Deerfield Beach Housing Authority  
Board of Commissioners Regular Meeting  
533 S. Dixie Highway, Suite 201  
Deerfield Beach, Florida 33441  

Wednesday, November 18, 2015

AGENDA

A. Roll Call

B. Minutes – September 16, 2015

C. Public Comments (Limit 3 Minutes)

D. Presentations

1. Annual allocation to F.A.C.T. Council

2. Introduction of new hires:  
   LaiShasa Harris- PT, Accounts Payable  
   Joyce Hill- Property Manager, Palms of Deerfield Beach Townhomes  
   LaTonya Coley - Property Manager, Stanley Terrace

3. Employee Five Years Recognition:  
   Jasmine Privott - Director of Housing Operation  
   Janet Housh- HCV Manager

E. RAD Update (See Separate Attachment)

F. Financial Overview (See Separate Attachment)

G. Legal Updates – Attorney David Tolces

H. New Business


   b. Resolution 2015-23: A Resolution of the Deerfield Beach Housing Authority Board of Commissioners requesting approval for Affordable Housing Finance Development Advisor.

   c. Resolution 2015-24: A Resolution of the Deerfield Beach Housing Authority Board of Commissioners approving the Agreement for Purchase and Sale for the Palms of Deerfield Apartments Property to the Palms of Deerfield Apartment LLLP.

J. Executive Director’s and Division Report

K. Commissioners Concern & Discussion Items
L. Adjournment
MINUTES

Deerfield Beach Housing Authority

Regular Meeting

Wednesday, September 16, 2015

4:30 P.M.

The Board of Commissioners (BOC) of the Deerfield Beach Housing Authority (DBHA) met in a regular session at the Sylvia Poitier Business Skills Center, 533 S. Dixie Highway, Suite 201, Deerfield Beach, Florida, on Wednesday, September 16, 2015. Chairman Pelt called the meeting to order at 4:39 p.m. This was the ninth (9th) meeting for Fiscal Year 2015.

A. ROLL CALL

Commissioners Present:

Anthony Pelt – Chairman
Jamie Marlowe – Vice Chairman
Naomi Gayle - Commissioner
Tony Guadagnino - Commissioner
David Reynolds – Commissioner
Marta Rivera - Commissioner
Annette Scott Woods - Commissioner

Others Present:

Dr. Nadine Jarmon – Executive Director
Jasmine Privott – Director of Housing Operations
Betty Ferguson-FSS Housing Manager/Interim Property Manager of the Palms Deerfield Beach Townhomes
David Tolces – DBHA Attorney
Xiomara Cotes – Property Manager, The Palms
Jennifer Ray – Executive Assistant

Chairman Pelt indicated there was a need to add an item to the meeting agenda under agenda item H, New Business that was not included with in the Board’s agenda packet; it would be item e. Resolution 2015-22.

Attorney Tolces clarified the motion would be to amend agenda item H, adding item e. Resolution 2015-22.

Commissioner Rivera made a motion to amend agenda item H, New Business, to add item e. Resolution 2015-22 as noted above. Commissioner Gayle seconded the motion. The motion passed 7-0.
B. APPROVAL OF MINUTES

a. July 15, 2015, - Regular Board of Commissioners Meeting

Commissioner Guadagnino made a motion to approve the regular meeting minutes for July 15, 2015. Commissioner Reynolds seconded the motion. The motion passed 7-0.

C. PUBLIC COMMENTS (Limit three (3) minutes)

Chairman Pelt invited members of the public to speak on non-agenda items.

Ms. Islah, The Palms of Deerfield Beach, spoke on behalf of Forming A Community Together (F.A.C.T.). Ms. Islah thanked the board for allowing her to speak. She stated everyone was happy with the services provided by the DBHA and thought agency staff did a good job. She noted they had birthday parties every three months for the residents, directing the Board’s attention to the brochures and their first newsletter; she was still learning, so the look of the newsletter would improve with time. She briefly reviewed the contents of the newsletter. Ms. Islah mentioned that, as the president of The Palms, she made a few mistakes in the current fiscal year, for which she apologized. She assured the DBHA Board and staff that the next fiscal year would be better, and she looked forward to having more input from the residents, and the DBHA Board members and staff. They would be holding a meeting on September 25, 2015, at which she would be reporting her attendance at the present meeting, as well as announcing the October 1, 2015, mandatory meeting.

Chairman Pelt received no further comments from the public.

D. PRESENTATIONS

1. Masharie Powell-Philpart

Masharie Powell-Philpart represented Reading Is an Art (RIA), a student support, nonprofit organization working in schools to bridge the gap between the community, the school and the home. With the aid of a PowerPoint presentation, she presented the organization, discussed the resources available in the community, stating they partnered with individuals in the community, along with parents/guardians in the home to assist students. She commented what made the program very close to her heart was she was a Deerfield Beach resident, and her husband and his family were from Deerfield Beach as well. She had been a part of the Broward County Public School system for 11 years, worked as a literacy coach, and she was involved in education leadership for the past six years. Ms. Powell-Philpart said she had a strong history of working in struggling schools, as it related to academic performance, such as Blanche Ely High School. They worked with the school to raise it from a B to an A school and maintained the A grade consistently. She was presently at Deerfield Middle School and had been there for over two years, where she felt very at home and passionate about her work at the school. It was very disheartening when people reacted negatively when they learn at which school she was currently working. When this happening, she challenged them to explain how the children at Deerfield Middle were any different from children in any other school; some people felt the children in schools to the west did better than the children in the schools to the east. She said many failed to understand that whatever was projected on children would yield a like result in reality. Ms. Powell-Philpart supplied the following hard data:
nearly 54 percent of the children in the Deerfield Beach schools, grade 3 through to ten, were performing below grade level in reading, which meant the higher in school they got, the harder it would be for them to succeed and be able to compete for jobs. Only 39 percent black male students graduated in 2011, a 16 percent gap with their white counterparts, followed by a little bit higher for male Hispanic students. She remarked this created a direct school to prison pipeline, as students who were struggling in school tended to later have behavioral issues, and some had parents who were already incarcerated, so there might be a cycle of incarceration. Such outcomes impacted the resources of the community when they became adults, including issues related to health, unemployment, housing, etc. Ms. Powell-Philpart indicated the goal of her organization was to work to lower the dropout rate and increase the graduation rate, increase literacy, math and science grades of students in the community. They proposed to accomplish this by the aforementioned trifecta approach, beginning at the Deerfield Middle School. The focus was usually on the elementary school students, but research revealed many of the problems for students failing to graduate from high school began in middle school years. This was due to a neglect by parents of that age group, as they were very engaged at the elementary school level, with parents thinking students needed their support less in middle school, leading to the emergence of behavioral problems at this time.

