

# Agenda

## Board of Commissioners Meeting

Wednesday, April 17, 2018 – 9:30 AM

In compliance with Section 286.0105 of the Florida Statutes if any person shall decide to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you would like a copy of the agenda please send an email to [publicrecords@bchafi.org](mailto:publicrecords@bchafi.org) or contact us by phone at (954) 739-1114 #2316. The BCHA shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the BCHA. Please contact the Executive Administrator at (954) 739-1114 #2316 at least twenty-four hours prior to the event in order for the BCHA to reasonably accommodate your request. If you are hearing or speech impaired, please dial 711 for the Florida Relay Service.

### I. CALL TO ORDER

### II. ROLL CALL

### III. PLEDGE OF ALLEGIANCE

### IV. APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING HELD ON MARCH 20, 2018..... Page 03

### V. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS.

### VI. ACTION ITEMS:

1. Presentation of Independent Audit Report for the Year Ended September 30, 2017 by Brian L. Nemeroff, CPA, Partner, Berman Hopkins Wright & LaHam CPAs and Associates, LLP ..... **separate attachment.**
  - (a) Motion to accept the Independent Audit Report.
2. Discussion and action regarding annual performance evaluation of Chief Executive Officer per employment agreement.
3. Nominations and selection for Chair and Vice Chair.

### VII. BILLS AND COMMUNICATIONS:

1. Active Shooter Presentation by Roy A. Lantz, VP Human Resources/Risk Management and Timothy Thomas, Investigator.

**VIII. REPORTS:**

- 1. Small Area Fair Market Rent Payment Standards by Zip Code ..... **Page 07**
- 2. Audit Committee Report – Memorandum 2018-09 (CFO)..... **Page 12**
- 3. Status of Bids/Request for Proposals Report..... **Page 13**
- 4. Assisted Housing Department Report..... **Page 14**

**IX. COMMENTS FROM THE PUBLIC**

**X. BOARD SECRETARY’S REPORT**

**XI. LEGAL COUNSEL’S REPORT**

**XII. COMMENTS FROM THE COMMISSIONERS**

**XIII. ADJOURNMENT**



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## **Minutes of the Board of Commissioners Meeting**

March 20, 2018

### **I. Call to Order:**

The regular meeting of the Board of Commissioners of the Broward County Housing Authority ("BCHA") was called to order at 9:36 AM on Tuesday, March 20, 2018 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by **Michael S. Long, Chair**.

### **II. Roll Call:**

**Ms. Deibert** conducted a roll call and certified that a quorum was present.

#### **Commissioners Present:**

Michael S. Long	Chair
Mark O'Loughlin	Vice Chair
Russell Marcus	
Mercedes J. Núñez	
Karyne Pompilus	[attended telephonically]

#### **Staff Present:**

Monica Alfasi	Executive Administrator
Ann Deibert	Board Secretary/Chief Executive Officer
Anna Jaime	VP Real Estate Management
Peter Jannis	Chief Financial Officer
Parnell Joyce	Interim Chief Operating Officer
Roy Lantz	VP Human Resources/Risk Management
Derick Morgan	Construction Manager
Nivia Roldan	VP Assisted Housing
Bill Sipala	Construction Manager
Noah Szugajew	Development Administrator
Sherry Tillman	Assistant Controller

#### **Legal Counsel Present:**

Samuel S. Goren, Esq. General Legal Counsel, Goren, Cherof, Doody & Ezrol, P.A.

#### **Members of the Public Present:**

Frank Gundlach  
Don Kozich

### **III. Pledge of Allegiance:**

**Commissioner Marcus** led everyone in the Pledge of Allegiance.

#### **IV. Presentation of Award:**

**Ms. Deibert** presented **Frank Gundlach** with an award in appreciation for his five years of service on the Audit Committee.

#### **V. Approval of the Minutes of the Regular Board Meeting:**

**Action:** **Commissioner Núñez** made a motion to approve the Minutes of the meeting held on February 20, 2018 as submitted. The motion was seconded by **Commissioner O’Loughlin**.

