



## Delray Beach Housing Authority

### SEPTEMBER 16, 2014 BOARD MEETING MINUTES

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

Meeting called to order at 8:45 a.m.

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

Joseph Hepp – Present

Christel Silver – Present

Choli Aronson – Present

Sylvia Morris – Present

Marcia Beam – Present

Gaston Joseph – Present

Guarn Sims - Present

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

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

#### **IV. RECOGNITION OF VISITORS**

Larry Zabik, Zabik & Associates

#### **V. PUBLIC COMMENTARY**

None

#### **VI. CONSENT**

The CEO noted that upon approval of the Consent Agenda, the Board would be approving the renewal of the Authority's General Liability and Workers Compensation Coverage in the amount of \$55,695.00 a difference of \$3,516 annually.

A motion to approve Consent Agenda was made by Commissioner Joseph. Motion seconded by Commissioner Morris. All in favor. Motion passed.

#### **VII. CORRESPONDENCE**

None

## **VIII. OLD BUSINESS**

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

#### Financial Data Schedule (FDS)

The CFO reported that he had entered the financial data into REAC and the data had been reviewed by the auditors. The CFO noted that he still needed to respond to the edit comments before the FDS could be submitted.

#### Section 8 – Restricted

The CFO reported that the restricted assets increased \$21,176 in August to bring the balance of restricted assets to \$458,157. A table that summarized the HAP revenue received and the associated HAP expenses by month was presented to the board. The CFO reminded the board that in July HUD HAP payment had been reduced by \$500K due to HUD's transitioning cash reserves to HUD from the DBHA.

### **B. Chief Operations Officer's Report**

#### Reporting Section 8 Voucher Management System (VMS)

The COO reported that an estimated report for the month of July was submitted to VMS on August 20, 2014 and approved by the Financial Management Center. The actual expenditure report and corrections will be re-submitted to VMS upon completion of the end of the month financial reconciliation report provided by the accounting department.

#### TBRA-Tenant Based Rental Assistance Program

The COO reported that Staff was conducting annual re-certifications and issuing Choice Vouchers to those families that were offered TBRA from the Section 8 waiting list. The families not from the waiting list will remain in the Program for an additional year of subsidy. As of September 1, 2015 the Authority has been able to transfer three families into the Section 8 Housing Choice Voucher Program.

### **C. Zabik & Associates Update**

Mr. Zabik reported that Mark Plainfield had been assigned to fill in for Jim (superintendent) who was recovery from a terrible car accident. As reported last month the project team had worked out a phased opening plan with the City of Delray Beach's Building Department. Mr. Zabik reported that the Club House was anticipated to receive The Certificate of Occupancy by the ending of the week. At this time Vice Chairman Aronson recommended that a ribbon cutting ceremony be held within the next two weeks and that the DBHA should include all persons who had paid a Security Deposit to their invitation list. The Vice Chairman also noted that the event should take place in the evening or on a weekend allowing more families to attend. At this time the CEO assigned Shirley Erazo the task of coordinating the event.

Commissioner Sims asked what the Status was regarding the property manager assigned to Village Square since several complaints had previously been reported. The CEO stated that she had a conversation with Mr. Phillips and it appeared that they were considering the termination of the person but no update was available at the time.

**D. President/CEO's Report**

Phase II Village Square Elderly

The CEO reported that construction had begun.

West Settler's Office Building

The CEO reported that staff would be submitting The Development Proposal to HUD by the ending of today.

The CEO reminded the Board that the Development Officer's Position was vacated in 2012 and as a result the Compliance Officer's duties and responsibilities had been restructured to assist in the development piece of the agency. The CEO commended Jakeleen Fernandez for doing a great job and keeping up with the demands of the job. The CEO noted that a Development Officer was needed on a full time basis and currently the DBHA's budget would not allow it.

Phase III Homeownership Update

The CEO informed the board that as previously reported she had submitted a funding request for infrastructure costs to the City of Delray Beach on July 9, 2014. It is estimated that these costs will be approximately \$300,000. To date the CEO had not received a response.

**E. New Business**

Resolution 2014-08 Approving the Second Amendment to the Amended & Restated Limited Partnership Agreement of Village Square Family, LTD

The CEO informed the Board that this agreement was to amend the partnership Agreement and approval was recommended.

A motion to approve Resolution 2014-08 by Commissioner Morris. Motion seconded by Commissioner Beam. All in favor. Motion passed.

**IX. COMMENTS**

- A. The CEO noted that she would be out of town for an extended period of time due to her daughter having surgery. As always she would be available via cell/email if needed.
  
- B. The Attorney informed the Board that effective October 1<sup>st</sup> he would be stepping down from his current position with the firm but this change would not affect the DBHA since he would continue to be the Authority's council.

**X. ADJOURNMENT**

Meeting Adjourned at 9:37 a.m.