Ms. Powell-Philpart stated they wished to do a high school component called “Beyond the Minimum”; though it took a 2.0 grade point average (GPA) to graduate high school, this did not equip the graduates to compete to get into the colleges of their choice. She said in the Deerfield Beach community, the Raiders football team had over 100 students, and the Rattlers also had hundreds of student members. Regarding athletic data, only .8 percent of students who played football at the high school level made it to the NFL level, yet many dreams were being banked on those students and their talents. She said there was a need to match those natural athletic talents with academic, social, and emotional support, and help students use those natural talents to pay for their college education. The research showed that of the students who went to college on scholarships, less than 37 percent of them graduated, as they lacked the foundational skills to get their degree, so it was important to start the intervention at the middle school level. Ms. Powell-Philpart intimated the highest school component focus the organization wished to look at was homework assistance, as homework reinforced what took place in class and helped to identify where deeper intervention was needed in the school. Standards had been changed by the State and were now more rigorous; the data she supplied earlier was based on the old standards, which meant if the same students were tested by the new standards, it was possible that the figures might be even lower. She said it was imperative that students were provided with tutoring and ACT prep. Another area was middle school dropout prevention, providing consistent program assistance, along with support in meeting State standards with the State tests. She commented they wished to take middle and high school students beyond the books, teaching them about life, thereby empowering them to create a balance between book knowledge and the real world. They would provide enrichment activities with correct exploration, as many students had never been outside their zip code. She mentioned focusing on life skill development, so students could become functional members of society with a better understanding of their choices and how to respond in situations, while getting social and emotional support. She reiterated the latter two required working with parents/guardians, and behavioral intervention was provided for the students via mentorship, making them accountable to someone else besides the school system and home, and most importantly to themselves, as they set goals to which they worked towards. Ms. Powell-Philpart emphasized the importance of parental involvement, noting since her moving to the Deerfield Beach community through the organization, they hosted two parental involvement engagement sessions. They informed parents of what was going on, what was coming down the pike, how their children would be impacted, and what it meant for the next
generation and the community as a whole. She reached out to the City of Deerfield Beach and they were currently working on a partnership, where they would be doing some programming at the Teen Center, and she proposed targeting 100 DBHA student residents at the middle and high school levels. There would be 40 high school students, with a goal of equipping them with the skills and academic credentials to qualify them for college and jobs; and 60 middle school students, to whom would be given the necessary support. She provided the Board with a projected budget of the cost to work with the 100 students in the DBHA community; the organization was asking the DBHA for was $81,769. She viewed the DBHA Board of Commissioners as a body with a certain amount of power that could help her organization make great inroads if they partnered on the subject matter. She was not opposed to sitting with a DBHA team to work together on a program.

Vice Chairman Marlowe commented on hearing. Ms. Powell-Philpart mention numerous statistics and hope, and the organization using a three-prong approach. However, he heard nothing about the methods of implementation, such as with the homework assistance, asking if the program was available to everyone in the school.

Ms. Powell-Philpart replied the program was opened to everyone.

Vice Chairman Marlowe referred to Ms. Powell-Philpart’s comment about wishing to teach children about admission requirements, as well as helping them to pass the ACT. He felt teaching them the fundamentals was everything, asking for more in depth information on the types of support the organization would offer students other than helping them with homework. He could not, in good conscience, vote for the DBHA funds to be expended for the program portrayed by Ms. Powell-Philpart without much more information.

Ms. Powell-Philpart thought there might be some misunderstanding, recapping portions of the presentation that illustrated the various support activities the program included.

Vice Chairperson Marlowe mentioned his educational experience gave him a clear understanding as to what Ms. Powell-Philpart and her organization referred. It appeared the program represented a unique Student Support Success Plan, where it stated the support it provided to each student was based on his or her individual needs. He thought this a sizeable goal to accomplish, though a noble one.

Commissioner Gayle noted she did not know Ms. Powell-Philpart personally, but she knew her through the experience of her working with some students and her granddaughter in the RIA program. She said the students who participated, including her granddaughter achieved great success under Ms. Powel-Philpart’s tutelage, though her daughter paid a considerable amount for her daughter to participate in the program, as it was not free for her. She stated she was very impressed with the program’s achievements she personally witnessed, and she had been talking for some years about possibly instituting a program after visiting Denver, where they had similar programs instituted in their public housing for the benefit of resident students. It was for these reasons she asked Ms. Powell-Philpart to make a presentation to the DBHA Board and staff. The dollars being requested was to help fund the RIA programs in which student residents of the DBHA community would participate. She believed the students who participated in the RIA programs received a vast amount of knowledge that helped them successfully complete middle and high school, and got them ready for college and the job market.
Ms. Powell-Philpart affirmed the monies she was requesting from the DBHA was to fund students who resided in the DBHA housing, as she would be working with some 1,200 students.

Chairman Pelt felt the subject program was one that would likely fall under the non-profit arm of DBHA, and stated that all members of the BOC were also a part of that Board. Whether the DBHA funded the program with its own funds or in some other manner, part of the charge of the DBHA was to help its students. It was his desire to share with and help people realize that while they were in public housing, they could learn and be successful in life. On the Board’s behalf, he thanked Ms. Powell-Philpart for her presentation.

Vice Chairman Marlowe thanked Commissioner Gayle for her input, as her testimonials won him over to support the RIA programs, thanking her for inviting Ms. Powell-Philpart to make her presentation.

2. Simone Barefield (Gans, Gans & Associate)

Executive Director Jarmon noted at the DBHA’s Strategic Workshop, one of the directives from the Board was to improve the skill sets and expertise of agency staffing. Ms. Barefield was a recruiter or headhunter, and she procured her to help with the initial screening of all applicants for the DBHA’s top positions.

Simone Barefield reviewed the handout she distributed to the Board, stating theirs was a 28-year-old Human Resources Consultant and Executive Search Firm, located in Plant City, Florida. They provided staffing and training services to public housing authorities for 26 years, including executive coaching and mentoring services, as well as residential advisory board (RAB) training, working with resident councils and executive teams. She reviewed their recruiting processes, taking an all-inclusive approach, sought persons who were happy with their employment and presented them with opportunities to further improve their work situation. They took the needs criteria supplied by the public housing agency and matched them to candidates based on years of experience, education, and overall accomplishments throughout their career to date. Her firm conducted background and media checks, and worked with the clients in the contract negotiations and, after hire, they worked with the new employee, particularly those that were relocating, to ensure they were integrated into the agency and the community. Ms. Barfield remarked sometimes the latter involved working with a significant other to find a job in the new location, or finding a church and school(s) for the new employee and their family. As each organization and client was different, they paid close attention to their clients, which were the organization and the candidates they worked with to make sure there was a good match on culture as well. It was one thing to have a great skill set and meet all that criteria, but they thought it was equally important that the person fit the culture of the organization, as both the candidate and the organization had different strengths, weaknesses, and other nuances. She indicated they offered the service of determining the views of other entities of the agency, including community leaders, elected officials, clients, etc. through the forum of focus groups. This provided a sense of what the community thought of some of the positions in the agency, as well as finding out how well the agency served its clients. Ms. Barfield referred to the list in the handout that illustrated 18 public housing authorities her company worked with, as well as the section of the handout that detailed their techniques used to screen applicants. She stated, in their 28 years’ experience, the average applicant stayed in that position for nine years, with the shorter stays being about five years, and the longest period was 18 years. The DBHA was a well-run agency, and
Dr. Jarmon was very highly regarded in the public housing industry, so the DBHA should attract highly desirable candidates.