**Vote:** 5-0 for approval.

#### **VI. Comments from the Public on Agenda Items:**

**Mr. Kozich** POB 2032, Fort Lauderdale, FL 33303, objected to the amount of time he is allowed to speak on agenda items, commented on the quarterly financial report, Resolution 2018-03 and 2018-04, BCHA Bylaws Section 3.3 Order of Business and the nomination/appointment process of audit committee members.

#### **VII. Action Items:**

##### **1. Resolution Number 2018-03:**

**Title:** **Resolution Approving Appointment of Jacques R. Moise to the Audit Committee.**

**Action:** **Commissioner O’Loughlin** made a motion to approve Resolution Number 2018-03. The motion was seconded by **Commissioner Núñez**.

**Vote:** 5-0 for approval.

##### **2. Resolution Number 2018-04:**

**Title:** **Resolution Approving Revision to Personnel Manual.**

**Action:** **Commissioner O’Loughlin** made a motion to approve Resolution Number 2018-04. The motion was seconded by **Commissioner Pompilus**.

**Vote:** 5-0 for approval.

#### **VIII. Bills and Communications:**

##### **1. Review of Financial Report for quarter ended December 31, 2017:**

**Mr. Jannis** provided a brief overview of the quarterly financial report for the quarter ended December 31, 2017.

**Action:** **Commissioner O’Loughlin** made a motion to accept the quarterly financial report for the quarter ended December 31, 2017. The motion was seconded by **Commissioner Núñez**.

**Vote:** 5-0 for approval.

## **2. Discussion on Bylaws Section 3.3 Order of Business:**

The Board of Commissioners discussed changes to the Bylaws (Section 3.3 Order of Business). **Commissioner Marcus** wanted to explore legally sufficient amendments to the Bylaws and asked **Mr. Goren** to advise the commission on compliance with Florida Statutes regarding the public's ability to be heard at public meetings. **Mr. Goren** provided a summary of the open meetings law and answered questions from the commission.

Following discussion **Commission Chair Long** asked for a consensus to move forward with possible changes or leave the current agenda format in effect.

**Action:** The Board of Commissioners was in agreement to leave the current Bylaws in effect with no changes.

**Vote:** 5-0 for approval.

## **IX. Reports:**

### **1. Monthly Report on Status of Bids/Request for Proposals:**

No comments from the commissioners.

### **2. Monthly Report - Assisted Housing Department:**

No comments from the commissioners.

## **X. Comments from the Public:**

**Mr. Kozich** POB 2032, Fort Lauderdale, FL 33303 spoke to the amount of time the public can speak on each agenda item, his eviction and the relationship between Progresso Point Apartments and BCHA. He informed **Mr. Goren** that he has been in contact with **Ms. Gleason** at the Attorney General's office and she had no record of any communication with **Mr. Goren** regarding Section 286.0114 of the Florida Statutes. **Mr. Kozich** said he would be filing a complaint with the Florida Bar.

## **XI. Board Secretary's Report:**

- Orientation for new audit committee members has been completed.
- Staff attended HUD training in Miami regarding implementing Small Area Fair Market Rents (SAFMR) for the Housing Choice Voucher Program.
- A request was sent to HUD requesting an extension to May 1, 2018 regarding the SAFMR implementation date.
- Staff is hosting a meeting today of neighboring PHAs to coordinate a consistent strategy and discuss policy considerations regarding SAFMR requirements.
- Staff will coordinate a series of workshops for the community with neighboring PHAs to communicate the SAFMR payment standards to owners/landlords.

## **XII. Legal Counsel's Report:**

No comments.

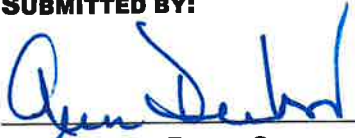
**XIII. Comments from the Commissioners:**

No comments.

**XIV. Adjournment:**

The meeting was adjourned at 10:15 AM.

**SUBMITTED BY:**



**AMY DEIBERT, BOARD SECRETARY/CEO**

(Note: These minutes are not verbatim).

## Memorandum 2018 -04 (CEO)

**To:** Board of Commissioners

**From:** Ann Deibert, Chief Executive Officer 

**Date:** April 10, 2018

**Subject:** **Small Area Fair Market Rent**

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In February I made a presentation on the Small Area Fair Market Rents (SAFMRs). Briefly, Broward County has been designated by the Department of Housing and Urban Development (HUD) as a "Designated" Small Area FMR area requiring all agencies in Broward to adopt "Payment Standards" calculated at the zip code level rather than for the entire metropolitan region.

