

**MINUTES OF THE
HOLLYWOOD HOUSING AUTHORITY
HELD JANUARY 16, 2020
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE**

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

Also Present: Mr. Tim Schwartz, Executive Director – Hollywood Housing Authority
Mr. Tony Urrutia – Recording Secretary
Ms Taymir Sempe - Hollywood Housing Authority

Meeting was called to order at 4:20 PM and roll was called.

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

A motion was made by Mr. Anton, seconded by Mr. Dweck approving the minutes of the September 19, 2019. The meeting was reset and continued on September 26, 2019 Board Meeting. All in favor.

A motion was made by Mr. Dweck, seconded by Mr. Anton approving the minutes of the October 17, 2019. All in favor.

A motion was made by Mr. Dweck, seconded by Mr. Anton approving the minutes of the November 14, 2019. All in favor.

A motion was made by Mr. Anton, seconded by Mr. Dweck approving the minutes of the December 19, 2019. All in favor.

RESOLUTIONS AND COMMUNICATIONS

Mr. Anton asked if any further communications are needed to complete the assistance the HHA needed from Attorney Chuck Eiss with regards to giving Kathy Chopard her final pay of sick hours she had accumulated at the time she resigned. Mr. Schwartz advised the board that the amount that the HHA owes Ms Chopard has not yet been finalized. Mr. Schwartz also pointed out that Mr. Eiss is preparing a new Employee Handbook for the HHA.

Mr. Edelstein discussed the Tenant Based Rental Assistance (TBRA) Program. He noted that the TBRA account has approximately \$85,000 in the account and he was informed by Ms Patti Tilchin (our fee accountant) that these monies may be used by the housing authority as it wishes. Mr. Anton asked to see a copy of the TBRA contract and he feels that the monies in the TBRA account do not belong to the HHA, rather, that these monies are to be returned to the Florida Housing Finance Corporation (FHFC), who supplied HHA with these monies in form of a grant. Mr. Schwartz stated that he believes that the money in the TBRA account is supposed to be returned to the FHFC since they funds were provided to us with the intention of them being used for the purposes of rental assistance, security deposit assistance and utility deposit assistance. Since not all the funds were used Mr. Schwartz stated that any unused portion of the funds needed to be returned to the FHFC. Mr. Schwartz further stated that any TBRA funds were to be used solely for the purpose of helping families that were displaced due to any sort of natural disaster only. He stated that the remaining funds were not available to use by the HHA in any other fashion. Mr. Anton suggested that a written letter be sent to the FHFC advising them that we are in possession of these funds and to ask them if they would like these funds to be returned to them. Mr. Anton stated that he will draft a letter to be sent to FHFC.

A discussion was held regarding the extension of the lease from 65 to 99 years. Mr. Dweck asked if any significant changes had been made to the drafted letter that was prepared to the HUD SAC (Special Allocation Center) Office. Mr. Edelstein assured the board that no significant changes had been made to the letter. Rather, Mr, Edelstein stated that he had made a few updates, which include who the letter was being addressed to. Instead of the letter being addressed generically to the HUD SAC office, it is being addressed to the Director, Ms Jane Hornstein.

Mr. Edelstein asked about a proposed draft of the HHA Employee Handbook which has been prepared by Mr. Eiss. Mr. Schwartz stated that he would like the board to review the handbook in order to be able to vote on it in next month's Board Meeting. Mr. Edelstein requested to get a redline copy.

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

The board meeting was adjourned at 5:10 P.M.

Respectfully submitted,

Tim Schwartz
Executive Director

Lloyd Edelstein
Chairman