Chairman Pelt asked if Ms. Barfield had a tentative timeline when the Board might be presented with prospective candidates when the search commenced.

Ms. Barfield answered two weeks.

Executive Director Jarmon commented the DBHA was fortunate in being able to contact Ms. Barfield, as she resided in Florida. She recalled the Board’s directives at the strategic planning session that took place in July. She would incorporate those in her discussions with Ms. Barfield when searching for suitable candidates to fill the DBHA’s employment needs.

Chairman Pelt noted though the situation was somewhat tenuous for the DBHA Board and staff, the agency wished to employ Ms. Barfield to help bring the best and brightest to the DBHA. The agency morphed over the last three years into an agency that was more than it was before, and this process was likely to continue, so the Board charged Dr. Jarmon with staffing the agency appropriately to facilitate the success of existing and future changes. He reminded the members of the Board to forward any feedback to Dr. Jarmon.

3. Jeanette Smith (New hire for Community Development Block Grant (CDBG) Program)

Executive Director Jarmon introduced Jeanette Smith, stating she was newly hired DBHA to administer the City’s CDBG Program.

Jeanette Smith gave a brief overview of her work history and credentials, as well as and the current duties with which she was charged, noting she looked forward to working for the DBHA. With her skills and expertise, she hoped to bring to the DBHA numerous resources, support, knowledge, etc. to meet the agency’s needs.

Chairman Pelt welcomed Ms. Smith to the agency on behalf of the Board.

Executive Director Jarmon indicated, moving forward, Ms. Smith would provide a monthly report at the regular BOC meetings, updating the Board on the status of the Minor Home Repair and Purchase Assistance programs.

E. RAD Update - Carlos Guice

Carlos Guice provided a RAD update, as set forth in the agenda packet.

Executive Director Jarmon added that Attorney Tolces was involved with the seller note, and both he and she attended the TEFRA hearing held by the Broward County Housing Financing Agency. This was a very complex deal, and though she disliked the delays and having to again move the closing date, the process was 90 percent complete, and with all the stakeholders that invested time and money in the RAD, she was confident there would be a closing. She noted it was not just about the money, as there were promises made to the residents, property improvements, etc., but she too was disappointed in the process taking as long as it had, but the deal was more complicated than any in her prior experience. She commended Mr. Baker and his team, and Attorney Tolces and she spoke at least twice on one to two calls re-
garding the RAD. To offset the delay, they would discuss the Palms later in the meeting and the second upcoming RAD.

Mr. Guice resumed his update, focusing on The Palms RAD.

Chairman Pelt wished to make sure all parties understood that he placed considerable pressure on Dr. Jarmon regarding the RAD process, which was very laborious with a number of delays. He wanted it stated on the record it was never his intention to be a “jerk”, but he would continue to be vigilant in his monitoring, as his desire was to prevent a repetition of delays in the second RAD. He asked Attorney Tolces what was the best way to handle the matter.

Attorney Tolces thought where the DBHA was in the current RAD transaction was very positive, and the hope was to get the closing completed in the very near future. When compared to other transactions the DBHA had been involved with, the RAD was very far out of the box, due mainly to the numerous financing mechanisms, from County bonds to State bonds, to a HUD loan to private tax credit investors, and they all had their own requirements. Thus, even though the DBHA provided documents to one entity, another entity brought in their people to review the same documents, and he was unsure what took place with the HUD loan process, but it bogged down the progress of the closing. The time delays led to some information being rendered outdated, such as the appraisals, which had to be done again due to an increase in property values, and the changes in the appraisals impacted other areas. He pointed out the DBHA had quite a few very high quality professionals working on this deal to ensure completion, and he felt positive the closing would take place in the near future. Attorney Tolces indicated he would determine the appropriate person for the Board to send any communication to, such as an RAD coordinator, to whom they could voice their position on the repeated delays.

Chairman Pelt reiterated the Board wished to have an understanding about the way the RAD process was unfolding, thanking Dr. Jarmon and Attorney Tolces for their vigilance throughout the process.

F. FINANCIAL OVERVIEW - Darcy Branch

Executive Director Jarmon explained Ms. Branch would be representing Ms. Andrea Hartt, the DBHA’s financial advisor. Ms. Branch had been a financial advisor for the Bradenton Housing Authority for 18 years, so she was very knowledgeable, and she had been very hands on in the preparation of the DBHA budget.

Darcy Branch presented the Financial Overview, as detailed in the agenda packet, highlighting the following:

- DBHA Annual 2016 Operating Budget - three program budgets would be approved on the present agenda: Low Income Public Housing Budget (LIPH); Section 8/Housing Choice Voucher (HCV) Budget; and Business Skills Center Budget
- Itemized for each of the three budgets: revenues, administrative costs, other expenditures, tenant services for contract administration, utilities, maintenance costs, protective services, and general expenses
Total operating budget for LIPH - Revenue: $1,167,806; Expenditures: $1,118,593; Section 8/HCV - Revenue: $4,115,572, Expenditures: $4,108,011; and Business Skills Center - Revenue: $94,500, Expenditures: $93,672

- Total excess for the Fiscal Year 2016 $57,603
- Compared to public housing agencies nationwide, the DBHA was doing very well, as many were losing money for a variety of reasons, and services were being cut. Dr. Jarmon increased services to the DBHA clients, yet still yielded excess revenue.

Commissioner Guadagnino mentioned, with regard to the DBHA’s administrative expenses, this year to date was way over budget, and the new budget only went up $46,000. The numbers seemed not to match up to him, and he thought it should be higher. He said there were a number of line items that the DBHA was constantly over in its current budget, and he wanted to make sure that in the Fiscal Year 2016 Budget, those line items had sufficient funds budgeted for them.

Executive Director Jarmon stated, in the upcoming budget, the most of the funds under administrative expenses was for salaries, so the DBHA budget was over in the present fiscal year due to addition of a few key positions that were filled. There was some carry over from when Ms. Hobbs left the agency, so those factors caused the August monthly budget to be over.

Commissioner Guadagnino reiterated, the new budget was not going up in the same amount of the line items that were showing as over in the current budget.

Executive Director Jarmon explained some of the overage was due to the new staffing plan, which had been incorporated in the upcoming budget and, so would offset the overage showing for those items in the current budget.

Commissioner Guadagnino inquired if funds were being added to that line item to ensure there were sufficient monies to pay the needed employees.

Executive Director Jarmon believed the monies reflected were adequate to cover salaries, but she could do an amendment if necessary after recruitment and related hiring processes were over. In addition to hiring people, the agency was also looking at the possibility of eliminating some existing positions, and that might offset any need for additional funding.

