

Notice of Public Meeting

(Meeting is subject to change or cancellation)

In compliance with Section 286.011 of the Florida Statutes, please be advised that a meeting of the Board of Commissioners of the Broward County Housing Authority followed by Board of Directors meetings of Building Better Communities, Inc.; BBC Ehlinger, Inc.; BBC Homes, Inc.; Broward Workforce Communities, Inc.; HG Senior Housing Inc.; TP Homes & Communities, Inc.; and, MCCAN Communities, Inc. are scheduled for **Tuesday, April 16, 2025, at 9:30 am.**

ATTENDING AND VIEWING THE MEETINGS

Members of the public may attend the meeting in-person at the Broward County Housing Authority Corporate Office located in the Headway Office Park at 4780 North State Road 7, Lauderdale Lakes, FL 33319. The meeting may also be viewed live using the ZOOM virtual meeting platform via the following link:

<https://us02web.zoom.us/j/87617366434?pwd=CKkpuxj222rgstzhJqyyMNb7rKxI05.1>

The Zoom Meeting Passcode is: 300795

Members of the public may also join the meeting by phone. The Meeting Call-in Number is: 1 (305) 224-1968 or 1 (309) 205-3325. The Webinar ID to join the meeting by calling in is 876 1736 6434, and the passcode is 300795.

For more information on using ZOOM, please visit ZOOM Support at the following link: <https://support.zoom.us/hc/en-us>.

PUBLIC COMMENTS:

Persons who wish to make public comment must submit a request via email to bcha@bchafl.org by 2:00 p.m. on Monday, April 14, 2025. The email must contain your name, address, and telephone number. Additionally, please identify if you are attending in person, by ZOOM, or by telephone.

When addressing the Board, please begin by stating your name and address for the record. Public comments are limited to three minutes. Persons desiring to provide public comment may do so by one of the following options:

Via Email: Comments may be submitted by email to bcha@bchafl.org by 2:00 p.m. on Monday, April 14, 2025, and shall be made a part of the public record.

ZOOM Video Participation: If attending via ZOOM and you want to make a public comment, click “raise hand” on the bottom of the “participants” tab, when your name is called your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to bcha@bchafl.org by 2:00 p.m. on Monday, April 14, 2025.

ZOOM Telephone Participation: If attending via ZOOM telephone and you want to make a public comment, press *9 to “raise your hand.” When the last four digits of your telephone number are called, your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to bcha@bchafl.org by 2:00 p.m. on Monday, April 14, 2025.

In compliance with Section 286.26 of the Florida Statutes, BCHA wishes to ensure that all members of the public have access to all public meetings. If you require a special accommodation, please contact the Executive Assistant at (954) 739-1114 extension 1023 or via the TRS/Florida Relay Service 711 at least 48 hours prior to the meeting date.

Parnell Joyce

PARNELL JOYCE, CHIEF EXECUTIVE OFFICER

04/08/2025



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Agenda

Board of Commissioners Meeting

Tuesday, April 15, 2025

In compliance with Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and 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@bchaf1.org or contact us by phone at (954) 739-1114 x 1023. The Broward County Housing Authority (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 Assistant at (954) 739-1114 x 1023 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 MINUTES: Board Meeting Held December 17, 2024..... Page 3**
- V. APPROVAL OF AGENDA**
- VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**
- VII. RECOGNITION – Winsome Ayton and Shernette Rickard for 30 Years of Dedicated Service**
- VIII. DISCUSSION: Housing Choice Voucher Shortfall – Paul Raikes**
- IX. PRESENTATION: SEMAP – Renee Miles**
- X. RESOLUTION 2024-01: Update to Administrative Plan - Housing Quality Standards..... Page 5**
- XI. RESOLUTION 2025-02: Change to Voucher Subsidy Standards..... Page 8**
- XII. RESOLUTION 2025 -03: Ratification of two newly created positions..... Page 12**
- XIII. RESOLUTION 2025– 04: Personnel Manual Update – Dress Code..... Page 15**



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XIV. ELECTIONS:

Board Chair
Vice Chair

XV. DISCUSSION & Action: CEO Contract Renewal

XVI. REPORTS:

Assisted Housing Program Report..... **Page 20**
Monthly Report on Status of Solicitations..... **Page 21**

XVII. COMMENTS FROM THE PUBLIC

XVIII. BOARD SECRETARY’S REPORT:

XIX. LEGAL COUNSEL’S REPORT

XX. COMMENTS FROM THE COMMISSIONERS

XXI. ADJOURNMENT



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Minutes of the Board of Commissioners Meeting

Tuesday – December 17, 2024

I. Call to Order:

The meeting of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) was called to order at 9:50 AM on Tuesday, December 17, 2024, at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by **John Loos, Chair**. The meeting also took place remotely via ZOOM meeting platform.

