

# Agenda

## Board of Commissioners Meeting

Tuesday, December 18, 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@bchafll.org](mailto:publicrecords@bchafll.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 NOVEMBER 20, 2018..... Page 2**

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

**VI. ACTION ITEMS:**

- 1. **Resolution Number 2018-17** Resolution authorizing the Chief Executive Officer to execute an Agreement with the United Way of Broward County, Inc. in the amount of \$38,590..... **Page 7**

**VII. REPORTS:**

- 1. Status of Bids/Request for Proposals Report..... **Page 14**
- 2. Assisted Housing Department Report ..... **Page 15**

**VIII. COMMENTS FROM THE PUBLIC**

**IX. BOARD SECRETARY'S REPORT**

**X. LEGAL COUNSEL'S REPORT**

**XI. COMMENTS FROM THE COMMISSIONERS**

**XII. ADJOURNMENT**



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

November 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 9:37 AM on Tuesday, November 20, 2018 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by **Mark O'Loughlin, Chair**.

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

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

#### **Commissioners Present:**

|                   |            |
|-------------------|------------|
| Mark O'Loughlin   | Chair      |
| Michael Long      | Vice Chair |
| Russell Marcus    |            |
| Mercedes J. Núñez |            |

#### **Excused:**

Karyne Pompilus

#### **Staff Present:**

|                |  |
|----------------|--|
| Monica Alfasi  | Executive Administrator                      |
| Ann Deibert    | Board Secretary/Chief Executive Officer      |
| Tiffany Garcia | Assisted Housing Director – Special Programs |
| Anna Jaime     | VP Real Estate Management                    |
| Peter Jannis   | Chief Financial Officer                      |
| Parnell Joyce  | Chief Operating Officer                      |
| Roy Lantz      | VP Human Resources/Risk Management           |
| Nivia Roldan   | Assisted Housing Director - Compliance       |
| Noah Szugajew  | Development Administrator                    |

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

David N. Tolces, Esq. General Legal Counsel, Goren, Cherof, Doody & Ezrol, P.A.

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

Don Kozich

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

**Mr. Szugajew** led everyone in the Pledge of Allegiance.

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

**Action:** **Commissioner Long** made a motion to approve the minutes of the meeting held on October 16, 2018 as submitted. The motion was seconded by **Commissioner Marcus**.

**Vote:** 4-0 for approval

## **V. Bills and Communications:**

### **1. Review of Financial Report for quarter ended September 30, 2018:**

**Mr. Jannis** gave a PowerPoint presentation and an overview of the quarterly financial report.

#### **1. (a) Motion to accept Financial Report:**

**Action:** **Commissioner Long** made a motion to accept the financial report for the quarter ended September 30, 2018. The motion was seconded by **Commissioner Núñez**.

**Vote:** 4-0 for approval

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

**Mr. Kozich** POB 2032, Fort Lauderdale, FL 33303, had comments about the quarterly financial report, the increase in administrative fees earned (Resolution 2018-16) and 14 VASH vouchers not being utilized on the Assisted Housing report.

## **VII. Action Items:**

### **1. Resolution Number 2018-15:**

**Title:** **Resolution approving amendment to the Housing Choice Voucher Administrative Plan.**

**Action:** **Commissioner Marcus** made a motion to approve Resolution Number 2018-15. The motion was seconded by **Commissioner Núñez**.

**Vote:** 4-0 for approval

### **2. Resolution Number 2018-16:**

**Title:** **Resolution approving First Amendment to Agreement between Broward County and BCHA for Shelter Plus Care 18 Unit Expansion (Agreement Number 17-CP-HIP-8264-01).**

**Commissioner Long** recused himself from voting on this item due to a conflict of interest. As CEO of Covenant House Florida an agency that provides housing and supportive services to youth facing homelessness the clients may be eligible for the services in this agreement.

