



**Minutes of the Board of Commissioners Meeting**  
 Wednesday, July 21, 2010

**I. Call to Order:**

Commissioner Núñez, Chair of the Board of Commissioners of the Broward County Housing Authority ("BCHA") called the meeting to order at 9:34 A.M. on Wednesday, July 21, 2010 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida.

**II. Roll Call:**

Mr. Cregan conducted a roll call and certified that a quorum was present.

**Commissioners Present:**

Mercedes J. Núñez     Chair  
 Juan Selaya            Vice Chair  
 Sharon Day  
 Rico Petrocelli

**Members Absent:**

None

**Members Late:**

None

**Members Excused:**

Joseph M. Cobo

**Staff and Legal Counsel Present:**

Kevin Cregan            Board Secretary/Chief Executive Officer  
 Ann Deibert            Chief Operating Officer  
 Steven Cortese        Chief Financial Officer  
 Beth Kincey            VP Asset Management  
 Kathryn Haynes        VP Assisted Housing  
 Anna Jaime            Assistant VP Asset Management  
 Gary Knoerlein        Assistant VP Finance  
 Sam Hornsby           Assisted VP Development  
 Monica Alfasi           Executive Assistant/Recording Secretary  
 Deatra Glaser          Senior Administrative Assistant  
 David N. Tolces        Legal Counsel, Goren, Cherof, Doody & Ezrol, P.A.

**Also in attendance for all or a portion of the meeting:**

Adam Matza            Account Manager, Ambit Marketing Communications

**III. Pledge of Allegiance:**

The Chair called on Ms. Glaser to lead the meeting in the Pledge of Allegiance.

#### **IV. Approval of Agenda:**

**Action:** Motion was made by **Commissioner Petrocelli** and seconded by **Commissioner Selaya** to approve the Agenda for July 21, 2010 as presented. The motion was unanimously passed.

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

**Action:** Motion was made by **Commissioner Petrocelli** to approve the Minutes of the meeting for June 16, 2010 as submitted. **Commissioner Selaya** seconded the motion and the motion was unanimously approved.

#### **VI. Consent Agenda:**

THOSE MATTERS INCLUDED UNDER THE CONSENT AGENDA ARE SELF-EXPLANATORY AND ARE NOT EXPECTED TO REQUIRE REVIEW OR DISCUSSION. ITEMS ARE ENACTED BY ONE MOTION; IF A COMMISSIONER OR MEMBER OF THE PUBLIC DESIRES DISCUSSION ON AN ITEM, HOWEVER, THAT ITEM MAY BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.

**Commissioner Petrocelli** made a motion to approve all items on the consent agenda. The Motion was seconded by **Commissioner Day** and was approved unanimously.

#### **VII. Reports:**

##### **1. Report on Anticipated Funding from Broward County - Memorandum 2010-18 (CEO):**

**Mr. Cregan** reported on the funding BCHA anticipates receiving from Broward County regarding the Disaster Relief Initiative funds which are unspent from prior periods. Some of the eligible projects include those to replace housing units damaged by Hurricane Wilma, hurricane resistant windows and doors at College Gardens, the management building roof at Park Ridge Court, roofs at Everglades Heights and construction of four or more homes at Tallman Pines.

**Action:** For information purposes only. No action required.

##### **2. Report on Pending General Liability Claims (Memorandum 2010-07 (HR) :**

**Mr. Cregan** discussed two pending liability claims against BCHA that occurred when BCHA was insured with the Florida League of Cities (FLC). **Mr. Cregan** noted that BCHA has a \$25,000 deductible on the general liability line of coverage.

**Action:** For information purposes only. No action required.

### **3. Monthly Report on Bids/Request for Proposals:**

**Action:** No questions or comments on monthly report.

Mr. Cregan wanted to be clear on the process to be used for selection of an audit firm that was discussed at last month's meeting. He said the audit committee will meet and evaluate the written proposals and forward to the Board of Commissioners their top three responders. The Board of Commissioners will then interview the top three at next month's meeting and select a firm. David Tolces, Esq., had a lengthy discussion with the Board regarding the procedure in choosing an audit firm and said the process is covered by state statute that provides for a specific process. The Board has an obligation under the statute to select the firm ranked first by the audit committee. If the Board does not choose the firm ranked first, they need to document on the record why they are not choosing the number one firm as recommended by the audit committee.

### **4. Monthly Department Reports:**

**Assisted Housing:** No questions or comments.

**Asset Management:** No questions or comments.

**College Gardens:** No questions or comments.

### **5. Board Secretary/Chief Executive Officer's Monthly Report:**

**Brampton Court Apartments** - Mr. Cregan and the Board discussed at length the problems with Brampton Court Apartments, the complex that the City of Lauderdale said was unsafe and city officials ordered tenants to leave. BCHA had a total of six tenants living there. Commissioner Day wanted staff to find out how long the permit process was going on with Lauderdale regarding Brampton Court.

**FAHRO** - 2010 Annual Conference in Orlando, August 10, 2010 - August 13, 2010.

**HUD** - Staff is in the process of sending a letter to HUD that will be signed by the following five housing authorities in Broward County (BCHA, Fort Lauderdale, Pompano Beach, Deerfield Beach and Dania) regarding the City of Lauderdale Housing Authority's (LHA) request to have HUD issue an Annual Contributions Contract (ACC) to LHA so that it can administer the Housing Choice Voucher Program (HCV) within the city limits.

## **6. Legal Counsel's Eviction Status Report (Memorandum 2010-013):**

David Tolces, Esq. discussed his monthly report with the Board.

## **VIII. Discussion and Possible Action:**

### **1. Discussion and Action Regarding Job Performance Evaluation, Compensation and Benefits of Chief Executive Officer as per Employment Contract:**

Commissioner Day wanted to know what the average merit increase was for staff. Mr. Knoerlein provided the following information to Ms. Alfasi to present to the Board. Six (6) employees received a 2.5% merit increase and 52 employees received a 5% increase.

**Action:** Following discussion a Motion was made by Commissioner Day to give Mr. Cregan a five percent (5%) merit increase. The Motion was seconded by Commissioner Petrocelli and approved unanimously. Mr. Cregan's annual salary will be \$177,930.90. David Tolces, Esq. stated for the record the annual increase that the Board approved is a five percent (5%) increase.

### **2. Discussion Performance Evaluation of General Counsel Legal Services by Goren, Cherof, Doody and Ezrol, P.A.:**

**Action:** No action required. An RFP for legal counsel will be distributed sometime next month and the Board will interview and select a general legal counsel firm at the September Board meeting.

## **IX. Comments from the Public**

No comments.

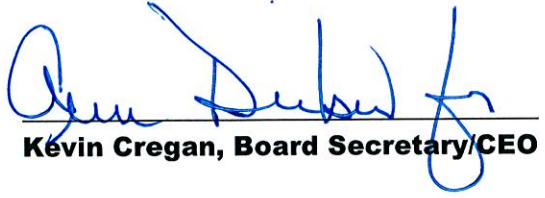
## **X. Comments from the Commissioners:**

The Commissioners thanked Mr. Cregan and staff for a great year of leadership and for everyone's hard work in making the Board look good.

## **XI. Adjournment:**

Commissioner Petrocelli made a motion to adjourn the meeting. The motion was seconded by Commissioner Day and the meeting was adjourned at 10:44 A.M.

**Submitted by:**



**Kevin Cregan, Board Secretary/CEO**

(Note: These minutes are not verbatim. Recorded tapes are available upon request).