Ms. Branch added there might be a little bit of a difference, as the office financials included the CDBG staff, and the new budget would not, as it would be done as an independent budget from now on. The salaried attributed to that program were not in the new budget.

Attorney Tolces pointed out on the agenda for the Board’s consideration was Resolution 2015-21, for the approval of the 2015/2016 Annual Budget and Staffing Plan, so the Board could make any comments and changes at that time.

Chairman Pelt directed everyone’s attention to Item H, New Business, item (d) Resolution 2015-12, referring to the Staffing Plan and the prior discussion of engaging Ms. Barefield’s recruiting agency with the aim of filling some of the positions in that Plan. He noted the DBHA had done very well in not having to amend its budget, applauding Dr. Jarmon for that achievement.
Dr. Jarmon indicated she had one change to the staffing plan that was not on the chart included in the agenda packet, stating the agency anticipated hiring a grant writer to assist with getting funds for the nonprofit program. The grant writer would not be salaried, rather they would only receive money if they procured a grant.

**Resolution 2015-21 was voted on at this point, but is further reflected in the agenda.**

**G. LEGAL UPDATES – Attorney David Tolces**

NONE

**H. NEW BUSINESS**

a. **Resolution 2015-18: A Resolution of the Deerfield Beach Housing Authority (DBHA) Board of Commissioners, awarding Green Horizon Services, Inc., the Contract for all DBHA sites for one year and a one-year option to renew.**

Executive Director Jarmon went over the proposed resolution, as detailed in the Board packet, noting the subject action was very necessary, as the current vendor abruptly quit providing their contracted services to the DBHA. The procurement process took time, so there was a need to do two emergency procurements to get the grassed areas properly maintained.

Commissioner Gayle questioned who did the vendor rating.

Executive Director Jarmon replied the rating was done in house by two staff members and she.

Commissioner Gayle remarked many landscape companies, when the cut the grass, blew the cuttings into the roads. She asked the representative of Green Horizon Services, Inc., if their staff was trained not to do this.

Shane Fieler, Vice President of Green Horizons, introduced the other members of his team: President/Owner Ralph Toledo, and John Godshall, Director of Business Development. He put together the bid for the DBHA package, noting they had been in business since 1991 as a commercial grounds maintenance company. They worked for 150 Broward County schools, and they repeatedly won back bids, due to the excellence of their work, so they were fully capable of providing all the DBHA’s needed services at a high quality and a reasonable price.

Executive Director Jarmon affirmed DBHA staff checked Horizon’s references.

**Commissioner Rivera made a motion to approve Resolution 2015-18. Commissioner Reynolds seconded the motion. The motion passed 7-0.**

Executive Director Jarmon commented the Horizon team for their excellent response to the DBHA’s RFP, indicating their point of contact would be Jasmine Privott going forward. Though she appreciated knowing about the larger clients they served, the DBHA was small but liked being treated as number one, so she wished there to be a personal point of contact at Horizon specifically for the DBHA. At times there was a need to do emergency cuts, as inspectors might wished to visit the agency’s properties between the Horizon service dates, so it was important to be able to contact them and have them perform the service on short no-
tice. The possibility of such emergencies was already negotiated in the contract price. She welcomed them to the body of vendors working with the DBHA.

b. Resolution 2015-19: A Resolution of the Deerfield Beach Housing Authority Board of Commissioners, approving consent to assignment for administration of the City’s Community Development Programs.

Attorney Tolces reviewed the subject resolution, as reflected in the documents distributed to the Board, noting the aim was to assignment of the current CDBG services agreement from the DBHA to the new corporate entity. This took the administration of the program out of the hands of the DBHA and put it into the hands of the corporation.

Commissioner Guadagnino asked if DBHA staff confirmed with the City of Deerfield Beach that establishing the subject arrangement was acceptable.

Attorney Tolces answered yes.

Executive Director Jarmon explained there were two different branches of HUD, the CDBG and the HUD grant for housing, and the two did not communicate, and that lack of communication caused the matter to become convoluted. The DBHA got caught in the middle.

Commissioner Woods made a motion to approve Resolution 2015-19. Commissioner Gayle seconded the motion. The motion passed 7-0.

c. Resolution 2015-20: A Resolution of the Deerfield Beach Housing Authority Board of Commissioners, granting an increase in signatory authority for the Executive Director to $5,000.

Chairman Pelt remarked he currently served as the administrative arm of his church, and it literally had him at many locations, making it sometimes difficult for him to be available to sign DHBA checks, hence the proposed resolution. He had no issue with assigning the authority to Dr. Jarmon, but the thought the matter should come to the Board for approval.

Commissioner Rivera made a motion to approve Resolution 2015-20. Commissioner Woods seconded the motion. The motion passed 7-0.


This item was discuss and voted on just prior to Item G - Legal Updates.

Commissioner Guadagnino made a motion to approve Resolution 2015-21. Commissioner Woods seconded the motion. The motion passed 7-0.

e. Resolution 2015-22: A Resolution of the Deerfield Beach Housing Authority Board of Commissioners, approving the Consulting and Shared Services Agreement with Deerfield Beach Family Empowerment, Inc.
Attorney Tolces explained, as part of the assignment of the CDBG program agreement with the Deerfield Beach Family Empowerment, Inc., a contractual relationship would be established between the DBHA and Deerfield Beach Family Empowerment, Inc., whereby the DBHA would provide supportive services to the new corporation. The subject agreement provided for the DBHA to provide accounting and record-keeping, purchasing, office, information services, as well as other general day-to-day services. He said the corporation was not using the DBHA offices free of charge, and it would maintain an arms-length relationship. Thus, the DBHA Board needed to approve the agreement, and then at the corporate meeting the directors would approve the agreement.

Chairman Pelt affirmed the subject agreement would allow the DBHA to bill for its services.

Attorney Tolces concurred, stating, the City would be paying the fees to the new corporation, so the subject agreement would allow the DBHA to collect for its administrative costs and expenses for providing its services.

Executive Director Jarmon stated, at present, those services were performed by the DBHA’s Accounts Payable staff.

Chairman Pelt asked if the City was paying the DBHA timely for administering its CDBG program.

Executive Director Jarmon answered yes.

Attorney Tolces informed the Board that the various agreements were run through the City of Deerfield Beach’s City Attorney’s Office, so they were fully aware of what was transpiring. He mentioned the City added the corporation onto its insurance policy, as the City wanted to make sure the corporation had its own insurance.

Commissioner Reynolds made a motion to approve Resolution 2015-22. Commissioner Gayle seconded the motion. The motion passed 7-0.

I. OLD BUSINESS

None

J. EXECUTIVE DIRECTOR’S AND DIVISION REPORT

Executive Director Jarmon summarized her reports provided in the agenda packet, noting her reports reflected the comments and directives given by the Board at the July 2015 Strategic Planning Session. She thanked Commissioner Guadagnino for his help with the Back-to-School event on August 22, 2015, particularly with the advertising.