**Action:** **Commissioner Marcus** made a motion to approve Resolution Number 2018-16. The motion was seconded by **Commissioner Núñez**. **Commissioner Long** to fill out Form 8-B Memorandum of Voting Conflict.

**Vote:** 3-0 for approval 1-Abstained from voting.

## **VIII. 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.

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

**Mr. Kozich** POB 2032, Fort Lauderdale, FL 33303 had comments regarding **Ms. Chambers** and a staff member at last month's meeting, the lottery waitlist, the HUD VASH liaison staff person and what happened to the \$50,000 that the VA allocated to BCHA years ago to find housing for veterans.

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

**Ms. Deibert** asked the commission to close all offices on Christmas Eve.

**Action:** **Commissioner Marcus** made a motion to close all offices on Monday, December 24, 2018. The motion was seconded by **Commissioner Núñez**.

**Vote:** 4-0 for approval

**Ms. Deibert** said staff has engaged a company to perform an intrusion test on our IT instructure. Sometime in January they would test our system internally and externally by trying to hack into the system.

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

There are no pending eviction matters. **Mr. Tolces** is working regularly with staff to improve the process of notifying tenants of lease violations.

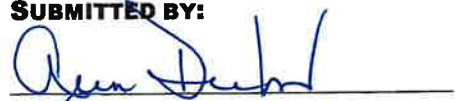
## **XII. Comments from the Commissioners:**

No comments from the commissioners.

## **XIII. Adjournment:**

The meeting was adjourned at 10:00 AM.

**SUBMITTED BY:**



**ANN DEIBERT, BOARD SECRETARY/CEO**

(Note: These minutes are not verbatim).

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|   |   |
|---|---|
| LAST NAME—FIRST NAME—MIDDLE NAME<br><b>LONG, Michael - Steven</b> | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br>BOARD OF COMMISSIONERS <b>B.C. Housing Authority</b>   |
| MAILING ADDRESS<br><b>2481 NE 21 AV</b>                           | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:<br><input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY |
| CITY<br><b>Lighthouse PT</b> COUNTY <b>Broward</b>                | NAME OF POLITICAL SUBDIVISION:<br>BROWARD COUNTY HOUSING AUTHORITY  |
| DATE ON WHICH VOTE OCCURRED<br><b>11/20/18</b>                    | MY POSITION IS:<br><input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE  |

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Michael S. Long, hereby disclose that on Nov. 20, 2018:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of Covenant House Florida, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Res. # 2018-16

Broward County / Bctla for Shelter + Care for Homeless 18 yoa +. As CEO of Covenant House Florida, our youth may be eligible for this program

11/20/18  
Date Filed

[Signature]  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.




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## MEMORANDUM 2018-65 (AH)

**TO:** BCHA Board of Commissioners

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

**THRU:** Parnell Joyce, Chief Operating Officer 

**FROM:** Tiffany Garcia, Assisted Housing Director – Special Programs 

**DATE:** December 4, 2018

**SUBJECT:** Authorization for CEO to Execute a Memorandum of Agreement with the United Way of Broward County

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**REQUESTED ACTION:**

Motion to grant authorization to the Chief Executive Officer to execute a Memorandum of Agreement with the United Way of Broward County.

**WHY ACTION IS NECESSARY:**

Board approval is required to execute this agreement.

**WHAT ACTION ACCOMPLISHES:**

Provides security deposit assistance to 34 persons experiencing homelessness who are entering the S+C 18 Unit Expansion, Program 2.

**SUMMARY EXPLANATION/BACKGROUND:**

The United Way will provide BCHA with \$38,590.00 towards security deposits on behalf of persons entering the S+C 18 Unit Expansion project, Program 2.

**FISCAL IMPACT/COST SUMMARY:**

Security Deposit assistance for 34 persons entering the S+C 18 Unit Expansion Project, Program 2 - \$ 38,590.00.