II. Roll Call:

Mr. Joyce conducted a roll call and certified that a quorum was present in person.

Commissioners:

John Loos III
Mark O’Loughlin
Karyne Pompilus
Mercedes Núñez - absent

Staff:

Parnell Joyce	Chief Executive Officer
Tisha Pinkney	Executive Deputy Director
Marie De La Rosa	Executive Deputy Director
Tiffany Garcia	Executive Deputy Director
Iryna Chapman	Human Resources Manager
Teisha Palmer	Procurement Manager
Derick Morgan	Construction Manager
Paul Raikes	Controller
Noah Szugajew	Assistant Deputy Director
Chanae Wood, ESQ	Weiss Serota Helfman Cole + Bierman
Eleanor Acosta	Administrative Assistant
Lily Reyes Urena	Executive Assistant

III. Pledge of Allegiance:

Tisha Pinkney led the pledge of allegiance.

IV. Approval of Minutes: Board Meeting held October 15, 2024:

Action: Commissioner Loos made a motion to approve the Minutes of October 15, 2024. The motion was seconded by **Commissioner Pompilus**.

3

Vote: The motion passed unanimously.



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V. Approval of Agenda:

Action: Commissioner O’Loughlin made a motion to approve the Agenda for December 17, 2024. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

VI. Comments from the Public on Agenda Items: No one present.

VII. Motion – Authorizing Resolution 2024-16- Plumbing Services Contract with A to Z Plumbing.

Action: Commissioner O’Loughlin made a motion to approve the resolution 2024-16. The motion was seconded by Commissioner Pompilus.

Vote: The motion passed unanimously.

VIII. Reports: 1) Assisted Housing Department Report - No comments.
2) Status of Bids/Request for Proposal Report – No comments.

IX. Comments from the Public: No one present.

X. Board Secretary’s Report: Mr. Joyce and Commissioners discussed the need for and importance of having a quorum and the need for new board members and mentions of potential candidates, emphasizing the importance of moving things forward during development.

XI. Legal Counsel’s Report: No comment.

XII. Comments from the Commissioners: Commissioners spoke about lack of public participation and public absence and suggest we facilitate it so that the community know what we are doing and stand for.

XIII. Adjournment: Meeting adjourned at 11:04 AM.

SUBMITTED BY:

PARNELL JOYCE, CEO

(Note: These minutes are not verbatim).



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MEMORANDUM 2024-58 (AH)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer *PT.*

FROM: Tiffany Garcia, Executive Deputy Director *TG*

DATE: December 16, 2024

SUBJECT: Administrative Plan – Chapter 8 Housing Quality Standards – Window Screens

REQUESTED ACTION:

Motion to approve an updated to the Administrative Plan – Chapter 8 – Housing Quality Standards

WHY ACTION IS NECESSARY:

Board approval is required for changes to the Administrative Plan.

WHAT ACTION ACCOMPLISHES:

This action updates the Administrative Plan – Chapter 8 – Housing Quality Standards removing the requirement of window screens on all window unless there is evidence of previous installation.

SUMMARY EXPLANATION/BACKGROUND:

The Administrative Plan currently requires that all windows and patio doors have screens and be in good condition.

As newer construction may not include window screens in the design, a review of HUD regulations, including the National Standards for Physical Inspection of Real Estate (NSPIRE) was conducted.

It was determined that the policy should be updated in line with the upcoming NSPIRE standards which does not fail a unit for missing screens unless there is evidence of prior installation, such as a prior inspection record indicating presence of the screen, or the screen is damaged/functionally inadequate.

FISCAL IMPACT/COST SUMMARY:

None

ATTACHMENTS:

Section 8-I.B of the Assisted Housing Administrative Plan with proposed change

8-I.B. ADDITIONAL LOCAL REQUIREMENTS

The PHA may impose variations to the HQS as long as the additional criteria are not likely to adversely affect the health or safety of participant families or severely restrict housing choices for families. HUD approval is required for variations to the HQS. HUD approval is not required if the variations are clarifications of HUD's acceptability criteria or performance standards [24 CFR 982.401(a)(4)].

