



Delray Beach Housing Authority

REGULAR BOARD MEETING

JULY 19, 2012

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:48 a.m.

II. ROLL CALL

Joseph Hepp – Absent

Christel Silver – Present

Choli Aronson – Present

Sylvia Morris – Present (9:00 a.m.)

Shelly Petrolia – Present (9:15 a.m.)

Guarn Sims – Absent

Marcia Beam – Absent

At this time Vice Chairman Silver noted that they did not have a quorum. Therefore all agenda items requiring approval would be moved down and all other agenda items would be moved up, allowing the Board to proceed while Commissioner Morris and Petrolia arrived.

III. RECOGNITION OF VISITORS

Steve Kaplan - Roundstone Development

Mr. Kaplan informed the Board that he was new to the Roundstone team and would be attending the monthly meetings. Mr. Kaplan noted that he would also be ensuring that things moved along as scheduled with the City.

Lance Schmidt – CliftonLarsonAllen

Mr. Schmidt informed the Board that they had arrived to conduct the DBHA's annual audit and had been on-site for a period of two weeks. The CEO reminded the Board that Kevin Kenny who had conducted the Authority's audits for many years was no longer with CliftonLarsonAllen. Mr. Schmidt had been promoted to Manager and was now over our area.

IV. CORRESPONDENCE

- NAHRO Newsletter
- Journal of Housing & Community Development

V. OLD BUSINESS

A. Chief Operations Officer's Report

- Annual Audit Review

The Chief Operations Officer informed the Board that they were collaborating with CliftonLarsonAllen as they performed the annual audit for fiscal year ending March 31, 2012. They were expected to finalize their review by Thursday, July 19, 2012 and provide the CEO with a preliminary report upon completion.

- Reporting Section 8 Voucher Management System (VMS)

The COO reported that an estimated report for the month of May had been submitted on June 20, 2012 and was approved by the Financial Management Center. The actual expenditure report and corrections would be resubmitted to VMA upon completion of the end of the month financial reconciliation report provided by the Accounting Department at a later date.

- Section 8 SEMAP Certification and status report

The COO reported that HUD had posted on the PIC system website the SEMAP final scores as of July 3, 2012 and confirmed the DBHA's HIGH performance status.

B. Roundstone Development Update

Reported by: Steve Kaplan

Mr. Kaplan reported that they would be attending the Site Plan Review and Appearance Board meeting scheduled for Wednesday, July 25, 2012. This Board would now be reviewing the elevations for Phase III and the colors for the entire development. Mr. Kaplan also informed the Board that they would be submitting for Final Plat approval on Friday, August 3, 2012.

C. President/CEO

The CEO reminded the Board that as reported last month, the DBHA had resubmitted the Site Plan to SPRAB last month and attended the meeting of June 20, 2012. It was noted that they had not been successful in getting relief on the requirement to install a pool and cabana for Phase III, however they did get Site Plan approval. It was also noted that the Developer needed to submit the elevations and color samples for the Board's Approval.

The CEO informed the Board that Chairman Hepp had attended the SPRAB meeting and was grateful for his appearance.

CRA Loan Extension

The CEO reported that the CRA Board had approved the Developer's request to extend the deadline to close on the \$2.7 million loan at its June 28, 2012 meeting.

The CEO informed the Board that with recent approval of the Site Plan, an article concerning the approval appeared in the Sun Sentinel. As a result, the CEO had been invited to speak to the Rotary Club. At the Rotary's July 10, 2012 meeting, she was given the opportunity to present the DBHA's plans for the redevelopment.

VI. NEW BUSINESS

A. CliftonLarsonAllen CPA's Engagement Letter for Financial & Compliance Audit Services

The CEO informed the Board that CliftonLarsonAllen had provided an Engagement Letter for Financial & Compliance Audit Services. This letter was routine to allow them to begin Audit Services. Lance Schmidt (Auditor) noted that last year they were LarsonAllen, but as of January 2012 they had merged and were now CliftonLarsonAllen. Mr. Schmidt noted that as a preliminary report, no findings had been noted. Staff was commended for their efforts ensuring that they had everything that was requested in a timely manner. The CEO reminded the Board that Dennis Tanner, Chief Financial Officer had been promoted to this

position in December of 2011 and commended Dennis and his assistant Ada de los Rios for their all their efforts. The CEO also noted that the Accounting Department had completed one year of work in a period of six months and extremely appreciative of their efforts.

- B. CliftonLarsonAllen CPA's Engagement Letter to perform Agreed-upon procedure
The CEO once again informed the Board that this was routine to allow CliftonLarsonAllen to begin the Audit process.

At this time Vice Chairman Silver noted that Commissioner Petrolia arrived at 9:15 a.m. and the Board proceeded to approve the Agenda as reflected for the record.

VII. APPROVAL OF AGENDA

A motion to approve the Agenda as reflected in the record was made by Commissioner Aronson. Motion seconded by Commissioner Morris. All in favor. Motion passed.

VIII. APPROVAL OF THE MINUTES OF JUNE 21, 2012

A motion to approve the minutes of June 21, 2012 was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

IX. CONSENT

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

X. NEW BUSINESS

A. A motion to approve CliftonLarsonAllen CPA's Engagement Letter for Financial & Compliance Audit Services was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

B. A motion to approve CliftonLarsonAllen CPA's Engagement Letter to perform Agreed-upon services was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

XI. COMMENTS

A. President/CEO

The CEO informed the Board that she would be attending FAHRO's Annual Convention and Trade Show August 7-10, 2012 in Orlando Florida. The Board was invited and asked that if attending reservations would be needed by August 1, 2012.

B. Attorney

C. Commissioners

XII. ADJOURNMENT

Meeting Adjourned at 9:22 a.m.