K. COMMISSIONERS CONCERNS & DISCUSSION ITEMS

Chairman Pelt acknowledged the birthdays of Commissioner Woods and Vice Chairman Marlowe. He reminded the Board of the various programs the DBHA was doing, and its moving forward, and it’s becoming a true development agency, and this would require of the DBHA Board of Commissioners due diligence. So when the Board members received their agenda packets, they should review them thoroughly and address any concerns arising prior to the
monthly meeting to Dr. Jarmon; they should not direct any other DBHA staff directly. He said Dr. Jarmon had made her office available to the Board members, so they could share their concerns with her, and he thanked DBHA staff for the work they did for the agency. The Board continued to raise the bar, and Dr. Jarmon continued to make the necessary adjustments; he thanked the Board for volunteering their time in the furtherance of the goals of the DBHA.

L. ADJOURNMENT

The meeting was adjourned at 6:17 p.m.

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Anthony Pelt, Chairman

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Dr. Nadine Jarmon, Executive Director
Presentations

Nadine Jarmon, PhD.

Annual allocation to F.A.C.T.

Introduction of new hires:
LaiShasa Harris- PT, Accounts Payable
Joyce Hill- Property Manager, Palms of Deerfield Beach Townhomes
LaTonya Coley- Property Manager, Stanley Terrace

Employee Five Years Recognition
RAD Update

(Separate Attachment for RAD Schedule)
Legal Updates

David Tolces, Esq.
Financial Overview

(Separate attachment)
# Bank of America | Online Banking | Accounts Overview

## Business Online Banking

[Deerfield Beach Housing Authority]

### Your business accounts

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<th>Balance</th>
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<tr>
<td>DB FAMILY EMPOWERMENT INC - 8610</td>
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<td>TOWNHOMES OPERATING NEW - 5888</td>
<td>$101,134.67</td>
</tr>
<tr>
<td>TOWNHOMES OPERATING OLD - 0085</td>
<td>$4,305.00</td>
</tr>
<tr>
<td>TOWNHOMES SEC DEP NEW - 5691</td>
<td>$50,000.00</td>
</tr>
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</table>

### Credit cards

- CORP Account - Bank of America - 0600: $6,075.99
- ADMIN ASST CC ACCT - 0097: $8.24
- EXECUTIVE DIRECTOR CC ACCT - 4945: $20.12

### Business Loans

View account balances and complete transactions on your business loans.

### Your accounts

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Balance</th>
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<tbody>
<tr>
<td>Fixed Term CD - 3236</td>
<td>$74,094.00</td>
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**HA DEERFIELD BEACH**

**Payment Voucher Entry**

<table>
<thead>
<tr>
<th>eLOCCS Operating Fund</th>
<th>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</th>
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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

HUD implemented the Line of Credit Control System/Voice Response System (LOCCS/VRS) to process requests for payments to grantees. Grant recipients fill out a voucher form for the applicable HUD program with all the necessary information prior to making a telephone call using a touch tone telephone to initiate the drawdown process. This information is required to obtain benefits under the U.S. Housing Act of 1937, as amended. The information requested does not lend itself to confidentiality.

1. Voucher Number 099-833139
2. LOCCS Pgm Area OFND
3. 4
5. Voice Response No. 00000-00000
6. Grantee Organization HA DEERFIELD BEACH
8. Grant No. FL081-08100115D
9. Grantor Organization TIN 59-1823378

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<th>Voucher Amount</th>
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<tr>
<td>1000</td>
<td>Operating Subsidy</td>
<td>421,453.00</td>
<td>421,453.00</td>
<td>0.00</td>
<td>34,991.00</td>
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<tr>
<td>Total</td>
<td></td>
<td>421,453.00</td>
<td>421,453.00</td>
<td>0.00</td>
<td>34,991.00</td>
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I certify the data reported and funds requested on this voucher are correct and the amount requested is not in excess of immediate disbursement needs for this program. In the event the funds provided become more than necessary, such excess will be promptly returned, as directed by HUD.

11. Name & Phone Number of Person completing this form

**NADINE JARMON**

12. Name & Title of Authorized Signatory
13. Signature
14. Date of Request 11-12-2015

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3731, 3802)

Privacy Statement: Public Law 97-255, Financial Integrity Act, 31 U.S.C. 3512, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions. The purpose of the data is to safeguard the Line of Credit Control System (LOCCS) from unauthorized access. The data are used to ensure that individuals who no longer require access to LOCCS have their access capability promptly deleted. Failure to provide the information requested on the form may delay the processing of your approval for access to LOCCS. While the provision of the SSN is voluntary, HUD uses it as a unique identifier for safeguarding the LOCCS from unauthorized access. This information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law.

This Payment Request was **APPROVED**...

https://eloecs.hud.gov/templates/bilivchver_ucon.cfm?o=H&0=34991.00&rw_10000_bli=... 11/12/2015
New Business

WHEREAS, the DBHA Board of Commissioners recognizes that the DBHA’s Personnel Policy Manual was last updated in August 2009; and

WHEREAS, the DBHA Executive Director has worked with outside consultants to update and revise the DBHA Personnel Policy Manual in order to insure compliance with legal requirements, and to provide for best practices with respect to Personnel Policy matters; and

WHEREAS, the DBHA Board of Commissioners finds that the revised DBHA Personnel Policy Manual provides the necessary tools for both DBHA Administration and DBHA employees to operate efficient, and in compliance with both Federal and State law.

NOW THEREFORE, BE IT RESOLVED that the Deerfield Beach Housing Authority Board of Commissioners hereby approves the revised DBHA Personnel Policy Manual this 18th day of November, 2015.

__________________________________  __________________________
Anthony Pelt, Chairman               Dr. Nadine Jarmon, Executive Director
(See Separate Attachment for Personnel Policy Summary of Changes and Proposed Manual)
Resolution 2015-23: A Resolution of the Deerfield Beach Housing Authority (DBHA) Board of Commissioners to authorize the Executive Director to negotiate with Smith & Henzy Advisory Group and Mr. Lennard Robinson, to provide Affordable Housing Finance Development Services on an as needed basis to the DBHA and its affiliates and to authorize the Executive Director to execute an agreement subject to review by Legal Counsel.

WHEREAS, the DBHA recognized the need to procure Affordable Housing Finance Development Advisory Services for the agency; and

WHEREAS, in recognition of this need DBHA posted on its website an advertisement to procure such services beginning October 1, 2015 with a deadline for submission of 1:00pm on October 23, 2015; and

WHEREAS, DBHA received a total of four (4) responses for the above referenced RFQ; and

WHEREAS, due diligence was performed by DBHA staff in the categories of Experience; Qualifications/Key Staff; Current/Future Workloads; and Required Documents/General Response; and

WHEREAS, due diligence efforts resulted in Smith and Henzy Advisory Group and Mr. Lennard Robinson identified as the top ranked firms, therefore

BE IT RESOLVED: The Deerfield Beach Housing Authority Board of Commissioners authorizes the Executive Director to negotiate with Smith and Henzy Advisory Group and Mr. Lennard Robinson, the top ranked Affordable Housing Finance Development Advisors to provide on call services to the DBHA and to authorize the Executive Director to execute an agreement subject to review by Legal Counsel this 18th day of November, 2015.