Thermal Environment [HCV GB p.10-7]

The PHA must define a "healthy living environment" for the local climate. This may be done by establishing a temperature that the heating system must be capable of maintaining, that is appropriate for the local climate.

BCHA Policy

The heating system must be capable of maintaining an interior temperature of 65 degrees Fahrenheit between October 1 and May 1.

Mold

When mold is present, the owner must remove and treat all affected areas. For area's over ten square feet the owner must supply a certification of mold remediation within thirty business days.

Clarifications of HUD Requirements

BCHA Policy

As permitted by HUD, BCHA has adopted the following specific requirements that elaborate on HUD standards.

Walls

In areas where plaster or drywall is sagging, severely cracked, or otherwise damaged, it must be repaired or replaced.

Windows

~~Window sashes must be in good condition, solid and intact, and properly fitted to the window frame. Damaged or deteriorated sashes must be replaced.~~

~~Windows must be weather stripped as needed to ensure a weather tight seal.~~

~~All windows and patio doors must have screens and must be in good condition.~~

All windows and patio doors must open and close properly. Window screens are considered components of a window. A deficiency will occur if this component is missing and there is evidence of prior installation (ex. previous inspection records the presence of a screen), but is now not present or is not functionally adequate or can reasonably be observed with holes, tears, of a cut that is 1 inch or greater.

RESOLUTION NO. 2025-01

A Resolution of the Broward County Housing Authority Approving Update to Housing Choice Voucher Program Administrative Plan – Chapter 8 Housing Quality Standards – Window Screens

WHEREAS, HUD requires Board of Commissioners approval to make changes or update the Housing Choice Voucher Program Administrative Plan;

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners approve Update to Housing Choice Voucher Program Administrative Plan - Chapter 8 Housing Quality Standards – Window Screens as outlined in Memorandum 2024-58 (AH).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approves the Update to Housing Choice Voucher Program Administrative Plan - Chapter 8 Housing Quality Standards – Window Screens.

PASSED, ADOPTED AND APPROVED THIS 15th DAY OF APRIL 2025.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO



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MEMORANDUM 2025-12 (AH)

TO: BCHA Board of Commissioners

THRU: Parnell Joyce, Chief Executive Officer *P.J.*

FROM: Tiffany Garcia & Marie De La Rosa, Executive Deputy Directors *T.G. MDR*

DATE: April 2, 2025

SUBJECT: Change to Voucher Subsidy Standards

REQUESTED ACTION:

Motion to approve a change to the Administrative Plan – Chapter 5-II.B Determining Family Unit (Voucher) Size.

WHY ACTION IS NECESSARY:

Board approval is required for changes to the Administrative Plan

WHAT ACTION ACCOMPLISHES:

The requested change to the Administrative Plan would reduce the voucher bedroom size offered to families who are new to the program, transferring from another Public Housing Authority, or moving within the program. This is an additional effort to reduce the Per Unit Cost (PUC) to preserve overall funding and ensuring that BCHA may continue to support as many families as possible within the program.

SUMMARY EXPLANATION/BACKGROUND:

Due to the rapid rise in rents across Broward County since 2023, the Per Unit Cost (PUC) has increased by 15.5%. Changing the subsidy standard is a strategic effort to preserve families on the program, reduce the PUC, and improve program sustainability.

FISCAL IMPACT/COST SUMMARY:

While it is anticipated that this change will reduce the Per Unit Cost (PUC) the exact cost savings is unknown.

ATTACHMENTS:

Proposed Changes to the Administrative Plan, Chapter 5-II.B. Determining Family Unit (Voucher) Size

PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

The PHA must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. The PHA must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, the PHA determines the appropriate number of bedrooms under the PHA subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when the PHA determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family.
- Any live-in aide (approved by the PHA to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size;

- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the PHA subsidy standards.

PHA Policy

Although BCHA determines the voucher size, the family retains the choice of how to allocate sleeping arrangements within the unit.

The Head of Household (HOH and Spouse/Co-head) will be allocated a bedroom.

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses/co-head) will be allocated separate bedrooms.

Live-in aides will be allocated a separate bedroom. Additional bedrooms will not be supplied for the family of a live-in-aide.