**ATTACHMENTS:**

Memorandum of Agreement with the United Way of Broward County

**Memorandum of Agreement  
Between United Way of Broward County, Inc.  
and Broward County Housing Authority**

WHEREAS, United Way of Broward County, Inc., ("UWBC"), and Broward County Housing Authority ("BCHA") are committed to the welfare of the residents of Broward County, and;

WHEREAS, UWBC and BCHA have a longstanding partnership in service to the community.

NOW, THEREFORE, subject to the mutual promises, covenants, and consideration, as provided herein, the BCHA and the UWBC agree to the following:

**Purpose**

The purpose of this document is to solidify the fiscal relationship between UWBC and BCHA in the disbursement of funds received from UWBC Broward Business Council on Homelessness in order to provide move-in costs in support to those Broward County residents who are experiencing homelessness in the downtown Fort Lauderdale encampment. UWBC agrees to provide a grant of \$38,590.00 to assist BCHA's clients in need of move-in costs.

**Definitions**

**Move-in Costs:** For the purposes of this agreement, Move-in costs are defined as assistance to a BCHA client who is need of support in the following area:

1. One Month Security Deposit

**Target population:**

Homeless family households and individuals living in the downtown Fort Lauderdale encampment.

**Concept of Operations**

Each party to this MOA is separate and independent from the other party. As such, each party retains its own identity in providing service and each is responsible for establishing its own policies. This MOA does not create a partnership or a joint venture, and neither party has the authority to bind the other.

**United Way agrees to:**

- 1) Provide BCHA with a total amount of \$38,590.00 through June 30, 2019 to meet the Permanent Supportive Housing needs for 34 unduplicated clients living within the downtown Fort Lauderdale encampment.



**Broward County Housing Authority agrees to:**

- 1). Provide clients with Move-in Costs.

**Records and Documentation**

1. The BCHA agrees to maintain records of deliverables, including reports and program and participant data; financial records, supporting documents, statistical records and any other documents (including electronic storage media) arising out of this MOA for a period of five (5) years after termination of this MOA and final audit. If an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this subcontract.
2. The BCHA agrees to allow public access to all documents, papers, letters, or other materials subject to the provisions of Florida statutes, including, but not limited to, Chapter 119, Florida Statutes, made or received by the BCHA in conjunction with the this MOA. The BCHA's refusal to comply with this provision will constitute a breach of contract.

**Safeguarding Information.** The BCHA agrees not to use or disclose information concerning a recipient of services under this contract for any purpose not in conformity with any Florida statutes, including, but not limited to Chapter 119, Florida Statutes, or federal regulations, including, but not limited to 45 CFR, Part 205.50, except upon written consent of the recipient or the recipient's responsible parent or guardian when authorized by law.

**Health Insurance Portability and Accountability Act Compliance.** The BCHA shall comply with the State of Florida Health Insurance Portability and Accountability Act (HIPAA) to protect client health information. Specific responsibilities of the BCHA shall include notifying clients about their privacy rights, adopting and implementing privacy policy and procedures which minimally establish safeguards to protect the privacy of health care information and set boundaries on the use of release of health records, and training employees so they understand such policies and procedures. Any violation shall be reported to UWBC within 3 days of the date of the disclosure.

**Assignments and Subcontracts.** The BCHA may not assign this MOA, or sub-contract any portion of the work contemplated under this MOA without prior written approval of UWBC. No such approval by the Provider will be deemed in any manner to provide for the incurrence of any obligation of UWBC in addition to the total dollar amount agreed upon in this contract. All such assignments or sub-contracts will be subject to the terms and conditions of this MOA, and any other obligations UWBC may require.