Small Area FMRs are FMRs calculated by zip code. The intended effect of Small Area FMRs is to decrease subsidies in low-opportunity (low-rent) neighborhoods and increase subsidies in high-opportunity (high-rent) neighborhoods to incentivize families to move from low-opportunity neighborhoods to high-opportunity neighborhoods.

BCHA established nine (9) zones, which I have attached for your review. Each zone represents a grouping of zip codes and the Payment Standard established for each zone. This was a labor intensive and tedious process which was determined based on the following criteria:

- Funding availability – Impact the new rents will have on the budget and the number of families to be served.
- Rent burden of participating families – The purpose of the Small Area Fair Market Rent is to provide families with the opportunity to move from high poverty areas to areas of opportunity, where they have access to neighborhoods with good schools and rents tend to be higher. While Payment Standards in the high poverty areas have been reduced it is not our intent to penalize families by forcing them to move or increase their rent burden. Many families may choose to remain in these areas due to a lack of transportation or the availability of a needed support system. Families who choose to move to an area of opportunity will benefit from the higher established payment standard.

The new payment standards are established for a unit size at any amount between 90 and 110 percent of the Fair Market Rent as required by HUD.

Going forward we will monitor the effects of the SAFMRs and the impact it has on our budget, unit availability, lease up time and success, rent burden on families, and quality of units. It may require that we make adjustments during the year.

It is our intent to implement the new Payment Standards effective May 1, 2018. The new rents will apply to all families that are moving within the program, new families porting into our agency and any new admissions with the exception of the Shelter Plus Care Program. The rent for families who choose to stay in place will remain at the current payment standard until their second annual recertification when the new payment will take effect.

Although the six housing authorities in Broward County met on several occasions to establish one set of zones and rents for the county, we were unable to accomplish this due to location and number of families in certain zip codes and the impact it would have on individual budgets.

Please let me know if you have any questions.



**Broward County Housing Authority**  
**Small Area Payment Standards by Zip Codes**  
 Effective May 1, 2018

	<b>Efficiency</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>	<b>6 Bedroom</b>
<b>Group 1</b>	<b>\$825</b>	<b>\$1,010</b>	<b>\$1,298</b>	<b>\$1,859</b>	<b>\$2,275</b>	<b>\$2,619</b>	<b>\$2,950</b>
<b>33305</b>							
<b>33306</b>							
<b>33311</b>							
<b>33313</b>							
<b>33316</b>							
<b>33060</b>							
<b>33066</b>							
<b>Group 2</b>	<b>\$890</b>	<b>\$1,086</b>	<b>\$1,307</b>	<b>\$1,883</b>	<b>\$2,303</b>	<b>\$2,648</b>	<b>\$2,994</b>
<b>33004</b>							
<b>33008</b>							
<b>33020</b>							
<b>33022</b>							
<b>33023</b>							
<b>33061</b>							
<b>33064</b>							
<b>33065</b>							
<b>33069</b>							
<b>33074</b>							
<b>33075</b>							
<b>33077</b>							
<b>33081</b>							
<b>33083</b>							
<b>33084</b>							
<b>33093</b>							
<b>33097</b>							
<b>33179</b>							
<b>33302</b>							
<b>33307</b>							
<b>33309</b>							
<b>33310</b>							
<b>33312</b>							
<b>33314</b>							
<b>33315</b>							

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
<b>Group 2</b> 33318 33319 33320 33329 33334 33335 33338 33339 33345 33346 33348 33355 33359 33441 33443	\$890	\$1,086	\$1,307	\$1,883	\$2,303	\$2,648	\$2,994
<b>Group 3</b> 33009 33304 33317 33321 33351	\$890	\$1,086	\$1,314	\$1,908	\$2,313	\$2,661	\$3,007
<b>Group 4</b> 33068	\$890	\$1,086	\$1,325	\$1,926	\$2,350	\$2,809	\$3,042
<b>Group 5</b> 33021 33024 33063 33328 33442	\$891	\$1,089	\$1,400	\$2,025	\$2,457	\$2,826	\$3,195
<b>Group 6</b> 33062 33067 33071 33073 33308 33322 33325	\$963	\$1,179	\$1,503	\$2,187	\$2,646	\$3,043	\$3,440
<b>Group 7</b> 33025 33027	\$1,000	\$1,215	\$1,557	\$2,259	\$2,736	\$3,147	\$3,557