Single person families will be allocated one bedroom.

Foster Children (or those who present guardianship papers) will be included in determining unit size only if they will be in the unit for more than 12 months as confirmed by the placing agency or the courts.

Adult of the opposite sex (other than spouse) will be allocated a separate bedroom. If a minor child will be 18 during the lease term, he/she will be considered an adult when determining bedroom size.

For all new admissions, port-ins and families moving within the program receiving a voucher on or after May 1, 2025, the following PHA policy will apply:

The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:

Persons of the opposite sex (other than spouses/co-head) will be allocated separate bedrooms.

Live-in aides will be allocated a separate bedroom. Additional bedrooms will not be supplied for the family of a live-in-aide.

Single person families will be allocated one bedroom.

Foster Children (or those who present guardianship papers) will be included in determining unit size only if they will be in the unit for more than 12 months as confirmed by the placing agency or the courts.

For families that remain in place May 1, 2025, the voucher size will remain as issued unless the family has a change in composition that would result in a change in voucher size or moves out of the unit for any reason.

RESOLUTION NO. 2025-02

A Resolution of the Broward County Housing Authority Approving Change to Housing Choice Voucher Program Administrative Plan – Chapter 5-II.B Determining Family Unit (Voucher) Size

WHEREAS, HUD requires Board of Commissioners approval to make changes or update the Housing Choice Voucher Program Administrative Plan;

WHEREAS, the Chief Executive Officer is requesting the Board of Commissioners approve Change to Housing Choice Voucher Program Administrative Plan - Chapter 5-II.B Determining Family Unit (Voucher) Size as outlined in Memorandum 2025-12 (AH).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approves the Change to Housing Choice Voucher Program Administrative Plan - Chapter 5-II.B Determining Family Unit (Voucher) Size.

PASSED, ADOPTED AND APPROVED THIS 15th DAY OF APRIL 2025.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO



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Memorandum 2025-02 (HR)

To: BCHA Board of Commissioners

Thru: Parnell Joyce, Chief Executive Officer *PJT.*

Thru: Tisha Pinkney, Executive Deputy Director. *TP*

Thru: Jose Tavarez, Director of Information Technology *J.R.T.*

From: Iryna Chapman, Human Resources Manager *I.C.*

Date: April 13, 2025

Subject: Additional Positions – Maintenance Repairperson and IT Help Desk & Technical Support

REQUESTED ACTION:

Motion to approve an additional Maintenance Repairperson position in the Real Estate Management Department and IT Help Desk & Technical Support in the IT Department.

WHY ACTION IS NECESSARY:

An additional maintenance repairperson will improve the quality and timeliness of site maintenance, responsiveness to residents, and address new HUD inspection readiness expectations.

Adding an IT Help Desk role will alleviate the burden on existing staff, improve response times, enhance user satisfaction, and allow senior IT personnel to focus on strategic modernization efforts crucial for the agency’s long-term success.

SUMMARY EXPLANATION/BACKGROUND:

Maintenance Repairperson: The age of BCHA’s current portfolio and the maintenance requirements has put a strain on staff’s ability to effectively maintain the portfolio. The vast majority of properties are over thirty years old, necessitating comprehensive maintenance to minimize unforeseen repairs and calls for emergency work orders. The older properties require a lot more service calls to make repairs which puts staff behind on the preventive maintenance that should be done monthly.

IT Help Desk & Technical Support: Currently, BCHA supports 130 internal and external users with only two IT staff members, resulting in an unsustainable IT personnel-to-user ratio of 1:65. This is extremely higher than industry best practices, where a recommended ratio typically ranges between 1:20 to 1:25 for organizations with complex IT legacy and cloud environments. IT team is responsible for managing multiple cloud applications, numerous servers, maintaining critical systems, and ensuring operational efficiency while

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simultaneously leading the agency’s transition from legacy infrastructure to modern technology. This transformation requires extensive time and expertise, further stretching already overloaded team.

IT support also encompasses IT partners and vendors, who require access to various systems to perform essential functions. These external accounts are integral users, needing secure authentication, role-based access management, and ongoing support to ensure seamless collaboration. IT team is responsible for managing vendor accounts across multiple cloud applications, ensuring compliance with security policies, and troubleshooting access or system-related issues. This adds another layer of complexity to IT team’s workload.