**Indemnification.** BCHA is a Florida governmental agency, as such, and subject to the limitations contained in Section 768.28, Florida Statutes, as may be amended from time to time, BCHA agrees to indemnify and holds UWBC, its officers, directors, employees, affiliates, licensees, and agents harmless from any and all costs, (including reasonable attorneys' fees, disbursements, expenses, and court costs), expenses, damages, or other liability to third parties arising from or related to this MOA. The BCHA shall give prompt notice as described herein to UWBC of any suits, claims, or demands by third parties which may give rise to any claim for which indemnification may be required under this BCHA Agreement; provided however, that failure to give such notice shall not relieve the BCHA of its obligation to provide indemnification hereunder except, if and to the extent that such failure materially and adversely affects the ability of the BCHA to defend the applicable suit, claim, or demand. The BCHA shall be entitled to assume the defense and control of any such claim at its own cost and expense; provided, however, that the Commission shall have the right to be represented by its own counsel at its own cost in such matters. Neither the BCHA nor UWBC shall settle or dispose of any such matter in any manner which would adversely affect the rights or interests of the other party (including the obligation to indemnify hereunder) without the prior written consent of the other party, which shall not be unreasonably withheld or delayed. Each party shall cooperate with the other party and its counsel in the course of the defense of any such suit, claim or demand, such cooperation to include without limitation using reasonable efforts to provide or make available documents, information and witnesses. Nothing contained herein shall constitute a waiver of BCHA's entitlement to sovereign immunity.

**Incident Reporting.** In compliance with all applicable Florida Statutes, including, but not limited to Chapter 415, Florida Statutes, an employee or agent of the BCHA who knows, or has reasonable cause to suspect that a child, elder, or adult with a disability is or has been abused, neglected or exploited, shall immediately report such knowledge or suspicion to the abuse registry operated by the Florida Department of Children and Families on the single statewide toll-free telephone number at 1-800-96-ABUSE (800-962-2873).

**Americans with Disabilities Act.** BCHA shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act ("ADA") in the course of providing any services funded by Provider, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, BCHA shall take affirmative steps to ensure nondiscrimination in employment against disabled persons.

**Civil Rights Requirements.** In accordance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, or the Florida Civil Rights Act of 1992, BCHA shall not discriminate against any employee in the performance of this agreement, or against any applicant for employment, because of age, race, creed, color, disability, national origin, sex, religion or marital status. BCHA further agrees not to discriminate against any applicant, client or employee in service delivery or benefits in connection with any of its programs and activities in accordance with 45 CFR 80, 83, 84, 90 and 91, Title VI of the civil Rights Act of 1964, or the Florida Civil Rights Act of 1992 as applicable and CFOP 60-16. These requirements shall apply to

all further subcontractors with whom BCHA arranges to provide services or benefits to clients or employees in connection with its programs and activities.

BCHA shall complete the Civil Rights Compliance Checklist, CF Form 946 Attachment II, in accordance with CFOP 60-16 and 45 CFR 80. The completed form shall be submitted to UWBC within 90 days of execution of this MOA.

BCHA shall provide a harassment-free workplace and give any allegation of harassment priority attention and action by management.

### **Locations**

Location(s), days, and hours of service: BCHA will provide services at the 4780 North State Road 7, Lauderdale Lakes, FL 33319 as identified in the Program Description of this Agreement Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m.

**United Way further agrees to:**

- 1). Provide BCHA with up to a \$38,590 grant to meet the move-in costs of the agency's clients experiencing homelessness in the downtown Fort Lauderdale encampment;
- 2) Provide guidelines in which to report expenditures; and,
- 3) Serves as the decision maker in the event that a request falls outside the definition of move-in costs as noted in the previous section.

**BCHA further agrees to:**

- 1) Expend all funds provided by June 30, 2019;
- 2) Record all clients receiving services pursuant to this MOA through a monthly report which includes back-up documentation and leasing agreements. See checklist in Exhibit "A."
- 3) Send all supporting documentation via email to Jeri Pryor at [JPryor@unitedwaybroward.org](mailto:JPryor@unitedwaybroward.org) along with a monthly invoice noting the expenditures for the previous month (due the 10<sup>th</sup> of the month for the previous month);
- 4) Submit a quarterly narrative report (due the 10<sup>th</sup> of the month for the previous month) and submit to [jpryor@unitedwaybroward.org](mailto:jpryor@unitedwaybroward.org); and,
- 5) Return any unspent funds to United Way of Broward County.

