



Delray Beach Housing Authority

AUGUST 19th, 2020 REGULAR BOARD MEETING MINUTES

The Meeting was held via Zoom

I. CALL TO ORDER

Meeting called to order at 4:02p.m.

II. ROLL CALL

Dr. Jesse Saginor – Present
Ezra Krieg- Present
Krystina Buckley- Present
Marcus Metcalf - Present
James Hiler- Present
Ivan Gomez – Present
Robert Townsend-Absent

III. APPROVAL OF AGENDA

A Motion to approve the Agenda was made by Commissioner Krieg. The Motion was seconded by Commissioner Buckley. All in Favor. Motion passed.

IV. APPROVAL OF THE MINUTES JUNE 17TH 2020 and JULY 15th 2020

A Motion to approve the minutes of June 17th, 2020 and July 15th, 2020 was made by Commissioner Buckley. Motion was seconded by Commissioner Metcalf. All in favor. Motion Passed.

V. RECOGNITION OF VISITORS

NONE

VI. PUBLIC COMMENTARY

NONE

VII. CONSENT

NONE

VIII. CORRESPONDENCE

PHADA ADVOCATE VOLUME 35 NUMBER 14 was included for review. The Chairman encouraged the board to take a look at the articles that were included, he stated that they were very interesting.

IX. OLD BUSINESS

A. DBHA Property Management Report

Resident COVID-19 Care Bags

The VP of Operations stated that staff was in preparing 200 care bags for families that had been identified as needy. She stated that the bags would have supplies including masks, hand sanitizers, hand soap, disinfectant wipes and gloves. The date of distribution was scheduled for August 20th, 2020.

Section 3 Reports, Extended to July 31st, 2020

The VP of Operations stated that the DBHA was required by HUD to submit a Section 3 Performance Evaluation and Registry System (SPEARS) report on an annual basis pursuant to 24 CFR Part 135.90. She explained that the reports were designed to summarize the number of job and training opportunities offered to Section 3 residents (public housing residents and /or local low income persons including Youth Build participants) and the dollar amount of contracts awarded to Section 8 businesses (those that are owned by or substantially employ those Section 3 residents).

She reported that the DBHA had one Section 3 contract with Joyful Cleaning operated by Earlene Patterson a former Carver Estates resident, who has been contracted with the DBHA to provide cleaning services over the past 12 years and is a perfect example of the opportunity that Section 3 creates as noted by the Housing and Urban Development Act of 1968.

The due date for the report is normally June 30th, however an extension had been granted to July 31st due to the pandemic. She stated that the report was submitted on time.

DBHA-Request for Proposal 2020-01 Public Housing, Section 8 & Low Income Housing Tax Credit Property Management Accounting Software Public Housing Voluntary Conversion Application

The VP of Operations reported that she was working with the CEO on preparing a Request for Proposal for Property Management & Accounting Software. She stated that the current software was provided by Scott Accounting and computer Services (SACS) and One Site Software was being used for Lake Delray. She stated that

there was a need for a Web Based server system as opposed to what we current utilize server based.

She anticipates having a RFP and advertisement completed by August 20th, 2020, which will be open for 30 days with a deadline of September 28th, 2020 and award contract should occur at the October board meeting.

The CEO added that the current software was outdated and needed to be upgraded to meet the needs of the agency.

B. Chief Financial Officer Report

Fiscal Year End HUD REAC FDS Submission

The CFO stated that the unaudited financial statements for FYE 03/31/2020 were successfully submitted to HUD through the REAC system on 8/06/2020.

Accounting Department

The Chief Account Officer reported that the Accounting Department continues to meet the day to day operations deadlines and were currently working on the FYE 03/31/2020 Audit Process and closing of the Delray 6th Avenue LLC activities through 7/31/2020.

Financial Statements Summary:

The Chief Financial Officer stated that the financial reports were not completed for submission at this time.

C. Section 8/ FSS Coordinator Report

Section 8 Program Utilization

The FSS Coordinator submitted a chart which showed program utilization and reported that lease up was at 95% and that there were 5 terminations. She stated that the waiting list for Section 8 was closed however for project based 62 and older applications were being accepted. She reported that the Section 8 waiting list had 522 applications and the project based had 1288 applications.

The FSS Coordinator reported that the total HAP Housing Assistance Payment for the month of August was \$1,126,920.00.

Housing Participants Update to the COVID -19 Pandemic

The FSS Coordinator reported that in response to the COVID-19 crisis, the department continues to monitor the recommendations by the CDC guidelines, she stated that she attended virtual teleconferences and webinars hosted by HUD to address the CARES Act and waivers to housing programs.

The FSS coordinator reported that to her knowledge she was thankful that there was no loss of life due to COVID-19 virus but so far she has reports of two sets of

families who have contracted the virus. She said however, several families have been impacted financially, as of June 10,2020 approximately 130 families have either lost employment or are working reduced hours. She stated that the amounts for Utility Housing allowance payments to families have increased in an effort to keep assisted housing affordable for low income households.

The FSS Coordinator stated that as families continue to become unemployed they will continue to make immediate adjustments to their rental assistance. She noted that the department continues to issue contract renewals and complete recertification of families.

Census and Voter Registration Outreach

The FSS Coordinator reported that the department continues to strongly encourage housing participants to complete the 2020 Census form before the October 31st, 2020 deadlines and also the importance of registering to vote so they may be able to participate in the upcoming elections.

Commissioner Metcalf raised an issue that the 3 units located above the administrative office were not registered because the address was not registered with the US census bureau.

The VP of Operations stated that she would look into the issue.