Without a dedicated IT Helpdesk position, end-user support is severely impacted, leading to delays in issue resolution, decreased productivity, and increased security risks due to unattended IT vulnerabilities.

FISCAL IMPACT/COST SUMMARY:

Maintenance Repairperson: The salary range for this position is \$37,586 – \$61,942 (Grade 5), plus fringe benefits. The cost will be allocated among assigned sites.

IT Help Desk & Technical Support: The salary range for this position is \$45,481 – \$74,950 (Grade 7), plus fringe benefits.

RESOLUTION NO. 2025-03

A Resolution of the Broward County Housing Authority Approving Two New Positions – Maintenance Repairperson and IT Help Desk Technical Support

WHEREAS, Board approval is required to create/add new positions.; and

WHEREAS, the Chief Executive Officer is requesting that the Board of Commissioners approve two additional positions – an additional Maintenance Repairperson position in the Real Estate Management Department, and IT Help Desk Technical Support in the IT Department as explained in Memorandum 2025-02 (HR).

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approve two additional positions – an additional Maintenance Repairperson position in the Real Estate Management Department, and IT Help Desk Technical Support in the IT Department

PASSED, ADOPTED AND APPROVED THIS 15th DAY OF APRIL 2025.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO



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Memorandum 2025-03 (HR)

To: BCHA Board of Commissioners
Thru: Parnell Joyce, Chief Executive Officer *P.J.*
From: Iryna Chapman, Human Resources Manager *I.C.*
Date: March 18, 2025

Subject: Revisions to Personnel Manual – Employee Dress Code and Appearance Policy

REQUESTED ACTION:

Motion to approve recommended new policy addition to Broward County Housing Authority (BCHA) Personnel Manual – Employee Dress Code and Appearance Policy.

REASONS FOR ACTION:

Board approval is necessary for any/all changes to the Personnel Manual.

WHAT THIS ACTION ACCOMPLISHES:

Formally adopts the new dress code and appearance policy.

The purpose of the Employee Dress Code and Appearance Policy is to provide clarity and guidance on the requirements for BCHA employees on attire and appearance that are appropriate for the workplace and for the work being performed.

BCHA maintains a workplace environment that functions well and is free from unnecessary distractions. The new policy formally outlines specific guidelines and expectations for workplace-appropriate attire and appearance.

This policy was reviewed and approved by the CEO, executive deputy directors, and assistant deputy director with the intention to formalize and clarify professional dress and appearance standards, as a positive image of the organization is impacted by the manner in which employees dress and present themselves as representatives of BCHA.

ATTACHMENTS:

Employee Dress Code and Appearance Policy

BCHA Employee Dress Code and Appearance Policy

Objective

Broward County Housing Authority (BCHA) maintains a workplace environment that functions well and is free from unnecessary distractions. Consequently, employee appearance is essential to the workplace environment in addition to BCHA's culture and reputation. The organization's professional atmosphere and positive image are directly impacted by the manner in which employees dress and present themselves as representatives of BCHA.

In furtherance of this policy, the organization requires employees to maintain a neat and clean appearance that is appropriate for the workplace and for the work each employee performs. All BCHA department heads should determine and enforce guidelines for workplace-appropriate attire and appearance for their areas, including, but not limited to, natural or artificial scents that could be distracting or irritating to others.

Procedures

All BCHA employees are expected to present a professional, businesslike image to clients, visitors, and the public in general. Acceptable personal appearance, like the proper maintenance of employee work areas, is an ongoing requirement of employment.

All supervisors should clearly communicate any department-specific workplace attire guidelines, that comply with this policy, to staff during their first week of employment and on as-needed basis. Any questions about the department's guidelines for attire should be discussed with the employee's immediate supervisor.

Employees not meeting a professional dress standard may be sent home to change and will not be compensated for any work time missed because of a failure to comply with the designated workplace attire and appropriate grooming standards. Reasonable accommodations for an employee's attire will be made where required or appropriate.

All employees must carry or wear BCHA identification badges at all times while at work.

Specific Requirements

Certain employees are required to meet special dress, grooming and hygiene standards, including, but not limited to, the wearing of uniforms or protective clothing that is appropriate for their job. BCHA will provide required uniforms and protective clothing for certain positions.

At the discretion of the department head or under special circumstances, such as during unusually hot or cold weather, employees may dress in a more casual fashion than is normally required. For these special circumstances, employees are still expected to present themselves in a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing or athletic wear. Tight, revealing or otherwise workplace-inappropriate dress is not permitted.