__________________________________  ________________________
Anthony Pelt, Chairman                  Dr. Nadine Jarmon, Executive Director
Deerfield Beach Housing Authority

Resolution 2015-24

Resolution 2015-24: A Resolution of the Deerfield Beach Housing Authority (DBHA) Board of Commissioners approving the Agreement for Purchase and Sale for the Palms of Deerfield Apartments Property to The Palms of Deerfield Apartments, LLLP, ratifying and authorizing the execution of the Agreement for Purchase and Sale with The Palms of Deerfield Apartments, LLLP.

WHEREAS, the Housing Authority of the City of Deerfield Beach, d/b/a the Deerfield Beach Housing Authority ("DBHA") desires to redevelop The Palms Apartments located at 425 NW 1st Terrace, Deerfield Beach, Florida (the "Property"); and

WHEREAS, the DBHA is in the process of obtaining financing for the redevelopment of The Palms Apartments through the Rental Assistance Demonstration Program sponsored by the United States Department of Housing and Urban Development ("HUD"), as well as funding provided by the Florida Housing Finance Corporation ("FHFC") through its SAIL program; and tax credit equity investors; and

WHEREAS, in order to obtain funding to redevelop the Property, the Property must be owned by a qualified entity, as provided in applicable Internal Revenue Service regulations; and

WHEREAS, The Palms of Deerfield Apartments, LLLP is a qualified Florida limited liability limited partnership that has been created to assist with the redevelopment of the Property; and

WHEREAS, the DBHA desires to convey the Property to The Palms of Deerfield Apartments, LLLP, pursuant to the Agreement for Purchase and Sale (the "Agreement"), which is attached hereto as Exhibit "A", and incorporated herein by reference; and

NOW, THEREFORE, BE IT RESOLVED THAT the Deerfield Beach Housing Authority Board of Commissioners hereby approves the Agreement for Purchase and Sale with The Palms of Deerfield, LLLP, and hereby ratifies and authorizes the Chair, Vice-Chair, and Executive Director to execute the Agreement for Purchase and Sale, and to take to take any and all action consistent with and necessary to effectuate the intent of this resolution, including the execution of any closing statements, deeds, and closing documents necessary to close the transaction.
Approved on this 18th day of November, 2015.

Anthony Pelt  
DBHA Chairman

Nadine Jarmon, PhD  
Executive Director
Executive Director’s Report

(See Attachment)
Division Reports
Housing Choice Voucher (HCV) Programs Update

November 18, 2015

• **HCV PROGRAM:**
  
  o As of November 1, 2015:
    
    | Category                                      | Number |
    |----------------------------------------------|--------|
    | Total families leased up (excluding port-outs)| 403    |
    | Homeowners                                   | 8      |
    | Port-outs                                    | 12     |
    | Near elderly disabled                        | 52     |
    | Regular voucher holders                      | 331    |
    | Total Applicants (as of September 1, 2015)   | 1,223  |

  o The HCV Department has been working our waiting list and at present time, we have completed interviewing the next 50 applicants to deem their eligibility. At present time we are prepared to issue vouchers as needed.

  o HCV Manager, Jan Housh attended the HEART Partner Meeting held at Broward County Housing Authority, to discuss and promote the alliance of the HEART program.

  o During the month of October, staff processed 75 transactions which include interim reviews, annual re-exams, and unit transfers.

  o The housing inspector performed 40 inspections. This included passed, failed and no shows.

  o HUD has provided the housing authorities information regarding the Administrative Fee study which is now final. As a result the Administrative Fees will increase from the current 79% level to 81% effective 10/1/2015. This equates to $53.67 per voucher.

  o The HCV Manager met with the Miami Field Officer Director on-site, Dr. Uche Oluku, along with PH Operations Director, Ms. Jasmine Privott, and Executive Director, Dr. Nadine Jarmon. We had an informative discussion along with a walk thru of all DBHA sites.
• The HCV Department was invited to a demonstration of the new software to be launched by GoSection8.com which was put on by Sarah Reiss via Webinar. DBHA was asked to be a participant in a select pilot group to use the new software and give our feedback on its use.

• The HCV Department participated in the Violence Against Women Act (VAWA) training along with other DBHA staff members put on by Legal Aid Service of Broward County.
Family Self Sufficiency Program
Board Report for September 16, 2015

Family Self Sufficiency Program
Board Report for October/November, 2015

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS participants</td>
<td>44</td>
</tr>
<tr>
<td>Employed Full Time (only)</td>
<td>26</td>
</tr>
<tr>
<td>Employed Part Time (Only)</td>
<td>6</td>
</tr>
<tr>
<td>Unemployed Disabled or Elderly</td>
<td>4</td>
</tr>
<tr>
<td>Unemployed – Non Student</td>
<td>7</td>
</tr>
<tr>
<td>Unemployed- Full Time Student</td>
<td>0</td>
</tr>
<tr>
<td>Enrolled in school Full time &amp; Employed Full Time</td>
<td>1</td>
</tr>
<tr>
<td>enrolled in school Part time &amp; Employed Full Time</td>
<td>4</td>
</tr>
<tr>
<td>enrolled in school Full time &amp; Employed Part Time</td>
<td>2</td>
</tr>
<tr>
<td>Participants with escrow accounts</td>
<td>32</td>
</tr>
<tr>
<td>Deposit from HUD</td>
<td>$</td>
</tr>
<tr>
<td>Escrow balance</td>
<td>$134,265.42</td>
</tr>
</tbody>
</table>
One participant graduated from the FSS program on November 1, 2015. She also graduated from the Section 8 program by becoming free of any Housing Assistance Payment from the Housing Authority.

One participant received an FSS interim disbursements to help obtain business licenses, Federal Tax ID number, etc to help establish her own business.

One participant received an FSS interim disbursement to use for closing on her very first home.

One – participant received an FSS interim disbursement to purchase tires for vehicle he use for full time work and school.

Three participants received accomplishment certificates for at the Combined FSS Graduation for the Broward PCC (see enclosed pictures)

1. One completed an interim goal of Master’s Degree in Public Administration from Barry University
2. One- received completed an interim goal of Master’s in Science in Criminal Justice from Kaylan University
3. One- received completed an interim goal in Associates of Applied Science from Broward College
4. One - received a certification in Peer Counseling from the State of Florida

One FSS graduate prior to September 1, 2015 was honored as a graduated-she started her own business In April 2015
PUBLIC HOUSING MONTHLY UPDATE

❖ PROGRAM
  o As of October 31, 2016 for new Fiscal Year:
    ▪ Waiting List is closed for all locations. Zero applications received.
    ▪ 18 recertifications completed
    ▪ 15 Annual inspections completed
    ▪ 5 Housekeeping inspections completed
    ▪ 4 Quality inspections completed

❖ EVENTS
  o PALMS
    ▪ November 21 – 25 – Thanksgiving Dinners provided by Greater Bethal AME, Wayne Barton and Ebenezer Baptist Church.
    ▪ December 16, 2015 – DBHA sponsored Holiday Dinner
  o STANLEY
    ▪ December 17, 2015 – DBHA sponsored Holiday Dinner

❖ VACANCIES
  o The Palms has 7 vacancies on hold for RAD conversion.
  o Stanley has 25 vacancies on hold for RAD conversion.

