



Delray Beach Housing Authority

JULY 16, 2015 BOARD MEETING MINUTES

I. CALL TO ORDER

Meeting called to order at 8:55a.m.

II. ROLL CALL

Guarn Sims - Absent
Christel Silver- Present
Choli Aronson- Absent
Sylvia Morris- Present
Marcia Beam- Present
Gaston Joseph- Present
Dr. Morris Weinman- Present

The CEO noted that as a result of both the Chairman and Vice Chairman being absent a motion assigning a Commissioner to preside over the Board meeting was needed.

A motion appointing Commissioner Beam to preside over the Board meeting was made by Commissioner Silver. Motion seconded by Commissioner Weinman. All in favor. Motion passed.

III. APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Silver. Motion seconded by Commissioner Morris. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF MAY 21, 2015

A motion to approve the minutes of May 21, 2015 was made by Commissioner Weinman. Motion seconded by Commissioner Morris. All in favor. Motion passed.

At this time the CEO took a moment to welcome Dr. Morris Weinman who had been recently appointed as a Commissioner of the DBHA by the City of Delray Beach. The CEO also informed the Board that Commissioners Weinman had previously served two terms (8 years) for the DBHA and was happy to have him aboard.

V. RECOGNITION OF VISITORS

- Larry Zabik, Zabik & Associates

- Clifton Phillips, Roundstone
- Mary Jones, Sunchase America
- Jessica Dettmann - Agent

VI. PUBLIC COMMENTARY

None

CONSENT

A motion to approve Consent Agenda was made by Commissioner Silver. Motion seconded by Commissioner Weinman. All in favor. Motion passed

VII. CORRESPONDENCE

None

VIII. OLD BUSINESS

A. Chief Financial Officer's Report

Independent Audit Clifton Larson Allen

The CFO reported that the auditing firm of Clifton Larson Allen, LLP, had concluded the field work in connection with the audit for fiscal year ended March 31, 2015. Lance Schmidt, the audit manager, conducted an exit interview at the end of the field work in which he expressed his appreciation for the cooperation that he and his staff received from everyone at DBHA. Mr. Schmidt said that the audit was a clean audit and no findings had been noted. The CFO noted that the audit was currently in the review process and expected a draft copy at any time.

HUD Quality Assurance Review

The CFO reported that there was nothing new to report concerning the HUD Quality Assurance Review that took place in May, 2014.

Section 8

The CFO reported that staff had completed the transition from using Section 8 as the primary operating cash account to using Public Housing as the primary cash operating account. The purpose in so doing was to stop the inter-company transactions involving the Section 8 account. It is a HUD requirement that any funds received from HUD for the Section 8 account is to be used solely for Section 8 purposes regardless of whether the payment is voucher related or administrative related.

The CFO noted that at the beginning of the calendar year, the DBHA received notice from HUD that the administrative fees would be pro-rated to 73% of the allocated amount and staff prepared the budget using this amount. HUD did a HCV Administrative Fee Study and found that the current administrative fee funding does not meet the reasonable costs of administering the program. As a result of this study, HUD had increased the pro-ration to 79% of allocated administrative fee amounts. In the last few weeks, staff received notification from HUD of the new amounts to be received. The CFO noted that he reviewed the calculations performed by HUD and as a result had questions as to the accuracy of their calculations or the method used in arriving at their

amounts. The CFO reported that he had requested that the financial analysis at the Financial Management Center review the calculations presented to DBHA.

- Public Housing

The CFO reported that the rental revenue for April and May, 2015 was significantly lower than budget projections. In two units the tenants lost their jobs which caused their rent to be reduced and in one unit the tenant moved out leaving the unit vacant for two months. In addition, the expenses were slightly higher than budgeted amounts primarily as a result of the additional expenses, cleaning and electricity, related to the vacant unit.

B. Chief Operations Officer's Report

Banking Signature Cards

The COO reported that City National Bank was in the process of updating all signature cards for all accounts related to the Delray Beach Housing Authority and Delray Housing Group. As a result all Board members would need to sign the new signature cards and provide a copy of their driver's license and social security number.

Family Self-Sufficiency Program Coordinator (NOFA)

The COO informed the Board that a NOFA-Notice of Funding Availability for the Family Self-Sufficiency Coordinator position had been published and was due to HUD on July 27, 2015 for the fiscal year 2015. The COO reminded the Board that this Grant was used to fund the position of the DBHA's FSS Coordinator. This NOFA was limited to Housing Authorities administering a Family Self-Sufficiency Program. The DBHA currently has 50 participants and 28 with escrow accounts. According to the NOFA the eligible funds are capped at a 95% proration of what was awarded in the prior year 2014 which was \$50,997.00. If awarded staff projected to be funded \$48,447.00 and noted that this would be the fifth consecutive year that our Housing Authority receives this funding.

