



Delray Beach Housing Authority

FEBRUARY 17th, 2021

REGULAR BOARD MEETING **MINUTES**

I. CALL TO ORDER

Meeting called to order at 4:05p.m.

II. ROLL CALL

Dr. Jesse Saginor – Present via Zoom

Ezra Krieg- Present via Zoom

Krystina Buckley- Present via Zoom

Marcus Metcalf – Present via Zoom

James Hiler- Absent

Ivan Gomez – Present via Zoom

Robert Townsend-Present via Zoom

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF JANUARY 20th, 2021

A Motion to approve the minutes of January 20th, 2021 was made by Commissioner Gomez. Motion was seconded by Commissioner Townsend. All in favor. Motion Passed.

V. RECOGNITION OF VISITORS

In attendance were Tina Pugliese -Public Relations Personnel for DBHA, and Darren Smith from Smith and Henzy Advisory Group.

VI. PUBLIC COMMENTARY

NONE

VII. CONSENT

A Motion to approve the consent agenda consisting of; DBHA Property Management Report, Accounting Department Update and Section 8 FSS Coordinator report was made by Commissioner Townsend. The Motion was seconded by Commissioner Gomez. All in favor. Motion Passed.

VIII. CORRESPONDENCE

PHADA ADVOCATE VOLUME 36 NUMBER 3 was included for review. The president informed the board that there were some very informative articles included that were covid-19 related materials that she recommends them to read.

IX. OLD BUSINESS

A. PHASE III- ISLAND COVE UPDATE

Darren Smith reported that regarding site control there had been 5 protests packing deals that were ahead of the submitted tax credit application for Island Cove. He stated that Island Cove project was not being protested against and that the protest period should last approximately two months. He stated that during this time there is not much that can be done but to await the results he does not anticipate a definitive answer until the end of April or the beginning of May.

The President stated that the architectural proposal had been put on hold. Commissioner Gomez asked Darren Smith if the clock had started ticking as yet for signing on an architect, Mr. Smith explained that until a definite deal is secured there is a 12 month period to enter into a contract with architects. Commissioner Gomez asked Mr. Smith to keep the board up to date as to when the clock starts ticking so the board can be aware. The CEO stated that she was hopeful that the result will be positive and there is also the workforce housing project as plan B.

B. President/CEO Report COVID-19 Exposure

The CEO reported that she was saddened to hear that 6 staff members has tested positive for the Covid-19 virus. She stated that a few of the staff members had been admitted to the hospital, however, all are recovering one day at a time. She informed the board that operation was down to two department heads and 4 staff members. The CEO said that the office remains closed and a professional sanitizing company had been contracted to sanitize and steam the office and surroundings. The CEO stated that she was in contact with all staff members and check on their wellbeing on a continuous basis.

Commissioner Gomez asked if the CEO was aware if this was a spread in the office which she responded that a staff member with underlying medical condition complained of feeling ill and was later tested and received a positive result.

Commissioner Buckley stated that the main concern and priority was the health and safety of the staff, she inquired on procedures and policies that were in place for this purpose to which the VP of Operations responded that the Infectious Disease Policy had been created and implemented at the beginning of the pandemic.

Commissioner Krieg expressed that the virus was strong and he always advocates for the safety of staff and a timeline would be good to document and find a way to correct going forward. He encouraged the CEO to look into providing staff with more tools where they may be able to work from home completely. The CEO stated that an action plan had been initiated and she had met with staff and started corrective actions, she said she was confident that the safety of staff will be a priority.

Commissioner Gomez asked if there was a policy in place for staff to return to work after contracting the virus. The response was given by the CEO stating that a return to work policy was in place and also proof of a negative result had to be presented.

Commissioner Buckley asked if there was any additional staff support needed, the CEO informed her that she had arranged for staff members to pick up additional work in the departments affected and if it becomes a strain then she would look into hiring additional staff. She noted that applications were readily available if needed. She also stated that HUD had issued waivers to allow late recertification for the Section 8 Department.

Commissioner Townsend asked how the COVID-19 pandemic affected the budget, the CEO informed him that funds were received from HUD specific to the pandemic related expenses which have been set aside and so far as it relates to funding DBHA was in a good position.

DBHA Initiative to designate Lake Delray Apartments as vaccination site for the elderly

The CEO stated that Commissioner Ezra Krieg was spearheading efforts to get vaccines for the elderly, she stated that she was thankful for his efforts time and leadership in the task.

Commissioner Krieg provided an update, he stated that the goal has not been accomplished and it is very frustrating however he was working with individuals including a channel 5 representative who had made it a personal mission to get the word out as to the need for vaccines for the elderly throughout Palm Beach County. He stated he would continue efforts and will be meeting with more community leaders and reaching out to political leaders and candidates. He commended staff for their involvement and efforts.

The Operating Budget for Delray Beach Housing Authority and Delray Housing Group

The CEO reported that the final draft of the Operating budget for the fiscal year ending 2022 would be presented at the March 17th board meeting for approval.

Status of HUD Voucher Management System monthly report

The CEO reported that an estimated report had been submitted to the VMS Voucher Management System on January 21st, 2021 for the month of December and approved by the Financial Management Center. The report includes all HAP expenses, the voucher and project based utilization report and all other HCV related expenditures for the month.

X. NEW BUSINESS

NONE

XI. COMMENTS

The CEO expressed thanks to staff who continue to work, she stated that she was grateful for the continued hard work and dedication and also the Board of Commissioners for their continued support.

Commissioner Buckley stated that she would like to organize a staff board retreat in April or May to take time out and acknowledge the staff for their continued hard work, the CEO responded to Commissioner Buckley stating that a staff retreat was a management issue however, staff could be invited to a board meeting where they can be recognized by the Board of Commissioners. Commissioner Krieg stated that he was in agreement with Commissioner Buckley staff need to be recognized for their dedication and hard work.

XII. ADJOURNMENT

A Motion to adjourn was made by Commissioner Krieg. Motion was seconded by Commissioner Gomez. All in Favor. The meeting was adjourned at 5:10 pm