

MINUTES OF THE
HOLLYWOOD HOUSING AUTHORITY
HELD APRIL 23, 2020
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE

Present: Mr. Lloyd Edelstein, Chairman
Mr. David Dweck, Vice Chairman
Mr. Jared Anton, Commissioner
Ms Carolyn Pitter, Commissioner - By Phone
Ms Maria Diaz, Commissioner

Also Present: Mr. Tony Gutierrez, Acting Executive Director/Recording Secretary - Hollywood Housing Authority
Ms Taymir Sempe – Chief Financial Officer - Hollywood Housing Authority
Ms Dinorah Torres – Public Housing Manager - Hollywood Housing Authority

Meeting was called to order at 4:00 PM and roll was called.

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

A motion was made by Mr. Anton, seconded by Mr. Dweck approving the minutes of the February 20th and the Special March 12th, board meetings. All in favor.

RESOLUTIONS AND COMMUNICATIONS

Mr. Edelstein discussed the proposal submitted to the HHA by Attorney Ricardo Gilmore Esq. of the Law firm of Saxon Gilmore & Carraway, P.A. and is located in Tampa. Mr. Gilmore was introduced to us by Patti Tilchin, our fee accountant. Patti has worked with "Ric" Gilmore for many years and highly recommends him and his firm. Mr. Gilmore is very familiar with HUD and housing authorities. He has many housing authority clients in Florida.

Mr. Anton, who has had conversations with Mr. Gilmore, made a motion for the HHA to enter into a contract with Mr. Gilmore's firm and motion was duly seconded by Mr. Edelstein, who had previously met Mr. Gilmore at a NAHRO conference.

This is timely since Mr. Anton has been in conversation with City officials relative to their inventory of city owned property and the possibility that HHA could work with Hollywood to create affordable housing. Here Mr. Gilmore can advise and assist us in seeing if the HHA can work in conjunction with the City of Hollywood to achieve this.

Relative to this, the city has scheduled with Mr Anton, on April 28th, a "virtual" (internet) tour of several selected properties to review. Mr. Gilmore, Tony, and Tammy are invited to join this "virtual" tour.

It was further suggested that HHA could make a presentation to the city commission at their May 6th meeting. Mr. Anton mentioned that Mr. Gilmore could also assist the HHA in preparing a presentation for the City of Hollywood. Mr Dweck volunteered to do a power point presentation for this meeting on the 6th.

Mr Dweck asked if the virtual tour on the 28th will be recorded for our review. Mr. Anton answered that he did not know if this would be available to us. All were in favor of the motion.

Mr. Edelstein then discussed the revised Employee Handbook which Attorney Chuck Eiss has prepared for the HHA. Mr. Edelstein stated that he felt that this current proposed Employee Handbook is a better fit for the HHA as opposed to the Employee Handbook draft that the NELROD company had submitted. Mr. Dweck stated for the record that he felt that the Employee Handbook draft from NELROD would better suit the HHA. After some discussion, it was suggested by Mr. Edelstein that Tony and Tammy review the Eiss revision for next month's meeting and come back with their thoughts.

Mr. Edelstein discussed the service we currently receive from Paychex. Mr. Gutierrez gave details as to the services we are signed up to receive from Paychex. Mr. Gutierrez stated that the HHA receives payroll services and even thought the HHA also has a paid subscription for HR services the HHA has not used the HR services from Paychex. Mr. Gutierrez contacted Paychex . They told him that from time they sent HR information to our previous Deputy Director but never heard anything back from her. We do not know if she passed this on to our former Executive Director. In any event, it was decided that the HHA will contact a company named Payday Payroll so see what services they offer and compare the services and prices to Paychex. Payday was highly recommended to us by our senior contact at Mutual of America.

Mr. Edelstein then discussed Resolution436, the Request for Proposal (RFP) HHA Auditor Selection.. Mr. Gutierrez explained how the HHA had received two proposal for the auditor services. Mr. Gutierrez elaborated, in some detail, on the comparative results of the scoring of each of the two applicants as based on the point value scoring system used by the HHA. The Johnson Company, which has been satisfactorily with us for the past five years, received a higher score. Based on this plus an overall comparison of the information in the submitted RFPs, Mr. Gutierrez and Ms Sempe recommended that the three year (2019,20,21) auditing contract be awarded to Malcolm Johnson & Company. After some pertinent discussion by the board, Mr. Dweck made a motion to approve Malcolm Johnson & Company and Mr. Anton seconded the motion. All were in favor.

Mr. Edelstein reviewed the waivers which HUD has made available to housing authorities which extends the deadlines and certain reports due to HUD (Resolution 437). Mr. Anton made a motion to approve this Resolution. Mr. Dweck seconded the motion.

These waivers are offered as a result of the current Covid-19 pandemic. Ms Sempe provided, at length, detailed information as to how the waivers could help the HHA by providing additional time to submit reports and other documentation to HUD. Mr. Edelstein commented that, in this situation, Patti Tilchin and now, Ric Gilmore, are of great value to us. All were in favor of the motion

The next topic Mr. Edelstein discussed were the February Financials. Mr. Edelstein noted that he had reviewed the overall picture with our accountant, Ms Patti Tilchin. Ms Tilchin assures us that the HHA is in good financial shape and is available to discuss any details with the board if so desired. After some discussion, Mr. Anton made a motion to approve the financials and seconded by Mr. Dweck. All were in favor.

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

The board meeting was adjourned at 5:35 P.M.

Respectfully submitted,

Tony Gutierrez
Executive Director

Lloyd Edelstein
Chairman