

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**of the**  
**HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE**  
**5:00 PM Thursday, December 8, 2005**  
**437 SW 4 Avenue • Fort Lauderdale, Florida • 33315 • (954) 525-6444**

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**Item 1. ROLL CALL**

The meeting was called to order and the following answered present: Quinn Fazio Goodchild, Vice Chair; Ruby Slaton; Tam English; Robert Kelley. Reesa Watson, Chair, arrived @ 5:10 PM. Also attending were staff members Andrea Walen, George Hall, Jack Jones, Doris Paschall and Noel Graham. Attorney David Tolces and Attorney Frank Henry; Ken Naylor of the Carlisle Development Group, Michael Syme, Attorney with Cohen Grigsby and Molly Berquist of Packard Consulting, representatives for the Dixie Court Development Project. Joe Kocy of Broward County Housing Finance Authority, Marlene Wilson of Broward County Human Services and Marcenia Wood, URC President also attended.

Absent: none

**Item 2. REVIEW AND APPROVAL OF THE DECEMBER 8, 2005 AGENDA**

The Agenda was reviewed and one item was added (old business). Commissioner Slaton moved approval; Commissioner Kelley seconded. All voted in the affirmative.

**Item 3. REVIEW AND APPROVAL OF THE NOVEMBER 10, 2005 REGULAR MINUTES**

The Minutes were reviewed and no corrections or changes noted. Commissioner Kelley moved approval; Commissioner Slaton seconded. All voted in the affirmative.

**Item 4. SECRETARY'S REPORT**

Note: Items 3,4,5 & 6 were discussed first.

**1. Resolution to Approve Temporary Preference to House Families Displaced by Hurricane Wilma in Broward County**

**Attachment 1** was a list of families living in the Davie shelter and in hotels. The Human Services Department of Broward County prepared the list. Ms. Marlene Wilson, Director of Broward County Human Services, was present to explain the critical need situation that currently exists. Other correspondence referencing this item was also included.

The Executive Director explained the process of establishing temporary preferences for housing special needs families. The board was requested to approve the motion declaring that an emergency housing situation exists. Commissioner Kelley moved approval to accept the following motion:

Due to the effects of hurricane Wilma, the Board of Commissioners of the Housing Authority of the City of Fort Lauderdale, FL, declares an emergency housing situation, this coincides with the President's declaration of Federal disaster here in Broward County. Commissioner English seconded. All voted in the affirmative.

The Executive Director discussed this item further with the Board and requested that the Board approve establishing a temporary preference to house families displaced by hurricane Wilma 2005, in Broward County, by adopting **Resolution 1116**.

The Executive Director also informed the Board that clients on the housing authority waiting list that were displaced by hurricane Wilma would be given priority.

Commissioner Kelley moved Resolution 1116, approving temporary preference to house families displaced by hurricane Wilma. This temporary preference would be for twelve (12) months, focusing primarily on Fort Lauderdale residents. Commissioner Slaton seconded. All voted in the affirmative.

## 2. Discussion of Dixie Court re-development

This item was previously discussed with the Board. Joe Kocy, Director of the Broward County Housing Finance Authority (BCHFA) was present to address the board on proposed funding assistance from the BCHFA for the Dixie Court redevelopment project.

Mr. Kocy gave the board a brief overview of the Federal Tax Credit System. He stated that he was proposing to partner with housing authorities and cities, where the County would buy land to take the land cost out of the equation, making it more feasible for housing authorities to apply and use the 4% tax credits to construct affordable housing units.

Mr. Kocy also informed the board that he wanted to use the Dixie Court Development Project as a pilot for doing affordable housing in the county and that this item would be added to the County's agenda late January or February of 2006.

## 3. Master Development Agreement (MDA) - Dixie Court Development Project

At the September 28, 2005 Special Board meeting the Board approved the selection of the Carlisle Group to serve as co-developer for the Dixie Court project.

Michael Syme, Attorney with Cohen & Grigsby (representing the HACFL Dixie Court re-development) presented and discussed the draft MDA with the Carlisle Developers with the board. Following the discussion any proposed changes, additions/deletions, a revised draft will be prepared and presented to the board for approval.

