

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS
of the
HOUSING AUTHORITY OF THE CITY OF FORT LAUDERDALE
5:00 PM Tuesday, March 14, 2006
437 SW 4 Avenue • Fort Lauderdale, Florida • 33315 • (954) 525-6444

Item 1. ROLL CALL

Upon roll call the following answered present: Reesa Watson, Chair; Quinn Fazio Goodchild, Vice Chair; Robert Kelley; Shirley Carson. Also attending were staff members Andrea Walen, Jack Jones, Ana Hernandez, Kerry Ann Chin, Michael Tadros, Gloria Lowe. Attorney David Tolces, Attorney Frank Henry, Attorney Neil McGuinness and Marcenia Wood, URC President were also in attendance.

Absent: Frank Orlando (schedule conflict)

Item 2. REVIEW AND APPROVAL OF THE MARCH 14, 2006 AGENDA

The Agenda was reviewed and no corrections or changes noted. Commissioner Kelley moved approval; Commissioner Goodchild seconded. All voted in the affirmative.

Item 3. REVIEW AND APPROVAL OF THE FEBRUARY 9, 2006 REGULAR MINUTES

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

Item 4. SECRETARY'S REPORT

1. Introduction of New Board Member

Mayor Naugle has appointed Ms. Shirley Carson, public housing resident, to the Board. The Executive Director and the Commissioners welcomed the new board member.

2. Current Board Issue

Attorney Frank Henry was present to address the board on a current issue. Attorney Henry informed the Commissioners that the Housing Authority and Philip Goombs, in his capacity as Executive Director, had been served with a law suit by a former employee Joe Newman and that it has been assigned to his partner Neil McGuinness. Philip Goombs will be represented by Richard Tuschman of Epstein Becker & Green. A timely response will be filed and more details will be presented to the Board in an executive session at a later date.

3. Community Development Block Grant (CDBG) Funding Application for 2006-2007

The Housing Authority was submitting an application for consideration under the FY 2006-2007 City of Fort Lauderdale (CDBG) funding program. However, the application required a Board Resolution. This was our annual application to the City for funding the Step-Up Apprenticeship Program.

The Executive Director discussed this item with the Board and requested that the Board adopt **Resolution 1124** authorizing the housing authority to submit and execute the necessary documentation for the CDBG funding application for program year 2006-2007 for the Step-Up Apprenticeship Program. Commissioner Kelley moved approval; Commissioner Goodchild seconded. All voted in the affirmative.

4. Approval of Invoices Over \$25, 000

The following invoices for payment over \$25,000 were presented to the Board for approval.

- Aetna Insurance
Invoice in the amount of 26,599.64. This was a monthly billing and amount varies depending on number of employees.
- Florida Municipal Insurance
Invoice in the amount of \$137,024.00. This was a quarterly billing for auto, property and workers comp insurance. These are budgeted items.

Commissioner Kelley moved the motion to approve the invoices presented. Commissioner Goodchild seconded. All voted in the affirmative.

The Board also requested that a list of all repetitive/recurring expenses be prepared for review and discussion at the next board meeting, this would help to determine the most effective method of presenting these invoices to the Board for approval.

5. City of Lauderdale Section 8 Voucher Transfer Request

The City of Lauderdale recently formed their own Housing Authority and is trying to take over existing vouchers from other housing authorities in Broward County. **Attachment 1** was a memo on this item for the Board's information. The Executive Director gave a brief overview, any further development on this issue will be shared with the Board.

6. Old Business

1. Redefine Policies and Procedures for the Board

At the February 9, 2006 board meeting, the Board was presented with a proposed policy to be included in the Authority's Procurement Policy Manual for review and discussion at the March Board meeting. The Executive Director discussed this item with the Board and requested that the Board approve the Procurement Policy update by adopting **Resolution 1125**. Commissioner Goodchild moved approval; Commissioner Kelley seconded. All voted in the affirmative.

2. Affordable Housing Reporting System on Property Tax

An item continued from the February 9, 2006 board meeting. Homeownership Director, Ana Hernandez, was still working with the property appraiser's office researching each property.

The Homeownership Director has completed a full search of all the affordable housing properties owned by the housing authority and there was only one property with an outstanding tax bill of \$1,165.00 that will be paid next week. A summary outlining the current status of each property and steps/procedures to prevent any recurrence of late payment of taxes was also presented to the Board.

3. Dixie Court Paving Contact

An item continued from the February 9, 2006 board meeting. The Dixie Court paving contract is almost completed except for a few minor items. Don Arpin, Engineer, will issue his final report on this contract as soon as open items are completed. The Executive Director gave the following update:

- Paving was completed
- There were still a few open items (e.g. signs, bumper stops)
- Engineer is on top of the situation
- Contract will be closed out and final payment made as soon as engineer signs off on items as completed.

4. Ranger Contract Conflict

The RFP for emergency plumbing and electrical services was advertised and the bid closing date was March 3, 2006. A report and the results of the bid process was presented to the Board for discussion.

The Following responded to the agency's RFQ for emergency plumbing & electric:

Plumbing

1. Ranger's Plumbing & Maintenance Service
2. All Plumbing Service, inc.
3. A-I Paradise Plumbing Inc

Electric

1. Barrett Electric, Inc
2. Altron Electric Service, Inc
3. Solution Electric, Inc.

The procedure for plumbing and electrical emergencies is to call all three companies for first available.

Item Five: New Business

1. Warehouse Remote Parking/Sewer

This is an ongoing item with the Board. Commissioner Kelly requested an update on this item. The Executive Director gave the following update:

- Permits had to be revised due to access easement on parking lot
- Asphalt in short supply/asphalt must be down before paving, landscaping & curbing
- As of 3/14/06, promise by the City for sewer certification from Waterworks Dept., was 3/31/06

The Board suggested that we explore requesting a temporary C.O. and do a phased move-in while waiting for the parking to be completed. Architect, Leo Solomon and MIS staff, George Hall, is monitoring this project.

2. Auditing Services

The Chair, Reesa Watson, was contacted by our current auditors, Berman Hopkins Wright & LaHam, CPAs regarding a request for an increase in contract price due to the allegations that were investigated in 2005. The current fee for 2005 was \$52, 000 (per contract) and the request was for \$58, 000, plus an additional cost of \$7,900 for extra service. The Chair discussed this item with the Board.

After extensive discussion Commissioner Kelley moved a motion to approve the agency paying the charge of \$7,900 for additional scope of service and continue with the original contract fee of \$52,000 for auditing year 2005; Commissioner Goodchild seconded. All voted in the affirmative.

Attorney Tolces will draft an amendment to our existing contract to include the \$7,900 for additional service.

3. Question on Letter

Commissioner Kelley had a question regarding a letter. Attorney Tolces explained that each year the Attorneys receive a letter from the Auditors to say whether or not there were any outstanding litigation.

There being no further discussion, the meeting was adjourned at 6:00 PM.

Commissioner

ATTEST:

Secretary