### **Effective Date**

This MOA shall be effective from November 26, 2018 once it has been executed by representatives of all parties.

**Changes and Modifications**

Any such changes that are mutually agreed upon by the parties shall be incorporated herein by execution of a written amendment to this MOA. No oral understanding or agreement shall be incorporated herein. It is also provided that this MOA may be renewed upon the execution of a written amendment to this MOA by both parties of the intent to do so no later than fifteen (15) days before the conclusion of the time period. It is incumbent upon all parties to monitor the understanding and ensure that it is renewed before the end of the period.

**Termination**

The termination date of this MOA shall be June 30, 2019. Notwithstanding any provisions of this MOA, either party may terminate this MOA by providing written notice of such termination, specifying the effective date thereof, at least thirty (30) days prior to such date.

**Security Deposit**

As the client transitions out of the housing unit, BCHA staff will communicate the client departure to United Way staff to collect the security deposit, subject to any reduction for damage to the unit. Any notice shall be sent to:

United Way of Broward County  
1300 South Andrews Avenue  
Fort Lauderdale, FL 33316

Signed:

Signed:

\_\_\_\_\_  
Kathleen Cannon, LCSW  
President and CEO  
United Way of Broward County, Inc.

\_\_\_\_\_  
Ann Deibert  
CEO  
Broward County Housing Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# **RESOLUTION NO. 2018-17**

## **A Resolution of the Broward County Housing Authority Authorizing the Chief Executive Officer to Execute an Agreement with the United Way of Broward County, Inc. in the amount of \$38,590**

**WHEREAS**, the Chief Executive Officer is requesting authorization from the Broward County Housing Authority ("BCHA") Board of Commissioners to execute a Memorandum of Agreement with the United Way of Broward County, Inc. in the amount of \$38,590 for the purpose of providing move in costs (one month security deposit) in support of those Broward County residents who are experiencing homelessness in the downtown Fort Lauderdale encampment; as explained in Memorandum 2018-65 (AH) and Exhibit "A" Memorandum of Agreement; and

**WHEREAS**, the term of the agreement commences November 26, 2018 and shall end on June 30, 2019.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby gives authorization to the Chief Executive Officer to execute the agreement with the United Way of Broward County, Inc. as explained in Memorandum 2018-65 (AH). The Board of Commissioners further authorizes the Chief Executive Officer to execute on behalf of the Board any amendments or alterations in program related activities and any extensions of the term of the agreements and take all steps necessary including the execution of any necessary contract documents to effectuate the purpose of this Resolution, subject to review and approval by "BCHA" legal counsel.

**PASSED, ADOPTED AND APPROVED THIS 18<sup>th</sup> DAY OF DECEMBER 2018.**

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**MARK O'LOUGHLIN, CHAIR**

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**ANN DEIBERT, BOARD SECRETARY/CEO**

