



Delray Beach Housing Authority

JUNE 18, 2015 BOARD MEETING MINUTES

I. CALL TO ORDER

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

II. ROLL CALL

Guarn Sims - Present

Christel Silver- Absent

Choli Aronson- Present

Sylvia Morris- Absent

Marcia Beam- Present

Gaston Joseph- Present

Dr. Morris Weinma- Absent

III. APPROVAL OF AGENDA

Chairman Sims requested to pull the Sec 8 Coordinator's Report from consent agenda to Old Business Item A.

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

IV. APPROVAL OF THE MINUTES OF MAY 21, 2015

Tabled

V. RECOGNITION OF VISITORS

- Larry Zabik, Zabik & Associates

- Mary Jones, Sunchase America

VI. PUBLIC COMMENTARY

None

CONSENT

None

VII. CORRESPONDENCE

None

VIII. OLD BUSINESS

A. Section 8 Coordinators Report

Family Self Sufficiency (FSS)

Chairman Sims asked how many families had succeeded in the FSS program. The FSS Coordinator reported that five families had succeeded in the last 10 years and explained how the FSS Program worked.

B. Chief Financial Officer's Report

The CEO informed the board that the CFO was out ill and therefore no report was available at this time.

C. Chief Operations Officer's Report

Annual Independent Audit by Clifton Larson Allen

The COO reported that the Auditors were on site the week of June 8th and had completed the field work part of the audit. No findings were found.

Tenant Based Rental Assistance Program (TBRA)

The COO reported that Florida Housing Finance Corporation approved their request for an additional \$11,555.00 plus 10% (\$1155.00) administrative fees that will fund a projected shortfall in HAP payments through the term of the Agreement of July 31, 2016. The reason for the shortfall was that the Authority leased up an additional family. The COO reported that an Amendment to the original Agreement was executed on June 5, 2015 to include the additional funding and timeline of funds to be spent.

D. Zabik's Update

Village Square Elderly

Mr. Zabik noted that construction was approximately 2 months behind the original schedule due to Klewin not having enough Subcontract manpower on the job. Mr. Zabik's estimate is that completion will occur sometime in October-November.

The CEO reported that due to this delay she had received a call from the CRA expressing concern regarding the expenditure of the \$2,700,000. that is part of the Elderly deal and that is restricted to be spent last according to the CRA's requirement. Vice Chairman Aronson asked if there was a way that this money could be spent first. The CEO stated that it was up to the CRA since this was their own restriction. Chairman Sims requested that Klewin Construction be present at the next Board meeting to discuss the manpower issue.

E. Sunchase Update

Village Square Family

The Property Manager, Mary Jones reported that occupancy was at 100% and all rents had been collected for the month of June. It was reported that there was a waiting list of approximately 110 applicants.

Compliance Audit

Amerinational: Ms. Jones reported that Amerinational completed this audit on April 17, 2015 and of the 20% of files and physical inspections of the units reviewed no findings were found.

Hunt Companies & Novogradic: Ms. Jones reported that Hunt & Novogradic completed a 100% file audit and no findings were found.

Newsletter

Ms. Jones reported that a monthly newsletter was sent to all residents with current event and social programs being offered along with reminders concerning the property.

Preventative Maintenance Procedures

Ms. Jones noted that monthly inspections of the units are done by her ensuring that the units are being well taken care of. At this time Ms. Jones provided the Board with a copy of the Preventative Maintenance Schedule Form used for the inspections. Chairman Sims asked about the possibilities of tenants leasing out rooms. Ms. Jones reassured the Board that she physically inspected all the units and this was not an issue. At this time Chairman Sim requested that tenants be given vehicle decals to help identify the permanent vehicles from the nonresident vehicles. Ms. Jones noted that she would look into it. The CEO reported that complaints had been received regarding the hours of operations affecting the GYM. Ms. Jones stated that she would research the possibilities of allowing tenants access afterhours.

IX. New Business

A. Resolution 2015-06 Amending the Public Housing Admissions & Continued Occupancy Policy

The CEO noted that this resolution was created to address the chronic problem which occurs after a tenant is admitted to the Public Housing Program as a result of the Working Preference policy. The currently policy allows tenants to stop working for any reason and an adjustment to the rent is made immediately. Tenants who are granted the Working Preference policy are admitted before applicants who are not working. With the implementation of this new policy if a tenant voluntarily leaves a job the rent will not be reduced for a period of 3 months. The CEO noted that this policy was needed because upon admissions, many of the heads of households tend to voluntarily separate (quit) from employment, requiring an adjustment to zero rent. Because the DBHA's Public Housing program is so small these situations can be devastating to the Public Housing budget and rent collections. The CEO recommended approval.

A motion to approve Resolution 2015-06 was made by Vice Chairman Aronson. Motion seconded by Commissioner Beam. All in favor. Motion passed.

B. Resolution 2015-07 A Resolution of the DBHA Awarding the West Settlers Office Building's Construction Contract

The CEO noted that 6 sealed bids were received. All bids were thoroughly analyzed based on price proposal and responsiveness with respect to the submission of all required documentation. After analyzing each submitted bid for responsiveness the Lowest Responsive Bidder was determined to be Pioneer Contracting Inc. at \$2,061,000. The CEO recommended approval to award the Contract to Pioneer Contracting Inc.

A motion to award the contract to Pioneer contracting Inc. was made by Commissioner Beam. Motion seconded by Vice Chairman Aronson. All in Favor. Motion passed.

C. Resolution 2015-08 A Resolution of the DBHA Amending the Standard Form Business Lease Between 701 Building Corp

The COO reported that the Lease Agreement for the DBHA's Administrative office was up for renewal effective August 1, 2015. The COO reported that she negotiated a 3% base rent increase as opposed to a 4% as proposed by the Management known as 701 Building Corp.. The current rent was \$3914.45 and the new rent will be \$3980.26.

The COO noted that with the construction of the West Settlers Building and a projected completion date of July 2016, staff did not believe it was necessary to extend the lease for two years. The COO reported that they would plan renew for one year and after the year go on month to month agreement as needed with a 60 days written notice to vacate rather than the 90 days written notice to vacate as originally proposed on the Lease Agreement. The COO recommended approval.

A motion to approve Resolution 2015-08 was made by Commissioner Joseph. Motion seconded by Vice Chairman Aronson. All in favor. Motion passed.

X. COMMENTS

- The CEO congratulated Chairman Sims for his promotion as Director of Community Adult Education with the Palm Beach County School District.
- Vice Chairman Aronson invited the Board and DBHA staff to stop by the Palm Beach Garden's Mall to see a beautiful art display made up of canned good that she had participated in the making of the art display

XI. ADJOURNMENT

10:10 a.m.

