



Delray Beach Housing Authority

REGULAR BOARD MEETING

FEBRUARY 17, 2011

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:50 a.m..

II. ROLL CALL

Joseph Hepp – Present

Christel Silver – Absent

Choli Aronson – Present

Sylvia Morris – Present

Shelly Petrolia – Present

Shelly Weil – Present

Guarn Sims - Present

III. APPROVAL OF AGENDA

The CEO noted that the Agenda before the Board was revised adding Item C. Resolution 2011-01 and Item D. Resolution 2011-02 under New Business and will require the Board's approval

A motion to approve the Revised Agenda was made by Commissioner Petrolia. Motion seconded by Commissioner Sims. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF JANUARY 27, 2011

A motion to approve the minutes of January 27, 2011 was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Dr. Weinman

- Kevin Kenny, NCT Group

VI. PUBLIC COMMENTARY

None

VII. CONSENT

A motion to approve consent agenda was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

VIII. CORRESPONDENCE

NAHRO Newsletter

Journal of Housing & Community Development

IX. OLD BUSINESS

a. Chief Operations Officer's Report

The Chief Operations Officer reported that the main concern was the Budget and this item would be presented by the CEO.

b. Development Officer's Report

West Settlers Service Center

The Development Officer reported that in terms of financing there was nothing to report. The Authority obtained an extension by the CRA to obtain construction financing by 2/9/11.

Listing Services

The Development Officer reported that there has been no interest from any potential tenants seeking office space. It was noted that the Authority currently has an agreement with Star Group Realty for listing services. The Board recommended that the Authority meet with Star Group to inquire about additional marketing possibilities. The CEO noted that staff will meet with Star Group in the near future and will update the Board of the outcome.

226 SW 12th Avenue Duplex

The Development Officer reported that property closing occurred around September 23, 2010 and the property was conveyed to the DBHA through a Special Warranty Deed recorded on October 12, 2010. A work write-up has been prepared and bid documents were being modified in preparation for issuance.

Financing Update

No update at this time.

HOPE VI

The Development Officer reported that no information had been received regarding award notification.

Local Government Approval Process

The Development Officer noted that prior to actual construction the project will need the following land development approvals.

1. Conditional Use
2. Class V Site Plan
3. Final Plat
4. Building Permit

The Development Officer reported that the goal is to have the Conditional Use Package ready for submittal to the City by March 25, 2011 in time for the April 1st submittal deadline. The Conditional Use application will then be considered for approval by the Planning and Zoning Board in May 2011.

X. NEW BUSINESS

a. NCT Group CPA's L.L.P.- Kevin Kenny, Audit Presentation

Mr. Kenny presented the results of the Annual Audit for Fiscal year ending March 31, 2010. Mr. Kenny reported that it was their Unqualified Opinion (in good

order) that the Financial Statements were presented as required by the Generally Accepted Accounting Principles. Mr. Kenny reported that both compliance and internal controls are in conformity with Government Auditing Standards.

The following were noted as Matters of Further Consideration;

- The Authority should have written Financial Accounting Policies and Procedures.
- The Personnel Policy should be revised

Mr. Kenny also recommended that the Board should review the response letter provided by the Authority.

b. 2011/12 Budget Discussion – CEO

The CEO noted that this item was being presented as a discussion item rather than an approval item due the tough decisions that must be made regarding Budget Cuts for the upcoming year. The CEO noted that it has been projected that the Authority will receive \$1.3 million in revenue but expenses are \$1.5 million, approximately \$188,000, a serious deficit. The CEO reminded the Board that the Authority attempted to head off by making adjustments this year that included the following.

1. Temporarily vacating the Property Manager's position;
2. Created a shared Receptionist position occupied by the former Property Manager & Receptionist, effectively creating 2 part-time positions;
3. Combined the functions of the Quality Control Specialist and the CEO's Administrative Assistant at a reduced salary over the previous Administrative Assistant.
4. Eliminated costs associated with the CEO's cell phone, gas and the Chief Operations Officer's cell phone.
5. The Cleaning Company was reduced to one day per week.

The CEO noted that these cuts were minimal, at best but together they represent approximately \$5,000 monthly or \$60,000 annually. It was noted that the Authority will have to relocate the Administrative Office. The CEO reported that she spoke with the City Manager regarding the possibility of moving to City Hall. No response had been received.

Commissioner Sims recommended that the Authority visit the possibility of some staff members working three days per week since there will be staff such as the CEO, who will most likely work a regular week.

The CEO reported that the Budget will be presented at the next Board Meeting.

The Development Officer informed the Board that there is a possibility that the CRA will give the Authority the La France property or the income, an estimated income of \$10,000 per month or \$120,000 annually.

c. Resolution 2011-01 Approving the Submission of the State of Florida Annual Local Government Financial Report Certification for Fiscal Years 2009/2010

The CEO explained that this Annual Financial Report is a report that the Department of Financial Services uses to collect revenue, expenditures, and other data from all governmental entities, including special districts. This data is made available to the public and is used by state and local agencies for various purposes. The CEO recommended approval.

A motion to approve Resolution 2011-01 was made by Commissioner Morris. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

d. Resolution 2011-02 Approving the Transfer of Certain Properties to the DHG, INC.

The CEO noted that on February 16, 2010 the DBHA closed on three properties 616 SW 9 Street; 614 SW 6 Avenue; and 1212-1214 SW 2nd Avenue, all in Delray Beach. The CEO noted that it has been determined that it is in the Authority's best interest to transfer the above mentioned properties to the Delray Housing Group, Inc. Approval was recommended.

A motion to approve Resolution 2011-02 was made by Commissioner Petrolia. Motion seconded by Commissioner Sims. All in favor. Motion passed.

XI. COMMENTS

A. President/CEO

B. Attorney

The Attorney reported that all executed documents have been received and are ready for the CEO's Signature.

C. Commissioners

XII. ADJOURNMENT

Meeting Adjourned at 10:00 a.m.