



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

SEPTEMBER 15, 2011

### MINUTES

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

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

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

Joseph Hepp – Absent  
Christel Silver – Present  
Choli Aronson – Present  
Sylvia Morris – Present  
Shelly Petrolia – Present  
Guarn Sims - Absent

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

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

#### **IV. APPROVAL OF THE MINUTES OF AUGUST 18, 2011**

A motion to approve the minutes of August 18, 2011 was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

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

- Marcia Harden – Palm Beach County Housing Authority
- Sharon Taylor – Families First

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

Ms. Marcia Hayden, Vice Chairman of the Board for the Palm Beach County Housing Authority (PBCHA) presented Ms. Dorothy Ellington, President/CEO of the DBHA with an appreciation award for assisting in the election of a new Executive Director for PBCHA. Ms Hayden described Ms. Ellington as a gem and informed the Board how diligently she worked to assist with this special task. Ms. Hayden noted how fortunate the DBHA was to have Ms. Ellington as their CEO.

#### **VII. CONSENT**

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

#### **VIII. CORRESPONDENCE**

NAHRO Newsletter

#### **IX. OLD BUSINESS**

- a. **Chief Operations Officer's Report**

The Chief Operations Officer noted that a correction to last month's report was being made regarding the initial contract date between Lake Delray Apartments and DBHA of September 1, 1996. The correct date of the initial contract should have been reflected as September 1, 2001.

#### Section 8 Fair Market Rent (FMR) Limitations/Payment Standards

The Chief Operations Officer reported that the revised FMR Limitations had been published by HUD for WPB, Boca Raton, Florida to be implemented into the Section 8 Housing Choice Voucher Program effective October 1, 2011. It was reported that the FMR's had decreased by 12% from the previous FY2011. The DBHA will remain vigilant and conservative regarding increases in rents and subsidies due to the shortfall in funding provided by HUD. The DBHA will continue to use the 90% of the FMR's as Payment Standards as revised. The Chief Operations Officer also reported that as the DBHA implements the new Payment Standards, families will not be affected by the decrease at their annual re-certifications for this year as HUD regulations do not allow subsidy decreases until the second year of the recertification after the decrease. The new Payment Standards will only affect tenants upon new lease-ups and bedroom size adjustments. This means that upon recertification of eligibility, tenants will need to pay a larger share of the rent.

#### Lottery of the Section 8 Applications

The Chief Operations Officer reminded the Board that the waiting list was opened in October of 2010 and a total of 6,497 applications had been received. As advertised, 1000 applications had been selected through a lottery process to be placed on the Sec 8 waiting list. The lottery took place September 6, 2011 and was performed by Scott Accounting & Computer Services (the DBHA's software provider). The Chief Operations Officer reported that letters were mailed to the 1000 families and noted that this waiting list was projected to run for a minimum of 10 years.

#### Reporting Sec 8 Voucher System (VMS)

The Chief Operations Officer noted that as reported monthly, she submits to VMS an estimated HAP expenditure totals based on reports generated by the program's software when generating outgoing payments. The Chief Operations Officer reported that she is not able to report the actual total HAP expenses until the Accounting Department has completely reconciled the monthly expenditures. It was reported that an estimated report for the month of July was submitted on August 18, 2011 and was approved by the Financial Management Center. The actual expenditures report will be resubmitted to VMS at a later date.

### **b. Development Officer's Report**

#### West Settlers Service Center

The Development Officer reported that a telephone conference call to discuss project financing was held August 24, 2011. They spoke to Jim Walker from the Florida Community Loan Fund. Condominium & financing options were discussed there are still

several concerns that the DBHA is working on. The Development Officer also reported that the DBHA had received a third and final quote for a Prospective Real Estate Appraisal and had engaged the services of Jenkins Appraisal & Realty for a total of \$2,800.00 to conduct the appraisal. The appraisal was estimated to be completed in the next couple of weeks.

226 SW 12<sup>th</sup> Avenue Duplex

The Development Officer reminded the Board that on July 14, 2011 the DBHA awarded a contract to Raymond Graeve & Sons Construction for the renovation project. A notice to proceed was issued and a Notice Of Commencement was filed by the general contractor. The Development Officer anticipated that building permits will be submitted within the next week and construction activities will follow shortly after.

2011 Bank of America Grant

The Development Officer reported that no notification had been received.

X. **NEW BUSINESS**

Resolution 2011-12 Approving Submission of a Loan Application to Florida Community Loan Fund

The CEO reported that currently they were working on gathering all required information to complete the Loan Application for the financing of the West Settlers Service Center.

Commissioner Petrolia expressed some concerns regarding the Authority's ability to afford the monthly payments that would be imposed on the DBHA if the application were approved. The CEO informed the Board that submission of the application would allow the Authority to explore "Real" numbers and once the Authority had this information the Board would then be able to determine if it would be in the best interest of the Authority to move forward with the development of the West Settlers Service Center. The CEO informed the Board that there was a \$250.00 application fee to submit the application. It was noted that as discussed previously there was no advantage to forming the Limited Liability Company because the DBHA would still be the grantor according to the terms approved by FCLF. Approval was recommended.

A motion to approve Resolution 2011-12 was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

XI. **COMMENTS**

None

XII. **ADJOURNMENT**

Meeting Adjourned at 9:30a.m.

**Return to Agenda**