The Courts at Village Square/Project Based Elderly

The COO reported that in preparation for the occupancy of the Courts at Village Square, she met with Earl Rollins and Mary Jones from Sunchase Management to coordinate the leasing and tenant selection process of the 84 units. The Housing Authority will initiate the tenant outreach in September by notifying the applicants from the Project Based waiting list, to contact Mary Jones to complete an application and begin the tenant screening process for the Tax Credit compliance part of the tenant selection. Once the applicant is approved by Sunchase Management, the DBHA will certify the selected applicants with a Section 8 Project Based Voucher and prepare them for occupancy.

TBRA-Tenant Based Rental Assistance Program

The COO noted that there were 17 Families currently on the TBRA Program. The TBRA funds available to be disbursed was \$ 54,782.00 as of July 1, 2015. All

billing invoices submitted to Florida Housing Finance Corporation for HAP and Administrative fees were fully funded.

Sunchase Update

Village Square Family

The Property Manager, Mary Jones reported that occupancy was at 100% and all rents had been collected for the month of July. It was reported that there was a waiting list of approximately 110 applicants.

Newsletter

Ms. Jones reported that the monthly newsletter was sent to all residents with current event and social programs being offered along with reminders concerning the property.

Vehicle Decals

Ms. Jones noted that as requested at the last Board meeting the vehicle decals have been ordered and tenants and will be distributed as soon as they arrive. be given.

Gym

Ms Jones noted that at the last board meeting the CEO reported that complaints had been received regarding the hours of operations affecting the GYM. Ms. Jones reported that as a result of the CEO's request, the Gym would now be open until 9:00 p.m. Residents who wish to use the gym will have to notify the Security Officer on site for access once the office is closed.

C. Zabik's Update

Village Square Elderly

Mr. Zabik noted that Klewin had issued an updated schedule indicating a completion date of mid-November. Their schedule is aggressive and can only be achieved if the subcontractors provide significant manning. Mr. Zabik noted that due to his past experience with Klewin he estimates completion to be in early December. Mr. Zabik reported that Sub-Contractors had contacted Clifton complaining about delays in payment. Roundstone was currently looking into the matter.

Mr. Zabik also noted that due to delays some wood had been exposed for too long and may need to be replaced along with some boards. Engineering will be checking on these things. The CEO expressed her concerns regarding the exposure but was reassured by both Larry and Clifton that engineering would be checking on things.

D. Roundstone Update

Mr. Phillips reported that the Family Phase was moving towards stabilization and estimated for this to occur within the next two to three weeks and was working on making sure that all deadlines were being met. The CEO noted that in preparation of the Family Phase moving towards stabilization she would meeting with Clifton to discuss where does the DBHA go from here after the Board meeting.

E. President/CEO's Report

West Settler's Office Building

The CEO reported that a Pre- Construction Conference was held on July 1 as required by contracting procedures. Various items were discussed including Davis Bacon. A second meeting was held on July 8 to discuss City coordinating activities related to the alleyway construction and the process for closing off 5th Avenue during the underground utility installation.

Permit Status

The CEO informed the Board that the Contractor applied for a building permit on June 19, 2015. Permit is expected to be issued within the next 3 weeks.

Alleyway Construction

The CEO reminded the Board that when the DBHA purchased the property from the CRA it was negotiated with the CRA that they would provide for the construction improvements to the alley since the alley would be the best access to the parking lot. The alley construction was incorporated into the City of Delray Beach's Capital Improvement Plan in accordance with the City and CRA Interlocal Agreement. (The CRA pays for capital projects within its district while the City via the Engineering Division handles the construction (procuring a contractor and overseeing the construction). The project has been designed, however, there is a problem surrounding a light pole which needs to be relocated by FPL. The CEO noted that she learned that a new pole had been installed, however the old pole had not been removed. Additionally the various utilities (Comcast and AT&T) need to relocate their service from the old pole to the new. This piece is holding up the alley construction and the DBHA needs the alley improved for contractor access.

The CEO reported that the City and CRA were trying to determine an alternative to the City handling construction. The estimated completion date for the West Settler's Building is June 2016.

IX. New Business

None

X. COMMENTS

XI. ADJOURNMENT

9:38 a.m.