



Delray Beach Housing Authority

JANUARY 20th, 2021

REGULAR BOARD MEETING

MINUTES

I. CALL TO ORDER

Meeting called to order at 4:04p.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- Present via Zoom
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 NOVEMBER 18th, 2020

A Motion to approve the minutes of November 18th, 2020 was made by Commissioner Krieg. Motion was seconded by Commissioner Buckley. All in favor. Motion Passed.

V. RECOGNITION OF VISITORS

In attendance were Tina Pugliese -Public Relations Personnel for DBHA, Steve Price from Trimen Computer Systems (newly contracted IT Company) and Darren Smith from Smith and Henzy Advisory Group.

VI. PUBLIC COMMENTARY

NONE

VII. CONSENT

NONE

VIII. CORRESPONDENCE

PHADA ADVOCATE VOLUME 36 NUMBER 1 was included for review.

IX. OLD BUSINESS

PHASE III- ISLAND COVE UPDATE

Darren Smith reported that the 4% SAIL Low Income Housing Tax Credit application was approved for \$3.8 million in soft debt by Florida Housing Finance Corporation for the development of Island Cove rentals. He stated, The Stimulus bill passed in December locked the 4% tax credit rate and this will enable us to lock an additional \$2 million tax credits equity. Once Florida Housing Board approves the allocation, there is a ninety (90) days protest period as a standard procedures on all approved Low Income Housing Tax Credit deals. Effectively, we will need to wait for the protest period to end, before we enter into credit underwriting. If all goes well, we expect the process of underwriting and submission to Florida Housing Finance Corporation by the summer and closing on financing around the first quarter of 2022. He stated “We are one step closer to developing Island Cove” However, time is of essence and we need to get with REG to redesigned and reconfigure the units to caters towards our rental project using the same architectural presence. Our goals is to have the designs ready to be submitted to the City for permit approval, have a GC selected before we enter into financing with the State. CEO stated that REG has contacted us wanting to re-design the project and that the plan is to meet with Rick Gonzalez and his team to allow him the opportunity to redesign the project and If the price is right! If not, we may need to procure an Architect that will be able to redesign the project in such short period of time. Commissioner Gomez stated, that we made have to enter into discussion with the City and CRA to assist us through this process and get an administrative approval instead of going through SPRAB, again. He has offered to assist us through this process as he feels that these are conversations we need have with the City. CEO agreed with Commissioner Gomez and has expressed her appreciation of his assistance.

DBHA Property Management Report

The VP of Operations was not in attendance as she was in property management training, however, she submitted her report for board review.

Chief Financial Officer Report

CEO reported that the November reports were not complete, however the accounting department was working diligently to provide the financial reports by the end of the month and will present the financials at the next board meeting.

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 was 1 termination. 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 511 applications and the project based had 1245 applications.

The FSS Coordinator reported that the total HAP Housing Assistance Payment for the month of August was \$1,106,351.00.

DBHA'S Plan to use CARE ACT Funds Provided by HUD to help Housing Participants during the Holiday Season

The FSS Coordinator reported that as the housing authority continues to be responsive to the needs of families during the pandemic, she reported that the on December 15th, 2020 the staff distributed 200 bags containing PPE supplies and a \$25 gift card to residents. The residents selected were directly affected by the pandemic. The CEO stated that \$5000.00 of the CARE Act funds was used to purchase the cards.

Housing Participants Update to the COVID -19 Pandemic

The FSS Coordinator stated that as families continue to report loss of income and unemployment in effort to assist the families adjustments are made accordingly, to their rental assistance. She noted that the department continues to issue contract renewals and annual re-certification of family income and composition are being completed on time.

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 December there were four payments 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 December was \$3982.00, which consists of the regular Section 8 Voucher FSS participant's

escrow credit of \$3866.00 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 December 31th, 2020 and that it was attached to her report for review by the board. All Indicators are favorable.

President CEO Report

Accounting Department Update

The CEO stated that she appointed Ramon Navarette as the Interim Controller as he had been assuming the position immediately after Ada De Los Rios resigned back in December. This decision was made after she consulted with Lance Schmitt, Clifton Larson and Allen regarding his ability to understand the functions of the accounting department and the HUD reporting process.

Virtual Networking and Managed IT Services for the Delray Beach Housing Authority

As reported last month, Gary Vieira notified us that he will no longer be able to provide the IT Services for the Delray Beach Housing Authority, due to health concerns. In effort to find a replacement for Gary, we solicited quotes from (4) qualified Companies to provide Virtual Networking (Monitor Cloud Based Server), Managed IT Services internally and remotely and to migrate to Microsoft 365.

Through a procurement process and review, the Trimen Computer Services was selected. Steve Price, the CEO of Trimen Computer Services was in attendance at the meeting and was officially introduced to the Board.

HUD VASH Vouchers awarded to DBHA

The CEO reported that a meeting was held with Steven Tillman, Department of Veterans Affairs to initiate the referral process of prospective applicants to issue the VASH Vouchers. The VA Department is ready to refer the 5 veterans from the South County area that will be selected to receive these Vouchers for permanent housing assistance. We are excited about the partnership and the opportunity to assist with the homeless Veterans.

NEW BUSINESS

Resolution 2021-01 Approval of the Delray Beach Housing Authority Annual 5 Year Annual Plan

The CEO stated that this was a public hearing soliciting comments for submission of the DBHA Annual Plan that is due to HUD on 15th of February. The Annual Plan was presented to the Board of Commissioners for approval. A motion to approve Resolution 2021-01 was made by Commissioner Krieg. The Motion was seconded by Commissioner Gomez. All in favor. Motion passed.

COMMENTS

The CEO stated she continues her efforts to support and advocate for all families in need of housing. The pandemic has increased this need throughout the country and we need to address it. This continues to be her passion. She is excited about the opportunity to bring on an additional 54 units of affordable housing to the community and looks forward to the development of Island Cove. Krystina Buckley congratulates the CEO and Darren Smith for the success in the 4% Tax Credit award and for changing her mind of how important it is to address the need of housing in the community. She looks forward to the ground breaking and hopes to see it completed before her term as a board member expires.

In effort to advocate for the elderly vaccines, Ezra Krieg stated that he has been on the promo attack trying to get a straight response to designate Lake Delray Apartments as a mobile vaccination site for the elderly population. He mentioned, the CEO and staff have been actively working on this effort as well, and he is disappointed that we have not received the response we were hoping for. He has reached out to PBC Commissioner Robert Weinroth, Dr. Alina Alonso, Representative Mike Caruso, Mayor Shelly Petrolia, Commissioner Shirley Johnson, and other local Officials to get them involved in this effort. Ezra, also affirmed the need of going public with our efforts and at some point will need the full support of the board. Ezra also mentioned he commands the CEO on the success of VASH Vouchers, he has been pushing for this for years as an advocate for the homeless. He asked, Tina Pugliese to write an article of this success for the housing authority. Krystina Buckley recommends that we update the website to include all the pictures and successful story accomplish. Shirley Erazo stated that she is currently working on getting the website updated as well.

ADJOURNMENT

The meeting was adjourned at 5:10 pm