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
<b>Group 8</b>	\$1,081	\$1,314	\$1,683	\$2,448	\$2,961	\$3,406	\$3,850
<b>33019</b>							
<b>33026</b>							
<b>33301</b>							
<b>33323</b>							
<b>33324</b>							
<b>Group 9</b>	\$1,197	\$1,467	\$1,872	\$2,718	\$3,294	\$3,789	\$4,283
<b>33028</b>							
<b>33029</b>							
<b>33076</b>							
<b>33326</b>							
<b>33327</b>							
<b>33330</b>							
<b>33331</b>							
<b>33332</b>							

Payment Standards are between 90-110% of the HUD published FMR. This is in accordance with HUD regulations. The amounts listed above are the maximum subsidy standards for the Housing Choice Voucher (HCV) program by bedroom size. All rents are subject to rent reasonableness survey.

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**MEMORANDUM 2018-09 (CFO)**

**TO:** BCHA Board of Commissioners

**THRU:** Ann Deibert, Chief Executive Officer *ADH*

**FROM:** Peter Jannis, Chief Financial Officer *PJ*

**SUBJECT:** **Audit Committee Recommendations**

**DATE:** April 5, 2018

The Audit Committee met on Thursday April 5, 2018 with the following committee members in attendance; John Herbst, Chair, Jeffrey Lowe, Christopher Ziadie, Michael Grossman, and Jacques Moise. Also in attendance was Brian Nemeroff, Partner in the accounting Firm, Berman Hopkins Wright & LaHam CPAs and Associates, LLP.

**Staff in Attendance**

Monica Alfasi	Executive Administrator
Anna Jaime	VP Real Estate Management
Peter Jannis	Chief Financial Officer
Parnell Joyce	Chief Operating Officer
Stacie-Ann Richards	Procurement Specialist/Recording Secretary
Tim Thomas	Investigator
Sherry Tillman	Assistant Controller

Mr. Nemeroff presented the draft audit report for the fiscal year ended September 30, 2017. Committee members asked a few questions for clarification. Mr. Nemeroff pointed out that the report is "unmodified" or a "clean opinion" with no findings or material deficiencies. The report also designates BCHA as a "low risk" auditee, which is only available to auditees who have had no material findings over the previous three year period. The Audit Committee voted to accept the draft audit report and transmit it to the Board of Commissioners and Board of Directors.

I presented the financial report for the quarter ended December 31, 2017 for all agency programs. Committee members voted to accept the financial report.

For the next meeting, the Chair asked for an update on the BCHA Cybersecurity policies and status. The Chair also asked for more specific guidance for the next meeting on the Audit Committee tool kit for possible use in conducting the Audit Committee business.