Reasonable Accommodation of Religious Beliefs

BCHA recognizes the importance of individually held religious beliefs. Consequently, BCHA will reasonably accommodate an employees' religious beliefs that impact their workplace attire, unless such accommodation creates an undue hardship on BCHA. Accommodation of religious beliefs regarding attire may be unavailable to employees in light of safety issues, however. Employees requesting attire accommodations based on religious beliefs should be referred to the human resources department.

16

Business Casual Attire

Business casual attire is expected of all employees. Appropriate and professional business casual attire includes clothing that is neat and clean. Appropriate workplace dress does not include clothing that is too tight or revealing; clothing with rips, tears or frays; or clothing that is in any extreme style or fashion, including, but not limited to, dress, footwear, accessories or fragrances.

Below are various examples of inappropriate attire for the office; however, these examples are not all-inclusive. Judgment must be exercised in determining the appropriateness of items worn.

- Shorts, tank tops, muscle shirts, crop tops, overalls, jogging suits, wind suits, gym clothes and beachwear;
- Clothing with inappropriate slogans, graphics or product advertisements;
- Torn pants and pants that hang too low causing the crotch of the pants to appear ill fitting;
- Pants that are several sizes larger than the wearer;
- Denim or jeans without tears, art work, or frays may be worn if they are neat, clean and appropriate;
- Mini-skirts and mini dresses where the hem is more than 3” above the top of the kneecap and skirts with slits higher than 3” above the top of the kneecap;
- Tight-fitting garments of any kind, including, but not limited to, spandex pants, stirrup or form-fitted pants/dresses;
- Revealing attire, such as see-through material, sheer blouses without camisoles, crop tops, tube tops, halter tops or clothing showing bare midriff or immodest cleavage, tops with low-cut backs, and exposed undergarments;
- Flashy jewelry, noisy jewelry, and jewelry that interferes with the proper use of equipment or poses a safety hazard;
- Sunglasses while working indoors, unless a doctor’s note is provided;
- Head bandanas, skull caps, biker skull caps, hats or baseball caps while working in the building;
- Loose footwear, such as slippers, slides or flip-flops (for safety purposes, employees may never walk through a work area without wearing appropriate footwear); and
- Stilettos or excessively high-heeled shoes.

Exceptions to this policy’s guidelines may be approved by the department head based upon the employee’s job duties, the work environment, or unusual circumstances.

Grooming Guidelines

BCHA employees must present a neat, clean, and professional appearance while on duty. Mustaches and beards must be neatly trimmed. Makeup (including fingernail polish and artificial nails) may be worn by employees, must be professional, and must not interfere with the proper use and handling of equipment necessary for their assigned duties.

17

Tattoos/Body Art

Body markings that could be construed as vulgar, sexist, racist, offensive, or that are otherwise inappropriate, disruptive, or bring embarrassment or disrepute, shall not be displayed while on duty.

Employees are not prohibited from obtaining cosmetic tattooing that gives a standard and common appearance.

Mutilation

BCHA employees may not have intentional mutilations that are visible even when wearing otherwise acceptable attire.

Employees who have existing visible intentional mutilations may be required to fully cover all such mutilations while on duty.

Workplace Attire and Hygiene Problems

Violations of this policy range from inappropriate clothing items to offensive perfumes and body odor. Employees who come to work in inappropriate dress or in poor hygiene will be required to change into conforming attire or properly groom before returning to work.

If an employee's poor hygiene or perfume/cologne presents an issue, the supervisor should discuss the problem with the employee in private and should point out specific, corrective action. If the employee's inappropriate attire or poor hygiene persists, supervisors should follow the normal employee corrective action process.

RESOLUTION NO. 2025-04

A Resolution of the Broward County Housing Authority Approving Revisions to the Personnel Manual – New Policy – Employee Dress Code and Appearance Policy

WHEREAS, it is the practice of the Broward County Housing Authority ("BCHA") to provide employees with written policy and benefit information in the form of a BCHA Personnel Manual; and

WHEREAS, it is necessary and customary to update the Manual from time to time in order to ensure that BCHA is compliant with all federal and state laws as well as having policies that improve efficiency; and

WHEREAS, the Chief Executive Officer is recommending that the Board of Commissioners approve addition of new Policy to the Personnel Manual – Employee Dress Code and Appearance Policy as explained in Memorandum 2025-03 (HR) and which are outlined in Exhibit "A" and incorporated herein by reference.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Broward County Housing Authority hereby approve the addition of new Policy to the Personnel Manual – Employee Dress Code and Appearance Policy as explained in Memorandum 2025-03 (HR).

