

MINUTES OF THE
EMERGENCY HOLLYWOOD HOUSING AUTHORITY
HELD MARCH 12, 2020
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE

Present: Mr. Lloyd Edelstein, Chairman
Mr. David Dweck, Vice Chairman
Mr. Jared Anton, Commissioner – By Phone
Ms Carolyn Pitter, Commissioner
Ms Maria Diaz, Commissioner (Not Present)

Also Present: Mr. Tony Gutierrez, Recording Secretary – Hollywood Housing Authority
Ms Taymir Sempe - Hollywood Housing Authority

Meeting was called to order at 4:10 PM and roll was called.

A motion was made by Mr. Anton, seconded by Mr. Dweck to approve the Agenda.

RESOLUTIONS AND COMMUNICATIONS

Mr. Edelstein discussed the fact that our former Executive Director unexpectedly retired on March 6, 2020 without having given any advanced notice. Mr. Edelstein further stated that he felt confident with the current staff at the HHA and that we could move forward without any disruption to the HHA. Mr. Dweck made a motion to appoint Tony Gutierrez as the Executive Director of the HHA effective immediately. Ms Pitter seconded the motion. All board members were in favor. Also, Mr. Gutierrez has appointment Ms Sempe as the Chief Financial Officer of the HHA.

Mr. Dweck suggested that the HHA ask for the Consulting Firm NELROD to perform an employee study to ensure that the HHA is properly staffed. The NELROD study would also assure that the HHA have proper job descriptions and are being compensated in accordance with industry standards. Mr. Anton made a suggestion to have HHA employee salaries frozen by the board until a determination can be made in accordance with the results of the employee study by NELROD. Mr. Dweck agreed with Mr. Anton's suggestion.

Mr. Dweck asked whether the HHA's former Executive Director had any entry keys to the HHA office, or had access to any computer access or email access? HHA staff informed Mr. Dweck that the former Executive Director does not have any key access to the office, in addition, the passwords to gain access to computer and email information, have all been updated preventing any unauthorized access. Additionally, new bank signature cards are being generated to update the accepted check signatures which now include Mr. Edelstein, Mr. Dweck, Mr. Gutierrez and Ms Sempe. Also, any checks in excess of \$5000.00 must include at least one signature by either Mr. Edelstein or Mr. Dweck.

A motion was made by Mr. Dweck to adjourn the meeting, seconded by Ms Pitter.

The board meeting was adjourned at 4:40 P.M.

Respectfully submitted,

Tony Gutierrez
Executive Director

Lloyd Edelstein
Chairman