

MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
WEDNESDAY, JUNE 15, 2011

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Daytona Beach was held at the housing authority's administration office located at 211 N. Ridgewood Avenue, Daytona Beach, FL in the 1st floor conference room Wednesday, June 15, 2011 at 10:00 A.M.

Chairman Lasenby called the meeting to order at 10:10 A.M and provided the invocation.

Upon roll call by Kizmet N. Garvin, commissioners present were Corwin Lasenby, John Kretzer, Robin Courtney, Sonya Frazier and Norma Lewis. Five of five commissioners were present.

III. APPROVE MINUTES – May 20, 2011

Chairman Lasenby entertained a motion to approve the May 20, 2011 minutes. Commissioner Lewis moved the acceptance of the May 20, 2011 minutes. Vice Chairman Kretzer seconded the motion. The minutes were unanimously approved as presented.

IV. TRAVEL

- 1. Section 3, Denver, CO, May 12, 2011**
Attendee, Douglas Zimmer totaling \$1,447.60
- 2. Public Housing Management, Orlando, FL, May 23-27, 2011**
Attendee, Jose Hernandez totaling \$1,958.30

**3. Housing Choice Voucher Specialist, Columbia, SC June 6-10, 2011
Attendee, Octavia Jenkins totaling \$2,553.75**

Chairman Lasenby called for a motion to approve the section 3, public housing and HCV travel. Commissioner Frazier moved the acceptance of the travel items. Commissioner Courtney seconded the motion.

Discussion:

Mr. Gamble expressed that the various trainings were to keep staff abreast of program requirements. There was discussion related to PHAs being frustrated with the implementation of the section 3 requirements and whether to host a community section 3 workshop to attract people. The Board unanimously approved the section 3, public housing and HCV travel.

V. OLD BUSINESS

A. Discuss and select the omission of a paid holiday.

Chairman Lasenby called for a motion to discuss and omit a paid holiday. Vice Chairman Kretzer moved the acceptance of discussing and omitting a paid holiday. Commissioner Courtney seconded the motion.

Discussion:

Mr. Gamble stated that the Board tabled this item previously and needed to decide whether to eliminate a paid holiday or not. Vice Chairman Kretzer recommended that Presidents' Day be eliminated because he thought the school board did not observe this holiday. Commissioner Frazier commented that she reviewed the surveys and her conclusion was that employees did not want to give up anything. She said that she could not recommend Presidents' Day because it is observed by the school board and it's a national holiday and the Housing Authority is a government agency. She expressed that she favored omitting the birthday holiday because a birthday is only special to the individual. Commissioner Lewis agreed with Commissioner Frazier. She added that she had a problem with some of the surveys because some employees wrote comments, but withheld their names and she also voiced that only a few employees responded, which she thinks means that most employees do not care. Commissioner Courtney noted that most employees

avored omitting Presidents' Day, but it's probably better to omit a personal day instead of a national holiday. Chairman Lasenby voiced that the birthday holiday is probably the best holiday to omit as the HA considers areas where the HA can save money. The Board voted unanimously to omit the birthday holiday effective January 1, 2012. Commissioner Lewis seconded the motion.

Commissioner Frazier stated that the survey also asked employees whether they cared to have a Christmas party or picnic/barbecue or nothing. There was discussion related to employees addressing gift cards and other incentives in their responses, but the question only addressed a Christmas party or picnic/barbecue. Commissioner Courtney stated that most employees in their responses preferred a cookout/barbecue. He commented on the format of Daytona State College where employees who wanted to participate in various functions were issued tickets. Commissioner Frazier commented whether to assume that those who did not respond do not care. Commissioner Lewis stated that the purpose of the gathering was to meet with staff and discuss various topics and for them to voice any grievances. She iterated that no one is going to be terminated for expressing their opinions. The Board proposed a barbecue/picnic where employees are required to attend. Commissioner Frazier motioned to schedule a company picnic/barbecue during normal work hours. Commissioner Courtney seconded the motion. The Board unanimously approved scheduling a company picnic/barbecue during normal office hours. The details will be discussed at a later date.

VI. NEW BUSINESS

A. Submission for approval, the June 2011 proposed disposal asset report in the amount of \$62,352.04.

Chairman Lasenby entertained a motion to approve the June 2011 disposal asset report as stated. Vice Chairman Kretzer moved the acceptance of the June 2011 disposal asset report. Commissioner Frazier seconded the motion.

