



Delray Beach Housing Authority

OCTOBER 21ST, 2020 ANNUAL BOARD MEETING MINUTES

The Meeting was held via Zoom

I. CALL TO ORDER

Meeting called to order at 4:08 P.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. ANNUAL ELECTION

At this time the president opened the floor for nominations for Chairman of the Board. Commissioner Krieg nominated Jesse Saginor. The nomination was seconded by Commissioner Gomez. There were no additional nominations and a question was called. All were in favor. Commissioner Jesse Saginor was appointed Chairman of the Board of the Delray Beach Housing Authority for a third term.

The President opened the floor for nominations for Vice-Chairman of the Board. Commissioner Krieg nominated Ivan Gomez. The nomination was seconded by Commissioner Saginor. There were no additional nominations and a question was called. All were in favor. Commissioner Ivan Gomez was appointed Vice-Chairman of the Board of the Delray Beach Housing Authority.

V. APPROVAL OF THE MINUTES AUGUST 19TH, 2020

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

VI. RECOGNITION OF VISITORS

At this time Darren Smith of Smith and Henzy Group introduced himself. Mr. Smith gave an update on the Island Cove Phase III project. He stated that the application for 9% tax credit had been submitted on Tuesday October 20th, 2020. He said it would take a few weeks to know where DBHA stands with the lottery and that on November 5th, 2020 the backup submission for the 3% application will be submitted in case the 9% is not won.

The Board and staff thanked Mr. Smith for the update.

VII. PUBLIC COMMENTARY

NONE

VIII. CONSENT

NONE

IX. CORRESPONDENCE

Included was correspondence received from the U.S. Department of Housing and Urban Development (HUD) dated October 20th, 2020, informing the President/CEO that the Delray Beach Housing Authority 5 Year and Annual Plan submission for the Fiscal year beginning April 1, 2020 had been approved.

The PHADA ADVOCATE Volume35, Number 17 was included for review. The Chairman encouraged the board to take a look at the articles that were included.

X. OLD BUSINESS

A. DBHA Property Management Report

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

The VP of Operations reported that she was working with the CEO on reviewing the proposals that were submitted in response to the RFQ, she listed the 4 company's that responded and the proposed annual amounts for their services as; 1. WSD Digital \$74,858.40, 2. Horizon Information System Inc. \$66,441.00, 3. Yardi \$132,148.00 and 4. Emphasys \$139,401.00. She stated that she would have a recommendation at the next board meeting.

B. Chief Financial Officer Report

Fiscal Year End HUD REAC FDS Submission

The CFO stated that she was working with the auditors to respond to questions from HUD regarding the unaudited financial statement submission for the FYE 03/31/2020 which was submitted on 8/6/2020. She informed the board that the department was on the final step of completing the physical audit and would have an update at the next board meeting.

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 quarterly reports that were due to the Internal Revenue Service, Florida Department of Revenue, Community Redevelopment Agency and 105 NW 5th Avenue.

Financial Statements Summary:

The Chief Financial Officer presented financial statements through September 2020 to the Board. She reported that the public Housing program ended with a negative balance of \$40,496.00 at the closing of 9/30/2020, she state that the negative balance was due to depreciation expenses. She noted that they were on track with majority of the operating expense line items with the exception of the property insurance as the CEO was still in negotiations with the insurance agent for the upcoming renewal.

For Section 8 Program the CFO reported a positive balance of \$33,361.00, which she said was due to additional HAP funds received from HUD as a result of continued close communication with the CEO and HUD representative and providing updated financial data through VMS.

The CFO also included an up to date allocation of expenses associated with Covid-19 for review. She stated that reclassifications were expected to be done based on HUD's regulations that must be implemented by every Housing Authority.

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 4 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 1300 applications.

The FSS Coordinator reported that the total HAP Housing Assistance Payment for the month of August was \$1,118,633.00.

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.

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 September 30th over 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.

She stated that she was informed by the City of Delray Beach that funding was available through the State Housing Initiative Partnership (SHIP) Program and also the Neighborhood and Community Services Department was providing assistance with security deposits, rental housing assistance, foreclosure assistance due to extenuating circumstances and disaster assistance. She stated that many requests that are being received had been referred to those programs so that they may apply for the assistance.

The FSS Coordinator stated that on Thursdays she picks up and delivers food boxes to some of the program participants, she noted that the families are very grateful.

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.

Section 8 Waiting List

The FSS Coordinator reported that as a result of the substantial increase in demand for housing assistance it was the appropriate time to pull applicants from the waiting list. She stated she was working on the Section 8 waiting list to determine eligibility for rental housing assistance for applicants who applied during the 2010 intake. She stated that the aim is to be at 100% utilization of the 1111 allocated vouchers. The current number of participants amount to 1058 leaving available 53 vouchers to be issued to be at 1111. She explained that in accordance with the DBHA administrative Policy applicants were randomly selected based on a lottery system, a total of 70 applications were pulled from the list and notified.

Section 8 Report Management Program (SEMAP) Audit Review

The FSS Coordinator reported that the department was still under audit review and that documentation are being submitted upon request. She stated that all SEMAP indicators had been uploaded and submitted to the auditors and that the scores for the indicators would be determined by the timely submissions of the 50058,s for all annual re-examinations, interim income changes, new admissions and annual inspections.

