



Delray Beach Housing Authority

May 20th, 2020
REGULAR BOARD MEETING
MINUTES

The Meeting was held via Zoom

I. CALL TO ORDER

Meeting called to order at 4:06p.m.

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES FEBRAUARY 19TH 2020

A Motion to approve the minutes of February 19th, 2020 was made by Commissioner Buckley. Motion was seconded by Commissioner Metcalf. All in favor. Motion Passed.

V. RECOGNITION OF VISITORS

There were no visitors in attendance, however, the CEO recognized and introduced Robert Townsend, the newly appointed commissioner to the DBHA Board of Commissioners.

VI. PUBLIC COMMENTARY

NONE

VII. CONSENT

NONE

VIII. CORRESPONDENCE

PRESS RELEASE

The President stated that on May 15th, 2020 Tina Plugiese released to the press an article describing the steps that the Delray Beach Housing Authority and the Delray Housing Group are taking as precaution for the safety of the staff and residents, she outlined the plans for Sanitizing of the administrative offices and also the implementation of policies and procedures.

IX. OLD BUSINESS

A. DBHA Property Management Report VCOVID-19 Preparations Summary

The VP of Operations DHG reported provided a detailed list of what measures are in place as a result of the Covid-19 pandemic listed below:

- Purchased 6 laptops for those employees who needed them (2 DBHA, 4 LDA) to allow staff to work remotely
- Purchase of Respirator Masks for Maintenance
- IT Set up for all required staff was completed within days, and are all up and running and able to work from home.
- On March 12, 2020 I held a staff meeting with DHG staff to review our action plan to ensure that all employees knew what role they would be playing in all of this.
- On March 13, closed LDA's Clubhouse to the public and the residents.
- 82 NW 5th mailbox was installed in front of the building to allow mail delivering
- Purchase of cell phones to allow for calls to be rolled over and answered while working from home including LDA.
- Flyers informing residents of what we were doing were delivered to all 684 residents and posted throughout the different sites.
- Coordinated with Mae Volen (regular lunch program) and LDA staff the distribution of lunch meals that would take place effective immediately.

Office Building Safety and Security Update

The VP of Operations reported that there were some security concerns that had been brought to the attention of the CEO by staff regarding safety of employees especially in the lobby area, she stated that as a result a panic button was installed in the reception area and also no trespassing signs in the front and surroundings of the building.

She also stated that as a safety measure plexiglass was installed in the reception area the cost to install was \$780.00

Sanitizing Equipment

The DHG VP of Operations reported that she had contacted various hospitals and other agencies to get leads in her research for a sanitizing equipment that would suit the needs of the agency. She reported that after detail research was done the most comparable and affordable was the Victory Company.

As a result it was decided that 3 machines were needed and an order was placed with the ETA of 2nd week of June. She outlined the cost of the Victory Electrostatic Sprayer backpack to be \$1,749.99 and the chemical would cost \$37.95 per gallon. She estimates that the total cost for each machine with chemicals for each fill would be \$2116.13

Commissioner Townsend inquired whether there would be special training needed for the operation of the machine and who would be doing the sanitizing. The VP of Operation explained that Jeff the maintenance manager would be responsible for that task.

B. Chief Financial Officer Report

The Chief Financial Officer submitted financial statements for board review, she stated that the accounting staff continue to work diligently to meet deadlines and day to day activities. All reports have been completed and submitted and the department will start to prepare for the upcoming audit which is scheduled for some time in August.

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 96% and that there were 7 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 535 applications and the project based had 1268 applications.

The FSS Coordinator reported that the total HAP Housing Assistance Payment for the month of August was \$1,125,696.00.

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. She said however, several families have been impacted financially, as of May 14,2020 approximately 107 families have either lost employment or are working reduced hours and also 191 recertification's had been completed by case managers due to rental decrease for lack of income.

The FSS Coordinator stated that as families continue to become unemployed they will continue to make immediate adjustments to their rental assistance.

Commissioner Townsend inquired whether the families on the program receive stimulus checks, the FSS Coordinator stated that they do receive the income however it is not counted or calculated in determining their rental portion.

Commissioner Gomez asked what happens when families regain employment, the FSS Coordinator stated that the families receive a 60 day period before they start paying the income based amount.

