible families that participate in supportive services, the number of new services provided, the number of participants receiving training, etc. Outputs should produce outcomes for the program.

The FSS Coordinator informed the Board that “Outcomes” are benefits accruing to the participants and families during or after participation in the program. The 2013 Logic Model service performance outcomes focus on children and youth’s education, helping adults with training, education and employment; helping adults improve financial management; helping people access benefits; children’s educational success, adults obtaining jobs and increasing income, housing stability and improvement in savings.

The FSS Coordinator reported the following as measures that focused on the final outcomes for the FSS participants.

- Early Childhood Education: Children participating in quality early-childhood programs are more successful in high school (better behavior, educational performance and grade advancement).

7 Participants are linked to child care services.
- Youth Engagement: Teenagers participating regularly in effective residentially-based youth programs are more likely to graduate from high school and advance to secondary education or workforce.
 - a. 17 Youths remain in high school or participated in the GED program.
 - b. 5 Youths obtained their High School diploma.
- Adult Education:
 - a. 3 Participants are currently attending adult basic education (GED).
 - b. 5 Participants are attending post-secondary classes.
 - c. 1 Participant obtained an Associate Degree.
 - d. 1 Participant obtained a Bachelor’s degree.

X. New Business

Resolution 2015-03 Approving the Annual Budget for Fiscal Year 2015/2016

The CFO noted that the operating budget for Fiscal Year 2016 was ready for the Board’s review and approval. The CFO noted that HUD had notified staff that for Calendar Year 2015 the DBHA would be receiving 100% funding for HAP vouchers but only 74% funding for administrative fees. The CEO noted that as a result of this very tight budget restraint, it was necessary to make some very difficult decisions to reduce payroll

expenses for the Section 8 program and resulted in the lay-off of one person. Commissioner Sims commended the CEO for making this very difficult but necessary decision.

XI. COMMENTS

CEO:

The CEO informed the Board that she had attended the Chamber of Commerce Real Estate Roundtable on February 18th that discussed future projects in Delray and provides great information as to the real estate needs throughout the community.

Attorney:

The Attorney noted that he would not be able to attend next month's meeting and as a result Ed Soto would be attending in his place.

XII. ADJOURNMENT

9:30a.m.