**Broward County Housing Authority**  
**MONTHLY REPORT ON STATUS OF BIDS / REQUESTS FOR PROPOSAL**  
**April 1, 2018**

SERVICE / COMMODITY	CONTRACTOR	ORIGINAL EFFECTIVE DATE	AGREEMENT TERM	CURRENT EXPIRATION DATE	Extension / EXTENSION TERMS
Architectural and Engineering Services	Pasquale Kuritz Architecture	3/1/2018	2 Year Contract With Three, One Year Extension Options.	2/29/2020	Eligible for First of Three Extension on 03/1/2020.
Lawn Maintenance Services	WS Sod Landscaping Inc.	4/1/2018	2 Year Contract with Three, One Year Extension Options.	4/1/2020	Eligible for First of Three Extensions on 04/01/2020
Legal Services	Goren, Cherof, Doody & Ezrol, P.A.	3/1/2016	2 Year Contract with Three, One Year Extension Options.	3/1/2019	Eligible for First of Three Extensions on 3/1/18. First extension issued.
Electrical Repairs and Installation	Q-Electric, LLC	7/1/2016	2 Year Contract with Three, One Year Extension Options.	6/30/2018	Eligible for First of Three Extensions on 07/01/2018.
Elevator Maintenance & Repair Services	Mowrey Elevator Company of FL, Inc.	7/1/2016	2 Year Contract with Three, One Year Extension Options.	6/30/2018	Eligible for First of Three Extensions on 07/01/2018.
Plumbing Services	A to Z Statewide Plumbing, Inc.	8/1/2016	2 Year Contract With Three, One Year Extension Options.	7/31/2018	Eligible for First of Three Extensions on 08/01/2018.
Copier Equipment	Canon Solution America	1/15/2014	4 Year Contract With Four, One Year Extension Options.	8/3/2018	Eligible for Fourth of Four Extensions on 08/04/2018.
Flooring Installation	GD Luxury Contractors, Inc.	9/1/2017	1 Year Contract With Four, One Year Extension Options.	8/31/2018	Eligible for First of Four Extensions on 08/31/18.
Banking Services	TD Bank, N.A	9/1/2016	2 Year Contract With Three, One Year Extension Options.	8/31/2018	Eligible for First of Three Extensions on 9/1/2018.
Pest Control Services	Home Paramount Pest Control	9/1/2015	2 Year Contract With Three, One Year Extension Options.	8/31/2018	Eligible for Second of Three Extensions on 09/01/2018.
Janitorial Services at Griffin Gardens, Highland Gardens, and Headway Corporate Offices	Ceiling To Floor Cleaning	9/1/2015	2 Year Contract With Three, One Year Extension Options.	8/31/2018	Eligible for Second of Three Extensions on 09/01/2018.
Auditing Services	Berman Hopkins Wright & LaHam CPAs and Associates, LLP	9/1/2015	2 Year Contract with Three, One Year Extension Options.	8/31/2018	Eligible for Second of Three Extensions on 09/01/2018.
Financial Advisor	TAG Associates, Inc.	11/1/2016	2 Year Contract With Three, One Year Extension Options.	10/31/2018	Eligible for First of Three Extensions on 11/01/2018.
Special Legal Services	Ballard Spahr, LLP	2/1/2017	2 Year Contract With Three, One Year Extension Options.	1/31/2019	Eligible for First of Three Extensions on 2/1/2019.
Office Supplies	Office Depot, Staples Advantage	1/17/2013	2 Year Contract With Three, One Year Extension Options.	10/17/2019	No Extensions Available.
Job Order Contracting	Various Vendors	7/18/2017	3 Year Contract With Two, One Year Extension Options.	6/5/2020	Eligible for First of Two Extensions on 6/6/2020.
MRO Supplies, Renovation and Installation Services	HD Supply Facilities Maintenance L.P.	3/15/2017	5 Year Contract With Five, One Year Extension Options.	12/31/2021	Eligible for First of Five Extensions on 1/1/2022.

**ASSISTED HOUSING PROGRAM REPORT  
MONTH ENDING MARCH 31, 2018  
HOUSING CHOICE VOUCHER**

Program	Total Leased	Families Searching w/in	New families entering
Housing Choice Voucher	4934	94	0

**SHELTER PLUS CARE**

Program	Units Available budget	Units leased	Searching	Vacancies
SPC (1 THRU 8)	396	385	9	2

**MAINSTREAM**

Program	Units Allotted	Units leased	Searching	Vacancies
Mainstream NED (MS 1)	75	62	0	13
5 yr. Mainstream (MS 5)	50	46	1	3

**FAMILY UNIFICATION (FUP)**

Program	Units Allotted	Units leased	Searching	Vacancies
FUP	414	385	5	24

**VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH)**

Program	Units Allotted	Units leased	Searching	Vacancies
VASH	214	198	15	1

**HOME**

Program	Units Allotted	Units leased	Searching	Vacancies
A WAY Home 5 HOME 5	2	1	0	1
A Way Home 6	5	4	1	0

**FAMILY SELF SUFFICIENCY**

Program	Mandatory Slots	Enrolled	Families earning escrow
FSS	75	143	107

**PORTABILITY**

Program	Unit leased
Incoming Ports (Port Ins) (Vouchers administered by BCHA from other housing authorities)	362
Outgoing Ports (Port Outs) (BCHA vouchers porting out of Broward County to other housing authorities)	100

**MOD REHAB**

Program	Units Allotted	Units leased	Units for Inspections
EL JARDIN (MOD)	233	232	0