❖ MAINTENANCE
  o Average work order completion time is 1.58 days (YTD)
  o 8 Emergency work orders requested, all 8 completed within 24 hours.
  o Currently turning around the 22 out of 25 vacant units at Stanley Terrace.
  o Turning around 2 vacant units at The Townhomes.
  o Stripped and waxed each floor at the Palms Apartments. The Community Room is scheduled to be completed by the end of the month.
  o Updating inventory

❖ RAD UPDATE
  o Weekly conference calls.
o Pending to close on the Stanley Terrace RAD the first quarter of 2016 and hoping to close on the Palms RAD within the same year.

❖ POLICY UPDATES

  o Pending with the conversion to RAD. Policies will have to be updated to be suitable for a Multi Family property.

❖ VENDORS

  o Reviewing contracts with the plans to post more RFP’s or RPB’s in the near future.
  o New IT member from Action Tech to be assigned to DBHA. Former rep “Danny” resigned.

❖ STAFF MEETINGS/TRAINING

  o Weekly Monday Staff meetings. We commonly discuss weekly goals and opportunities for improvement.
  o NEW Employees!
    ▪ Ms. LaTonya Coley is the new Property Manager at Stanley Terrace. A resident meet and greet will be scheduled prior to the end of the month. Ms. Coley has extensive Housing experience.
    ▪ Ms. Joyce Hill is our new Property Manager at the Palms of Deerfield Beach Townhomes. Ms. Hill also has extensive Housing experience and familiar with our demographic as she has worked in the area for many years.
  o Admin staff from all three properties will be attending the Florida Housing Finance Corporation Compliance Training Workshop for Multifamily Rental Programs on Friday, November 13, 2015
CDBG PROGRAM

Aggressively working with homeowners to certify each file and create positive partnerships with contractors, real estate agents, and lenders to ensure active relationships with homeowners/homebuyers and contractors and home purchase professionals. However, buyers are having a hard time finding homes within their price range. Also the properties in the area are older and require much needed work. The process is taking longer than clients want to wait.

We held a Minor Home Repair workshops on October 8, 2015 to ensure homeowners were knowledgeable about steps to take for their home rehabilitation process. (see attached flyer) We had over 30 people attending the workshop. We have also completed 4 minor home repair loans, have 3 in process and 3 with contractors. We closed on other Purchase Assistance client October 1st and currently working with 4 families looking for properties.

DBHA is working with the City of Deerfield Beach to reactivate the Affordable Housing Advisory Committee to review and make recommendations regarding the local affordable housing incentives, including incentive strategies; evaluate established policies, procedures, ordinances, land development regulations and the local government comprehensive plan submitted and report to the Board, including recommended changes. The initial advisory meeting will be held on November 16th in the Johnny Tigner Community Center. (see attached flyer)

CDBG staff continues to participate in HUD and Florida Housing Coalition webinars and attend local trainings to keep abreast on all changes and new services being offered to residents that seek to improve their lives.

Submitted by
Jeannette M. Smith
CDBG Program Manager
Informational Minor Home Repair Workshop

AGENDA

Welcome/Introductions

Purpose

• Program funding and availability
• Eligibility Requirements (must be income qualified)
• Conflict of Interest
• Owner Expectations (not a home remodeling program)
• Working with the Contractor (roles and responsibilities)
• Dispute Resolution

Next Steps

• Title Search
• Inspection
• Scope of Work
• Bid Process
• Deferred Loan Agreement (terms are subject to change)

Questions/Answers

Date
Thursday,
October 8, 2015

Time
2:30 pm – 4:00 pm
or
6:00 pm – 7:30 pm

Place of Meeting
Westside Park
445 SW 2nd ST
The Palms of Deerfield Beach Town Homes Board Report

<table>
<thead>
<tr>
<th>Two – vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- 3 bedroom – being prep for occupancy</td>
</tr>
<tr>
<td>1- 2 bedroom- being prep for occupancy</td>
</tr>
</tbody>
</table>

Applications are being accepted for the vacant units as well as for the waiting list for future vacancies.

| New property manager was hired and started to work on 11/09/2015- being trained on software and reporting data for the town homes. |

| Reports were submitted for quarterly reports ending 9/30/2015 for Berkadia and RBC |

| Coordination was started with BSO to address some of the property issues |
PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

By signing below, I affirm that I have read and understand the Deerfield Beach Housing Authority Personnel Policy Manual, and that I agree that:

- The Personnel Policy Manual is not an express or implied contract of employment, or a legally enforceable promise or representation.

- The Deerfield Beach Housing Authority retains the sole right in its judgment to modify, interpret, supplement, or cancel, in whole or in part, at any time, and with or without any notice, any part of the Personnel Policy Manual.

- The Personnel Policy Manual replaces and supersedes all previous employee manuals, handbooks and policies.

- I am an at-will employee of the Deerfield Beach Housing Authority, and this means I am free to resign at any time, and similarly the Housing Authority is free to terminate my employment at any time, with or without cause, and with or without advance notice, a statement of reasons, or hearing. (The exception is an employee under an employment contract with a termination clause.)

- I have carefully reviewed the Personnel Policy Manual’s Confidentiality Policy, and will strictly comply with its expectations, including those concerning the confidential information of Deerfield Beach Housing Authority residents and other clients.

________________________  _________________________  _________
Employee Name (Print)    Employee Signature         Date
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<td>11.</td>
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Many of the policies contained in this manual are based on legal provisions, interpretations of law, and employee relations principles, all of which are subject to change. For this reason, this manual is considered to be a guideline and is subject to change with little notice. It is the employee’s responsibility to know its contents. This manual does not constitute a contract of employment.

Nothing in this manual shall be construed to constitute a contract. The Deerfield Beach Housing Authority has the right, at its discretion, to modify this handbook at any time. Nothing herein limits the Deerfield Beach Housing Authority’s rights to terminate employment.
1. PURPOSE AND USE OF PERSONNEL POLICY MANUAL

PURPOSE AND ADMINISTRATION

This Personnel Policy Manual ("Manual") contains the current policies and procedures of the Deerfield Beach Housing Authority ("Authority" or "DBHA"). This Manual applies to all employees of the DBHA including temporary and part-time positions. This policy does not apply to contractors or sub-contractors.

The Authority developed the Personnel Policy Manual to provide employees with general guidance concerning common information, rules, and regulations generally accepted by the organization. Every section of this Manuel will stand on its own merit. In the event at any section or subsection, paragraph or subparagraph is found to be invalid in form, content, or legality, in whole or in part for whatever reason, it will not affect the validity of any other section, subsection, paragraph or subparagraph or affect in whole or in part of operation thereof. If there are any questions regarding the interpretation of the policies contained in this Manual, please direct them to the Human Resources Administrator or Executive Director.