Molly Berquist of Packard Consulting was also present to discuss the Dixie Court Development's participation in the Florida Housing Finance Corporation Predevelopment Loan Program (PLP) This predevelopment loan would help in expediting the early process of the Dixie Court Development. Ken Naylor representing the Carlisle Group also introduced himself and his firm and noted their desire to work with the Dixie Court project.

## 4. Revision 2 of the 2002 Capital Fund Program (CFP) Budget - FL14-P010501-02

**Attachment 2** was a copy of the revision for the 2002 CFP budget (FL14-P010501-03) The changes to the budgets and the timelines for completion to comply with the completion schedules approved by USHUD was explained to the Board.

The Executive Director requested that the Board approve the Revision (2) of the 2002 CFP FL14- P010 501-02 budget by adopting **Resolution 1117**.

Commissioner Kelley moved approval; Commissioner English seconded. All voted in the affirmative.

## 5. Approval of the Public Housing Operating Budget for 2006

Included in the Agenda, as **Attachment 3**, was a copy of the public housing operating budget subsidy calculations for the year 2006. HUD requires that the Housing Authority Board review and approve the annual subsidy calculations for the authority.

Andrea Walen, Deputy Director, reviewed the budget with the Board and respond to questions as presented. This subsidy calculation is done each year in December for the next year's funding. The Executive Director recommended that the Board adopt **Resolution 1118** approving the year 2006 public housing operating budget subsidy calculations for submission to HUD.

Commissioner Kelley moved approval; Commissioner English seconded. All voted in the affirmative.

**6. Financial Statements Third Quarter Ending September 30, 2005**

Included in the agenda, as **Attachment 4**, were the financial reports for quarter ending September 30, 2005, for the following programs:

- a. Public Housing
- b. Section 8 Housing Assistance Program
- c. Affordable Housing

The Executive Director reviewed the financial reports with the Board and answered questions as presented. Commissioner English had concerns re the affordable housing reporting system, specifically property tax. The Executive Director was requested to research and respond.

**7. Termination of Lease for Section 8 Office**

The Section 8 Office is currently leasing office space at 3521 West Broward Boulevard. The Executive Director discussed this item with the Board; he also informed them that the Housing Authority would be issuing a ninety-day (90) termination notice, effective end of March 2006.

Commissioner English moved the motion to approve the termination of the lease for Section 8 Office space at 3521 West Broward Boulevard, Fort Lauderdale; Commissioner Goodchild seconded. All voted in the affirmative.

The lease for the Step-Up warehouse at 901 NW 10<sup>th</sup> Avenue was also discussed and will also be terminated at the end of February 2006. Commissioner English moved the motion to approve the termination of the Step-Up warehouse lease at 901 NW 10<sup>th</sup> Avenue, Fort Lauderdale; Commissioner Goodchild seconded. All voted in the affirmative.

Staff from both the Section 8 office and the Step-Up warehouse will be relocated to the new Step-Up warehouse facility at 500 West Sunrise Boulevard.

**8. Discussion of Attorneys' Memo**

Attorney David Tolces previously distributed to the board members a memo with follow-up information and advice as requested by the board in a motion approved during the November 10, 2005 board meeting. Chairperson, Reesa Watson, presented this item for discussion.

Commissioner Watson, Chair, reviewed the memo from Attorney Tolces with the Board and recommended that policies and procedures be formulated in written format so there is no chance of misinterpreting them or violating them. The Chair also suggested that the Board accept this report, let Board Counsel instruct the Board on what they need to do to redefine these issues and come back to the Board with policies, procedures and board guidelines, so we can move on with the business of running the agency.

Commissioner Kelley moved the motion to accept the report; Commissioner Slaton, seconded. All voted in the affirmative.

**Item Five: NEW BUSINESS**

**1. Executive Director Annual review**

Commissioner Watson, Chair, prepared and presented the Executive Director's performance evaluation to the Board. After a brief discussion, the Chair concluded that based on the current events she did not feel that this was a satisfactory year for the Executive Director and therefore, his performance evaluation was unsatisfactory.