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 September there were 5 payments held until the owner has the unit ready and pass the HQS inspection. She noted that once the units pass inspection then the payments were released.

Family Self-sufficiency (FSS) Escrow Deposits

The FSS Coordinator reported that the FSS deposit credit for the month of September was \$3680.00, which consists of the regular Section 8 Voucher FSS participant's escrow credit of \$3564.00 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 September 30th, 2020 and that it was attached to her report for review by the board.

D. President CEO Annual Report

The President/CEO presented her annual report to the Board of Commissioners giving an executive summary, letter from the chairman organizational structure, accomplishments and goals. She provided an overview of the operations since the pandemic and extended appreciation and thanks to the board and staff for their continued support.

The President/CEO presented the goals for 2021 below:

- A. Secure the management agreement of the Villas at Village Square

- B. Finalize the Public Housing Program repositioning plan
- C. Upgrade the housing program software
- D. Continue to focus on the development of Phase III- Island Cove
- E. Explore additional opportunities for property management
- F. Improve and strengthen community and public relations
- G. Apply for mainstream housing vouchers
- H. Develop an it policy for approval
- I. Provide training and opportunities for growth for management and staff
- J. Review and revise policies and procedures

XI. NEW BUSINESS

A. Renewal of Governmental Insurance Policies and Workers Compensation

The Executive assistant reported that on October 1st, 2020 a proposal was received from Brown and Brown Leesburg for the renewal of the governmental insurance policies. She provided a breakdown and cost comparison and also the property schedule, liability coverages, auto coverages and workers compensation.

She stated that the workers compensation premium had increased significantly from prior year from \$10,515.25 to 24,559.00 as a result of the estimated payroll amount which would now include Lake Delray payroll amounts. She noted that the agreement as per proposal would be to make a deposit of \$6259.75 and 9 equal installments of \$2033.25 each month to cover the remaining balance.

The Executive Assistant reported that the accounting department would be preparing a payment in the amount of \$64,126.00 which will cover the renewal of the policy.

B. Resolution 2020-08 Approving the 2020-2021 SAFMR for the Housing Choice Voucher Program

The President/CEO stated that small area fair market rents were used to calculate payment standards for the Housing Choice Voucher Program and this calculation was done by zip codes. She stated that in accordance with the regulations from HUD the Delray Beach housing Authority was required to adopt the small area fair market rents by zip code.

The President present the SAFMR for Palm Beach County, she read the resolution for the record and recommended approval.

A Motion to approve Resolution 2020-08 Approving the 2021 payment standard for the Housing Choice Voucher Program was made by Commissioner Krieg. Motion was seconded by Commissioner Gomez. All in Favor. Motion Passed.

C. Resolution 2020-09 Updating the Utility Allowance for Village Square Family and the Courts at Village Square Tax Credit Property

The President stated that the Department of Housing and Urban Development requires uniform application of utility allowance estimates and as a result the

Delray Beach Housing Authority acquired an independent study conducted by the Management Resource Group to analyze energy consumption in order to provide compliance with federal requirements. The estimates were presented and the president read the resolution for the record and recommended board approval.

A Motion to approve Resolution 2020-09 Updating the utility allowances for Village Square Family and the Courts of Village Square Family and the Courts at Village Square tax credit property was made by Commissioner Buckley. Motion was seconded by Commissioner Metcalf. All in Favor. Motion Passed.

D. Resolution 2020-10 Updating the Utility Allowance for the Public Housing Program

The President stated that the Department of Housing and Urban Development requires uniform application of utility allowance estimates and as a result the Delray Beach Housing Authority acquired an independent study conducted by the Management Resource Group to analyze energy consumption in order to provide compliance with federal requirements. The estimates were presented and the president read the resolution for the record and recommended board approval.

A Motion to approve Resolution 2020-10 Updating the Utility Allowance for the Public Housing Program was made by Commissioner Buckley. Motion was seconded by Commissioner Krieg. All in Favor. Motion Passed.

E. Resolution 2020-11 Updating the Utility Allowance for the Housing Choice Voucher Program

The President stated that the Department of Housing and Urban Development requires uniform application of utility allowance estimates and as a result the Delray Beach Housing Authority acquired an independent study conducted by the Management Resource Group to analyze energy consumption in order to provide compliance with federal requirements. The estimates were presented and the president read the resolution for the record and recommended board approval.

A Motion to approve Resolution 2020-11 Updating the Utility Allowance for the Housing Choice Voucher Program was made by Commissioner Buckley. Motion was seconded by Commissioner Gomez. All in Favor. Motion Passed.

XII. COMMENTS

The President informed the board that as part of the annual meeting and annual report presentation her evaluation was also done at this time.

Commissioner Krieg stated that the tool that was developed for former CEO should be used as a guide in this process.

Commissioner Krieg also stressed that staff needed to ensure that they were doing all they can to be safe in and out of the office he stated it was a matter of importance and great concern.

Commissioner Buckley commended staff and expressed thanks to everyone for doing an awesome job through the pandemic. She also urged staff to take care of themselves to stay safe.

XIII. ADJOURNMENT

A Motion to adjourn the meeting was made by Commissioner Krieg. Motion was seconded by Commissioner Gomez. The meeting was adjourned at 5:18 pm