PASSED, ADOPTED AND APPROVED THIS 15th DAY OF APRIL 2025.

JOHN T. LOOS III, CHAIR

PARNELL JOYCE, BOARD SECRETARY/CEO

Assisted Housing Program Report

Month Ending: March 31, 2025

HOUSING CHOICE VOUCHER PROGRAM STATISTICS				
PROGRAM	TOTAL LEASED	FAMILIES SEARCHING WITHIN		NEW FAMILIES ENTERING
HOUSING CHOICE VOUCHER	4532	261		0
"SPECIAL PROGRAMS"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
Emergency Housing Vouchers	170	161	1	8
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
SPC (1)	71	64	1	6
"MAINSTREAM PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
MAINSTREAM (MS-1) NED	75	71	3	1
MAINSTREAM (MS-5) 5 YEAR	50	50	0	0
MAINSTREAM (MS-5) FY 2017	79	68	0	11
MAINSTREAM (MS-5) FY 2020	24	19	0	5
MAINSTREAM (MS-5) FY 2021	100	72	1	27
"FAMILY UNIFICATION PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
FUP	414	374	7	33
Foster Youth 2 Independence	7	5	0	2
"VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM"				
PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
VASH	317	293	20	4
"FAMILY SELF SUFFICIENCY"				
PROGRAM	MANDATORY SLOTS	ENROLLED	FAMILIES EARNING ESCROW	
FSS	0	151	94	
"PORTABILITY"				
PROGRAM				UNITS LEASED
INCOMING PORTS (PORT INS) VOUCHERS ADMINISTERED BY BCHA FROM OTHER HOUSING AUTHORITIES				539
OUTGOING PORTS (PORT OUTS) BCHA VOUCHERS PORTING OUT OF BROWARD COUNTY TO OTHER HOUSING AUTHORITIES				202
TPV				18
ENHANCED VOUCHERS				208
"PROJECT BASED VOUCHERS"				
PROGRAM	UNITS ALLOTTED	UNIT LEASED	SEARCHING/INSPECTION	VACANCIES
HILLSBORO CROSSING	70	70	0	0

Broward County Housing Authority
Monthly Report on Status of Solicitations
April 1, 2025

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
Multi-Site Tub and Solid Surface Tops Glazing (QR 22-305)	DMB Refinishers Inc	3/25/2022	1 Year Contract With Two, One Year Renewal Options.	3/24/2025	Not Eligible for Renewal on 3/25/25. Will need to resolicit for services after contract expires on 3/24/25. Issued interim contract, with a month-to-month renewal not exceeding 90 days until solicitation for service and a new contract is executed.
Landscaping Services (IFB 20-286)	Touch of Class Landscaping	5/1/2020	2 Year Contract with Three, One Year Renewal Options.	4/30/2025	Not Eligible for Renewal on 5/1/2025. Will need to resolicit for services after contract expires on 4/30/25. Issued interim contract, with a month-to-month renewal not exceeding 90 days until solicitation for service and a new contract is executed.
Architectural and Engineering Services (RFQ 20-285)	Barranco Gonzalez Architect	7/1/2020	2 Year Contract With Three, One Year Renewal Options.	6/30/2025	Not Eligible for Renewal on 07/1/2025. Will need to resolicit for services after contract expires on 6/30/25. Issued interim contract, with a month-to-month renewal not exceeding 90 days until solicitation for service and a new contract is executed.
HVAC Repair, Installation and Emergency HVAC Services (RFP 22-308-R)	Angels Remodeling & Construction LLC D/B/A Call Air Conditioning Service	9/1/2022	2 Year Contract With Three, One Year Renewal Options.	8/31/2025	Eligible for 2nd Renewal on 9/1/2025.
Banking Services (RFP 21-297)	TD Bank, N.A	9/1/2021	2 Year Contract With Three, One Year Renewal Options.	8/31/2025	Eligible for 3rd & Final Renewal on 09/01/2025.
Flooring Installation Services (IFB 22-314)	G.D. Luxury Contractors, Inc.	9/8/2022	2 Year Contract With Three, One Year Renewal Options.	9/7/2025	Eligible for 2nd Renewal on 9/8/2025.
Electrical Repairs and Installation IFB 23-318	Universal Electric of Florida, Inc.	10/17/2023	2 Year Contract with Three, One Year Renewal Options.	10/16/2025	Eligible for 1st Renewal on 10/17/2025.
Special Legal Services (RFP 22-306)	Ballard Spahr LLP	11/1/2022	2 Year Contract With Three, One Year Renewal Options.	10/31/2025	Eligible for 2nd Renewal on 11/1/25.
Janitorial Services at Griffin Gardens, Highland Gardens, and Headway Corporate Offices (RFP 20-288)	Clean Space, INC	11/23/2020	2 Year Contract With Three, One Year Renewal Options.	11/22/2025	Not Eligible for Renewal 11/23/25. Will need to resolicit for Services after contract expires 11/22/2025
Multi-Function Copier Devices and Service Solutions (County of DuPage, IL Contract No. FI-R-0251-18)	Canon Solutions America, Inc.	1/3/2022	4 Year Contract	1/2/2026	N/A
Pest Control Services (RFP 20-287)	Home Paramount Pest Control	3/24/2021	2 Year Contract With Three, One Year Renewal Options.	3/23/2026	Eligible for 3rd and final Renewal on 3/24/2026.
Financial Advisor Services (RFP 22-310)	TAG Associates of Florida, LLC	5/1/2022	2 Year Contract With Three, One Year Renewal Options.	4/30/2026	Eligible for 3rd and Final Renewal on 5/1/2026.
Inspections Services (IFB 21-299)	McCright & Associates	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2026	Not Eligible Renewal on 6/1/26. Will need to resolicit for services after contract expires 061526