HUD Enterprise Income Verification (EIV) Webinar Training

The FSS Coordinator reported that on Wednesday July 29th, 2020 the Section 8 staff attended a webinar training for the HUD Enterprise Income Verification system. She explained that the EIV system was the tool used to verify employment of family members and assist with identifying and curing discrepancies in housing subsidy determinations.

Housing Quality Standard (HQS) Inspection Abatement of Landlord Housing Assistance Payment (HAP)

The FSS Coordinator reported that in accordance with HUD regulations the Housing Authority must abate HAP to owners who do not comply with notifications to correct HQS deficiencies within the specified time period: 24 hours or 30 days depending upon the reason for the deficiency. She stated that for the month of June there one payment being held until the owner has the unit ready and pass the HQS inspection.

Family Self-sufficiency (FSS) Escrow Deposits

The FSS Coordinator reported that the FSS deposit credit for the month of June was \$3003.00, which consists of the regular Section 8 Voucher FSS participant's escrow credit of \$2887.00 and former Carver Estates relocation Voucher FSS participant's escrow credit of \$116.00.

SEMAP Indicators Report

The FSS Coordinator reported that the SEMAP indicator report from the HUD was updated as of July 31th, 2020 and that it was attached to her report for review by the board.

D. Executive Assistant Report

2020 Bag Pack Bash

The executive assistant informed the board that in 2019 a partnership with Go-Section 8 was developed to provide bag packs and school supplies to the families to return to school after summer she explained that the event was held and the need for the distribution was realized. In this current year she stated that she reached out to GO-Section 8 and they have provided \$6000.00 to sponsor the event for the 2020 Book Bag Bash. She noted that this was well appreciated and that the event would be planned in the upcoming weeks.

Status of Administrative Office Operations

The executive assistant reported that the administrative office continues to remain closed as a result of the pandemic. She noted that staff have been working remotely and the receptionist had been provided with a cell phone where she receives calls and disseminates the information. She reported that the extensions had been forwarded to staff cell phones so they were now able to pick up calls that were routed to their extensions.

E. Resolution 2020-07 Approving a Job Description for A Senior Accountant Position

The Executive Assistant stated that an Organizational Analysis had been completed by Clifton Laron Allen and presented to the Board of Commissioner back in May of 2019. At that time there was a recommendation for the restructuring of the Accounting Department to include a Senior Accountant Position. A job description was provided by the Firm Clifton Larson Allen and accepted by the CEO Identified as "Exhibit A". This job description she noted is being presented for board approval. The position was filled on February 18th, 2020.

She read the resolution and recommended approval.

A Motion to approve Resolution 2020-07 Approving a Job Description for a Senior Accountant Position was made by Commissioner Buckley. Motion was seconded by Commissioner Krieg. All in Favor. Motion Passed.

F. President CEO Report
DBHA/DHG STAFF

The CEO reported that the staff continue to operate remotely from home with full access to their workstations. She stated that this is the new norm and that communication via zoom staff and managers meeting are a point of contact and updates from staff to monitor work progress. The CEO stated that the Accounting staff work limited hours on site during the week in order to process payments to vendors and HAP payments to landlords, payroll activities and other matters as needed.

Meeting with Mayor Shelly Patroliia regarding 9% LIHTC Application proposal for Phase 3- Island Cove

The CEO reported that a meeting was held on August 10th with Mayor of Delray Beach Shelly Patroliia, herself, Jesse Saginor, Darren Smith and staff to present an update on the Island Cove project. At the meeting she informed the mayor that the CRA Executive Director has agreed to partner with the DBHA and support the project by allocating \$1Million to the 2021 budget subject to board approval. The mayor confirmed her support of the project and assured that she was willing to commit up to 1Million for the development of the project pending City Commission approval.

The chairman stated it was a positive meeting and that 9% tax credit deal is what the DBHA needs however it is good that as a plan we also will be applying for the 4% tax credit deal. He stated that as the budget is getting tighter and it was extremely competitive, he hopes that we are successful.

Commissioner Krieg stated that it would be helpful for the Board to attend the CRA meeting that would be held in September where they will vote on the allocation of the funds for the project, Commissioner Buckley agreed and stated that the board together shows a strong front.

NOFA- Family Self Sufficiency Coordinator Grant Application for HCV Program

The CEO reported that HUD issued a notice of funding availability to invite Housing Authorities who currently administer a FSS Program to apply for a grant that will support the salary and training needs of the FSS Coordinator. She noted that this was an annual application that contributes to Bridgette Huff's salary. The expected award for the upcoming calendar year is \$52,969.00

Status of HUD –Voucher Management Systems Monthly Report

The President reported that an estimated report was submitted to the VMS- Voucher Management System on July 21st, 2020 for the month of June and approved by the financial Management Center. She stated that the report included all HAP expenses, the voucher and Project Based Voucher utilization report, and all other HCV related expenditures for the month.

X. NEW BUSINESS

NONE

XI. COMMENTS

The CEO expressed thanks to the board for their continued support throughout her first year of the transition process. She stated she had been working diligently and with the support of staff and the board it was going well so far.

The Attorney reminded the Board of Directors that since they will be attending the CRA meeting with the CEO they should adhere to sunshine law.

Commissioner Buckley commended staff she made special note of how the CEO and the CFO worked together to put a strategy for the use and recording of the COVID-19 funding.

Commissioner Krieg commended staff on their efforts with assisting in getting the word out to families regarding completing the census. He stated that he was proud.

Commissioner Saginor expressed thanks to the staff for their continued hard work especially with accounting staff dealing with the audit process. He commended staff.

XII. ADJOURNMENT

A Motion to adjourn the meeting was made by Commissioner Krieg. Motion was seconded by Commissioner Buckley. The meeting was adjourned at 4:51 pm