The Executive Director responded that he agreed that there were some issues to be resolved, but based on the overall performance of the agency, he did not fully agree with the evaluation report.

Commissioner English moved a motion to accept the Executive Director's evaluation report. Commissioner Kelley seconded. All voted in the affirmative.

**2. Severance Package for Joe Newman, Deputy Director (Old Business)**

This item was discussed at the November 10, 2005 Board meeting and the Board agreed to table to the next board meeting and that Mr. Newman attend.

Mr. Newman could not attend the Board meeting due to illness. Commissioner Goodchild moved to take last meeting's motion to approve Joe Newman's severance package off the table and to reintroduce it. Commissioner English seconded. All voted in the affirmative.

Attorney Frank Henry who was present at the Board meeting pointed out that the attorney representing Mr. Newman was present and it was not appropriate to make detailed comment or discuss personal issue re Mr. Newman's severance request.

Commissioner English moved to amend the motion for Joe Newman's severance package based on currently adjusted vacation & sick time remaining and six months pay. Commissioner Kelley seconded. All voted in the affirmative.

The Board was requested to vote on approval of the severance package request for Joe Newman as presented. Upon roll call the votes were as follows:

Yes: Tam English, Ruby Slaton

No: Robert Kelley, Quinn Goodchild, Reesa Watson

Based on the majority votes, the severance package for Joe Newman was not approved.

**3. Housing Enterprises of Fort Lauderdale, Florida, Inc.**

Commissioner English recommended that the Housing Enterprises come up with a plan to setup its own financial accounting system and keep track of its own money. Commissioner English also moved the motion requesting that the Executive Director communicate to the Housing Enterprises Board, that they need to establish their own bank account. Commissioner Goodchild seconded. All voted in the affirmative.

The Executive Director informed the Board that the Housing Enterprises Board met on Saturday, December 3, 2005 and voted to amend the bylaws, stating that no Housing Authority employee will be paid any bonuses from the Housing Enterprises funds. He also stated that the Housing Authority would work with the attorneys to identify parameters and establish proper code of conduct on relevant issues.

**4. Maintenance/Step-Up Warehouse Renovation Overruns**

Commissioner English raised concerns regarding change order overruns totaling almost \$600,000 that was not reported to the Board. Also the Executive Director was signing amounts without the authority to do so, as his signing limit for purchase orders was \$25,000.

Attorney Tolces suggested that the housing authority set up a process with respect to change orders that would put the contractors on notice that if there is a change order they are going to proceed at their own risk, unless they waited for Board approval. Change orders should be brought to the Board for approval in order for the contractors to be paid.

Commissioner English moved the motion that the Housing Authority brings these change orders to the next Board meeting for review with detailed explanation of each, including detailed explanation of further expenditures required prior to occupying the building. Commissioner Goodchild seconded. All voted in the affirmative.

**5. Employee Bonuses**

Commissioner English raised this item. Attorney Tolces suggested that the Board adopt Resolution 1119 creating a policy for the Housing Authority to pay either one or two weeks salary at the Board's discretion each year to all non-contracted employees and the amount would be determined annually at the December Board meeting.

Commissioner English moved approval to adopt Resolution 1119 approving the policy as stated above. Commissioner Goodchild seconded. All voted in the affirmative.

Commissioner English move the motion to grant a one-week bonus to all employees of the Housing authority in accordance with the new policy. Commissioner Goodchild seconded. All voted in the affirmative.

**6. Contract for Mandy Dawson**

Commissioner English raised the issue regarding Mandy Dawson's contract with the Housing Authority. The Executive Director informed the Board that this contract was inherited from Dr. Lindsey and she was to provide certain assistance with programs that the Housing authority runs. The Executive Director also told the Board that with their support he would terminate her contract with the Housing Authority. The Board offered their support to terminate and will review the contract in the January Board meeting.

There being no further discussion, the meeting was adjourned.

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Commissioner

ATTEST:

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Secretary