Discussion:

Mr. Gamble reported that three vehicles are being removed from service which increases the amount significantly. The HA will attempt to sell the vehicles. The Board unanimously approved the June 2011 disposal asset report totaling \$62,352.04.

B. Submission for approval, 4th quarter write-offs for fiscal year 2011 for the family (\$38,854.55) and high-rise (\$976.40) communities.

Chairman Lasenby called for a motion to approve the 2011 4th quarter write-offs as stated. Vice Chairman Kretzer moved the acceptance of the 2011 4th quarter write-offs. Commissioner Lewis seconded the motion.

Discussion:

Ms. Julia Williams provided an overview of the write-offs for the family sites and noted that her write-offs would be somewhat high until the middle of next year due to income tax fraud where residents claimed income during the year, but did not report that income to the HA. Accounts are being noted, so if any violator attempts to reapply for housing in the future, they would still need to produce their tax return(s) and repay any debts owed to the HA, if any, due to unreported income. There was only one account written-off in the high-rises for this quarter. The Board unanimously approved the 2011 4th quarter write-offs.

C. Submission for approval, revision to the bed bug policy.

Chairman Lasenby entertained a motion to approve the revision to the Bed Bug Policy. Commissioner Lewis moved the acceptance of the revision as stated. Vice Chairman Kretzer seconded the motion.

Discussion:

Mr. Gamble stated that the revision addresses reoccurrences. The revision stipulates that residents will be responsible for any costs related to reoccurrences of bed bugs. There was discussion as to when residents are made aware of the policy, how bed bugs move, where the bugs are most prevalent, and the expense of the treatment. The Board unanimously approved the revision to the bed bug policy.

D. Submission for approval, progress payment No. 2/final (\$41,753.60) to General Mechanical Corporation for air duct replacement work at Caroline Village.

Chairman Lasenby called for a motion to approve progress payment No. 2/final (\$41,753.60) to General Mechanical Corporation for air duct replacement work at Caroline Village. Vice Chairman Kretzer moved the acceptance of payment No. 2/final as stated. Commissioner Courtney seconded the motion.

Discussion:

Mr. Zimmer confirmed that the job is 100 percent complete and satisfactory. Palmetto Park will be considered for the same project. The Board unanimously approved progress payment No.2/final totaling \$41,753.60 to General Mechanical Corporation.

E. Submission for approval, accept the low bid from D & W Paving in the amount of \$98,000 for parking lot replacement at the Windsor and Maley Apartment sites.

Chairman Lasenby entertained a motion to accept the low bid from D & W Paving as stated. Vice Chairman Kretzer moved the acceptance of the low bid as stated. Commissioner Lewis seconded the motion.

Discussion:

Mr. Gamble referenced the bid tabulation sheet. Chairman Lasenby asked if a provision for lighting was included in the bid. Mr. Zimmer responded that lighting at the sites will be addressed with this project. He also discussed the new survey of the sites, drainage, and addressing exposed piping. The Board unanimously approved the low bid by D & W Paving.

F. Submission for approval, the low bid of DECON Environmental & Engineering, Inc. in the amount of \$397,272 for asbestos abatement at Daytona Village subject to the Department of Community Affairs approval.

Chairman Lasenby entertained a motion to approve the low bid by DECON Environmental & Engineering, Inc. Commissioner Lewis moved the

acceptance of the low bid as stated. Vice Chairman Kretzer seconded the motion.

Discussion:

Mr. Gamble stated that the Authority is waiting on the Department of Community Affairs to release moneys for the asbestos removal. The project will not proceed until the moneys are in the HA's custody. This cost is for asbestos abatement only. The estimate to demolish the site is around \$900,000. The Board unanimously approved the low bid of DECON Environmental & Engineering.

G. Submission for approval, the proposal by HADP Architecture, Inc. for architecture and engineering services.

Chairman Lasenby called for a motion to approve the proposal by HADP Architecture, Inc. for A & E services. Commissioner Frazier moved the acceptance of approving HADP for A & E services. Commissioner Courtney seconded the motion.

Discussion:

Mr. Gamble referenced the bid tabulation sheet. HADP and Michael Brady were within a hair of each other. It was noted that HADP is located in St. Petersburg, FL and will assess a fee for travel. Mr. Zimmer compared HADP and Michael Brady, the HA's current A & E contractor, and his comments favored Michael Brady due to our current relationship and their location. The Board favored Michael Brady as well for the same reasons. There was discussion related to HADP challenging the HA if the job is awarded to Michael Brady. Chairman Lasenby called for a motion to amend the original motion and select Michael Brady. Commissioner Courtney moved the acceptance of awarding Michael Brady the contract for A & E services. Vice Chairman Kretzer seconded the motion. The Board unanimously approved selecting Michael Brady for A & E services.