**Broward County Housing Authority**  
**MONTHLY REPORT ON STATUS OF BIDS / REQUESTS FOR PROPOSAL**  
**December 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. | 3/31/2020               | 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. | 2/28/2019               | Eligible for Second of Three Extensions on 3/1/2019. First extension issued.             |
| Electrical Repairs and Installation   | Q-Electric, LLC                       | 7/1/2016                | 2 Year Contract with Three, One Year Extension Options. | 6/30/2019               | Eligible for Second of Three Extensions on 07/01/2020. First extension issued.           |
| Elevator Maintenance & Repair Services  | Mowrey Elevator Company of FL, Inc.   | 7/1/2016                | 2 Year Contract with Three, One Year Extension Options. | 6/30/2019               | Eligible for Second of Three Extensions on 07/01/2020. First extension issued.           |
| Plumbing Services   | A to Z Statewide Plumbing, Inc.       | 8/1/2016                | 2 Year Contract With Three, One Year Extension Options. | 7/31/2019               | Eligible for Second of Three Extensions on 08/01/2020. First extension issued.           |
| Copier Equipment  | Canon Solution America                | 1/15/2014               | 4 Year Contract With Four, One Year Extension Options.  | 8/3/2019                | No more extensions available.  |
| Flooring Installation   | GD Luxury Contractors, Inc.           | 9/1/2017                | 1 Year Contract With Four, One Year Extension Options.  | 8/31/2019               | Eligible for Second of Four Extensions on 08/31/20. First extension issued.              |
| Banking Services  | TD Bank, N.A                          | 9/1/2016                | 2 Year Contract With Three, One Year Extension Options. | 8/31/2019               | Eligible for Second of Three Extensions on 9/1/2020. First extension issued.             |
| Pest Control Services   | Home Paramount Pest Control           | 9/1/2015                | 2 Year Contract With Three, One Year Extension Options. | 8/31/2019               | Eligible for Third and final of Three Extensions on 09/01/2020. Second extension issued. |
| 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. | 8/31/2019               | Eligible for Third and final Extension on 09/01/2019.                                    |
| Auditing Services   | Rubino & Company Chartered            | 9/1/2018                | 2 Year Contract with Three, One Year Extension Options. | 8/31/2020               | Eligible for First of Three Extensions on 09/01/2020.                                    |
| Financial Advisor   | TAG Associates, Inc.                  | 11/1/2016               | 2 Year Contract With Three, One Year Extension Options. | 10/31/2019              | Eligible for Second of Three Extensions on 11/01/2019. First extension issued.           |
| HVAC Maintenance & Emergency Services   | Mike's Plumbing & A/C Services, Inc.  | 12/1/2016               | 2 Year Contract With Three, One Year Extension Options. | 11/30/2019              | Eligible for Second of Three Extensions on 12/01/2019. First extension issued.           |
| 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 November 30, 2018  
HOUSING CHOICE VOUCHER**

| Program                | Total Leased | Families Searching w/in | New families entering |
|------------------------|--------------|-------------------------|-----------------------|
| Housing Choice Voucher | 4820         | 208                     | 6                     |

**SHELTER PLUS CARE**

| Program        | Units Available budget | Units leased | Searching | Vacancies |
|----------------|------------------------|--------------|-----------|-----------|
| SPC (1 THRU 8) | 397                    | 383          | 12        | 2         |

**MAINSTREAM**

| Program                 | Units Allotted | Units leased | Searching | Vacancies |
|-------------------------|----------------|--------------|-----------|-----------|
| Mainstream NED (MS 1)   | 75             | 67           | 8         | 0         |
| 5 yr. Mainstream (MS 5) | 50             | 44           | 1         | 5         |

**FAMILY UNIFICATION (FUP)**

| Program | Units Allotted | Units leased | Searching | Vacancies |
|---------|----------------|--------------|-----------|-----------|
| FUP     | 414            | 379          | 32        | 3         |

**VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH)**

| Program | Units Allotted | Units leased | Searching | Vacancies |
|---------|----------------|--------------|-----------|-----------|
| VASH    | 229            | 204          | 14        | 11        |

**HOME**

| Program      | Units Allotted | Units leased | Searching | Vacancies |
|--------------|----------------|--------------|-----------|-----------|
| A Way Home 7 | 4              | 2            | 0         | 2         |

**FAMILY SELF SUFFICIENCY**

| Program | Mandatory Slots | Enrolled | Families earning escrow |
|---------|-----------------|----------|-------------------------|
| FSS     | 75              | 174      | 107                     |

**PORTABILITY**

| Program  | Unit leased |
|--|-------------|
| Incoming Ports (Port Ins)<br>(Vouchers administered by BCHA from other housing authorities)              | 338         |
| Outgoing Ports (Port Outs)<br>(BCHA vouchers porting out of Broward County to other housing authorities) | 106         |

**MOD REHAB**

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