Broward County Housing Authority
Monthly Report on Status of Solicitations
April 1, 2025

Elevator Maintenance & Repair Services (QR 21-295)	Mowrey Elevator Company of FL, Inc.	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2026	Eligible for 3rd Renewal/Final on 06/16/2025.
General Legal Services (RFP 20-283)	Weiss Serota Helfman Cole + Bierman PL	7/25/2023	2 Year Contract with Three, One Year Renewal Options.	7/24/2026	Eligible for 2ndt Renewal on 7/25/2026.
Auditing Services (RFP 23-319)	BCA Watson Rice, LLP	10/1/2023	2 Year Contract with Three, One Year Renewal Options.	9/30/2026	Eligible for 2nd Renewal on 10/1/26
IFB 23-320 Closed Circuit Television (CCTV) Installation & Maintenance	HNL CORP	11/1/2023	3 Year Contract with Two, One Year Renewal Options on Maintenance Services	10/31/2026	Eligible for 1st Renewal on 11/17/2026.
MRO Supplies, Renovation and Installation Services (Maricopa County, 16154-RFP)	HD Supply Facilities Maintenance L.P.	2/1/2017	5 Year Contract With Five Year Renewal Option	12/31/2026	Five years contract effective 2/17/17 with five additional years to renew terms of contract Expiring December 31, 2026.
Office Supplies (City of Tamarac, 19-12R)	Office Depot, Staples Advantage	10/14/2019	4 Year Contract With one (1) additional four-year period through October 13, 2027	10/13/2027	One additional four-year period to renew contract executed by the City of Tamarac, FL, Contract will expire on 10/13/27.
Plumbing Services (RFP 24-323)	Primary- A to Z Statewide Plumbing, Inc. Secondary - GreenTeam Service, Corp	1/1/2025	2 Year Contract With Three, One Year Renewal Options.	12/31/2027	Eligible for 1st Renewal 1/1/2028.
Construction Services for Tequesta Reserve (RFP 23-317)	James B. Pirtle Construction company, Inc Dba, Pirtle Construction Company	7/17/2024	Term continues through project completion.	N/A	Contract Executed July 17, 2024.
Professional Services for the Development of Griffin Gardens II (RFP 21-293)	BG Design Studios, Inc. D/B/A Barranco Gonzalez Architecture	1/4/2022	Term continues through project completion.	TBD	N/A
Griffin Gardens II – Owner’s Representative/Construction Manager Services (RFP 21-303)	Gallo Herbert Architects, LLC	3/23/2022	Term continues through project completion.	TBD	N/A