H. Submission for approval, Resolution 2011-08, approving the amendments to the eligible deferred compensation plan by Mutual of America consisting of the following:

Heroes Earnings Assistance and Relief Tax Act of 2008
Emergency Economic Stabilization Act of 2008
Worker, Retiree and Employer Recovery Act of 2008
Pension Protection Act of 2006
Final 415 Regulations
Eligible Deferred Compensation Plan
Employer #457-165-D

Chairman Lasenby entertained a motion to approve Resolution 2011-08, approving the amendments to the eligible deferred compensation plan by Mutual of America. Commissioner Lewis moved the acceptance of Resolution 2011-08. Commissioner Courtney seconded the motion.

Discussion:

Mr. Gamble stated that this resolution is related to changes made by the IRS due to new regulations. The Board unanimously approved Resolution 2011-08, adopting amendments to the deferred compensation plan by Mutual of America.

I. Discuss the acquisition of additional property from the Volusia County School Board.

Chairman Lasenby entertained a motion to discuss the acquisition of additional property from the Volusia County School Board. Vice Chairman Kretzer moved the acceptance of the discussion as stated. Commissioner Courtney seconded the motion.

Discussion:

Mr. Gamble referenced a posted map on the wall that contained Palmetto Park, Caroline Village, the Loomis Avenue parcel, and the surrounding community. The Volusia County School Board has a parcel of land adjacent to our Loomis Avenue property for sale. The entire Board expressed that they felt the purchase would be a good investment for the agency. Mr. Gamble suggested placing a limit on the HAs offer for the property. The School Board has two appraisals around \$1.1 million and \$900,000. Vice Chairman Kretzer motioned that the HA act expeditiously to acquire the parcel adjacent to Loomis Avenue from the Volusia County School Board with an offer not to exceed \$850,000. Commissioner Courtney seconded the motion. The Board unanimously approved acquiring additional property

from the Volusia County School Board adjacent to Loomis Avenue not to exceed \$850,000.

J. Comments from the CEO and Staff.

Mr. Gamble expressed that today's agenda was extensive due to yearend business and requested that the Board not meet in July unless something develops that requires Board action. He requested that the Daytona Beach Housing Development Corporation Board meet to update their bylaws to remove Richard Turner, Gregory Heard, and himself from its Board. Chairman Lasenby entertained a motion to cancel the July Board meeting unless there are new developments that require Board action. Commissioner Frazier moved the acceptance of cancelling the July meeting. Commissioner Courtney seconded the motion. The Board voted unanimously to cancel its July meeting. Ms. Garvin will survey the Board to schedule the meeting for the Daytona Beach Housing Development Corporation Board.

K. Comments from the Audience.

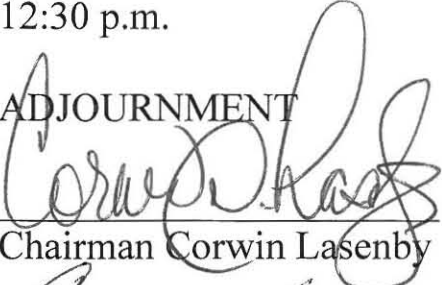
No one was present in the audience.

L. Comments from the Commissioners.

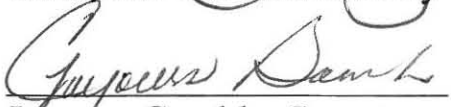
Commissioner Courtney suggested to start planning the format of the company cookout. He reiterated the format utilized by Daytona State College with issuing tickets to participating employees. He also stated that the Board can't wait for employees to talk to them, but they would need to initiate conversations with staff. Commissioner Frazier stated that she has toured the three HOPE VI sites to do some comparing and expressed that Lakeside Village and Villages at Halifax looked magnificent as far as upkeep, and residents appeared to be following development rules. She was not as impressed with upkeep at Pine Haven and some residents had non-patio furniture on their porches and more loitering was evident within and around the site. She added that the exterior of the buildings needed cleaning as well. Commissioner Lewis commented on the loitering adjacent to Pine Haven and reflected again on the employee picnic/barbecue. Chairman Lasenby stated that he wanted to convey to staff that the Board wants to work

with them and that the Board is not the villain. The meeting adjourned at 12:30 p.m.

ADJOURNMENT



Chairman Corwin Lasenby



Joyours Gamble, Secretary