Family Self-sufficiency (FSS) Escrow Deposits

The FSS Coordinator reported that the FSS deposit credit for the month of January was \$36160.00, which consists of the regular Section 8 Voucher FSS participant's escrow credit of \$500.00 and former Carver Estates relocation Voucher FSS participant's escrow credit of \$116.00.

Family Self Sufficiency FSS Renewal Grant Approved by HUD

The FSS Coordinator reported that she was pleased to report that the FSS Renewal Grant application for the FSS Coordinator's position, had been approved by HUD. She stated that the Housing Authority was informed on March 4th, 2020 that the \$52,000.00 grant had been awarded.

SEMAP Indicators Report

The FSS Coordinator reported that the SEMAP indicator report from the HUD was updated as of April 30th, 2020 and that it was attached to her report for review by the board.

D. 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. The CEO stated that at this time she has no date for staff to

return to the office however, she is focused on trying to make the office safe for staff and families when they return.

CARES Act Funds DBHA with HCV Administrative Fees and Operating Subsidy

The CEO reported that under the Cares Act HUD allocated additional funding to housing authorities administering the Housing Choice Voucher Program that is equivalent to two months of administrative fees and operating subsidy. She stated that the DBHA had been awarded \$171,000.00 to be used for operations and COVID-19 related expenses. She stated that the funding is being allocated for IT support, computers for remote access sanitizing equipment and PE supplies. She stated that she also provided staff with a \$50 per month allowance to cover the cost of their internet used for working remotely.

Status of HUD –Voucher Management Systems Monthly Report

The President reported that an estimated report was submitted to the VMS- Voucher Management System on April 21st, 2020 for the month of March 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

A. RESOLUTION 2020-03 Amending the Personnel Policy to Include the Implementation of an Infectious Disease Temporary Telecommuting Policy, to be identified as Policy#440

The VP of Operations DHG presented the policy to the Board of Commissioners and explained that it was necessary to create a policy due to the COVID-19 outbreak, she stated that the policy was for the safety of residents and employees and to continue to maintain the efficient and economical operation of the agency. She read the resolution for the record and recommend approval.

A Motion to approve Resolution 2020-03 Amending the Personnel Policy to Include the Implementation of an Infectious Disease Temporary telecommuting Policy to be identified as Policy #440 was made by Commissioner Townsend. The Motion was seconded by Commissioner Gomez. All in favor. Motion Passed.

B. RESOLUTION 2020-04 Amending the Personnel Policy to include the Return to Work Procedures that will go hand in hand with Policy #440, the Infectious Disease Temporary Telecommuting Policy

The VP of Operations DHG presented the return to work procedures for review and stated that it was necessary to create these procedures to go hand in hand with the infectious disease policy to ensure the safety and well-being of the employees and residents. She read the Resolution for the record and recommended board approval.

A Motion to approve Resolution 2020-04 Amending the personnel policy to include the return to work procedures that will go hand in hand with policy #440, the infectious disease temporary telecommuting policy was made by Commissioner Townsend. The Motion was seconded by Commissioner Buckley. All in favor. Motion Passed.

C. RESOLUTION 2020-05 PUBLIC HEARING- Approval of the Operating Budget for fiscal year beginning April 1st, 2020 and ending March 31st, 2021

The CEO stated that as a result of the COVID-19 pandemic HUD has implemented program waivers as a relief for housing agencies. She stated that Exhibit A attached in the packet shows the title of the waivers and the expiration of such waivers was December 31st, 2020. She read the Resolution for the record and recommended that the board approve for the implementation of the waivers.

A Motion to approve Resolution 2020-05 Approving the Implementation of Various Waivers Authorized by the US Department of Housing and Urban Development was made by Commissioner Buckley. The Motion was seconded by Commissioner Gomez. All in favor. Motion Passed.

XI. COMMENTS

The President apologized for the zoom interruptions and that she will work with Gary to ensure next month's meeting runs smoother.

The attorney said all affairs were in order.

The Chairman expressed thanks to everyone for all they continue to do and showing that even in the pandemic competence is still shown.

XII. ADJOURNMENT

A Motion to adjourn the meeting was made by Commissioner Metcalf. Motion was seconded by Commissioner Townsend. The meeting was adjourned at 5:21 pm