All employees receive a copy of this Manual, and the DBHA expects each employee to read and become familiar and remain up to date with all policies and procedures.

While the intent of the Personnel Policy Manual is to provide information, policies, and processes for numerous situations, staff understands that the organization is unable to anticipate, or predict, every circumstance related to its needs and business; therefore, the Authority reserves the right to modify any policy or procedure in this Manual at any time, in its discretion, without advance notice or consideration to affected employees.

PLEASE READ THE MANUAL CAREFULLY. ALL EMPLOYEES SHOULD FAMILIARIZE THEMSELVES WITH THE POLICIES IN THE MANUAL. YOU ARE RESPONSIBLE FOR THE APPLICATION OF THESE POLICIES IN RELATIONSHIP TO YOUR EMPLOYEMENT.
BEACH HOUSING AUTHORITY OVERVIEW

The Deerfield Housing Authority was established in December of 1969 under the provisions of the Florida Statutes, Title XXX, Chapter 421: Public Housing Law. It is the 81st housing authority established in the State of Florida. DBHA owns and manages 196 public housing units and administers 482 Housing Choice Vouchers (formerly Section 8). DBHA also owns and operates a 56 unit low-income tax credits property, The Palms of Deerfield Beach.

The DBHA acquired and renovated Stanley Terrace Apartments in 1970, the first of our Affordable Housing Communities. In 1978, the Palms of Deerfield Beach Apartments were constructed to provide housing for elderly and disabled residents.

In 1999, the DBHA created the Sylvia Poitier Business Skills Center. The Business Skills Center partners with area businesses and organizations with the goal of helping individuals become self-sufficient through securing employment.

The total operating budget varies depending on federal appropriations and is approximately $6.4 million, with total assets valued at $16.5 million.

GOVERNANCE

DBHA is governed by a seven (7) member volunteer Board of Commissioners appointed by the City of Deerfield Beach in staggered four-year terms. These dedicated public servants meet once a month or more often to discuss and vote on policies and business transactions important to the operation of the Authority. Residents in the DBHA Public Housing and Section 8 Rental Assistance Programs may also serve on the Board of Commissioners.

The primary function of the Board of Commissioners is to:

- Act as the governing body of the DBHA
- Provide fiduciary oversight for funds received by the DBHA
- Establish and approve policies
- Hire and evaluate the Executive Director
EMPLOYER/EMPLOYEE RELATIONS

Employer’s Responsibilities

Employees of the DBHA may expect:

- Fair and impartial treatment at all times;
- Adequate and competitive pay;
- Safe working conditions;
- Modern equipment and materials;
- Informed supervision;

Employee’s Responsibilities

As an employer, the DBHA expects employees to be:

- Fair and courteous in meeting the public and working with fellow employees;
- Industrious;
- Neat in work and personal appearance;
- Prompt in reporting for work and in completing assignments;
- Economical in the use of supplies and equipment;
- Cooperative with the public and with fellow employees in getting the job done well;
- Observant of all Housing Authority policies and procedures;
- If certification of any type is required for a position, the employee must already be certified or must obtain certification within the described period that the job description requires.
2. **GENERAL EMPLOYMENT PRACTICES**

**Organization Plan**

All positions shall be established in accordance with an organization plan clearly setting forth areas of responsibility and authority.

**Delegation of Authority**

Every employee shall be given the authority necessary to perform his/her assigned duties.

**Personnel Records**

A personnel file shall be maintained for each employee by the Human Resources Administrator. The file shall contain records showing experience, efficiency, ratings, job descriptions, reprimands and commendations and education and training. Each employee shall receive a copy of all notifications. Each employee is responsible for notification of change of address, telephone, emergency contacts, etc. to the Human Resources Administrator.

**Personnel Committee**

By order of DBHA's Executive Director, a Personnel Committee (consisting of one (1) administrative staff member; one (1) assisted housing staff member; and one (1) representative from the asset management staff) appointed by the Executive Director shall review grievance complaints, report any personnel problems to the Human Resources Administrator and develop programs for improvement of employee effectiveness.

**Special Conditions**

Any employee affected by this policy has the right to request that the Executive Director waive the application or a specific policy due to special circumstances.

3. **ANTI-DISCRIMINATION POLICY**

**Equal Opportunity**

The Deerfield Beach Housing Authority is an equal opportunity employer. DBHA policy prohibits discrimination on the basis of race, creed, color, national origin, ancestry, gender, physical or mental disabilities or handicaps, marital status, sexual orientation, family status, military status, or other protected traits or characteristics, in accordance with Florida State and

The DBHA will follow these laws in any employment decision, including but limited to recruitment, hiring, compensation, training, promotion, upgrading, downgrading, demotion, transfer, layoff, termination and all other terms and conditions of employment, except as provided by law. All employment related decisions will be based solely on relevant criteria including experience, training, and budgetary conditions.

**Employees with Disabilities**

The American with Disabilities Act of 1990 and the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, and other aspects of employment. The law also requires that employers provide qualified applicants and employees with disabilities reasonable accommodations that do no impose undo hardship on the employer.

A reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy the benefits and privileges of employment equal to those enjoyed by employees without disabilities.

If the requested accommodation cannot be made, the DBHA will consider the reassignment of the employee as a reasonable accommodation if it would not impose an undue hardship on DBHA operations.

The Authority will provide reasonable accommodations to applicants and employees with disabilities upon request. Qualified applicants and employees with a disability and in need of reasonable accommodation should notify the Human Resources Administrator. All information regarding the disability will be kept confidential and only used by appropriate decision makers involved with providing the requested accommodation.
4. SEXUAL AND OTHER FORMS OF HARASSMENT

The Deerfield Beach Housing Authority is committed to providing a work environment free from all forms of harassment. Harassment in any form is against the law and will not be tolerated by DBHA. Harassment in the workplace is considered employee misconduct and will result in disciplinary action up to and including termination.

If harassment complaint is filed, all employees shall fully cooperate in the investigation. Any supervisory staff that knowingly sanctions or permits such conduct to occur will be acting on their own accord, not on behalf of the DBHA, and will be subject to disciplinary action, up to and including termination.

SEXUAL HARASSMENT POLICY

It is the policy of Deerfield Beach Housing Authority that sexual harassment of employees or applicants for employment in any form is unacceptable conduct and will not be tolerated. DBHA is committed to a work environment free from sexual harassment. The Authority does not condone and will not tolerate sexual harassment at any of its facilities. This includes all employees, customers, vendors, contractors, and others employees may come in contact with as part of the employment relationship. Employees must avoid any action, conduct or behavior which could be viewed as sexual harassment. For this reason, dating between supervisors and subordinates is strongly discouraged.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Generally, sexual harassment is classified one of two ways:

1. **Quid Pro Quo.** When a supervisor or manager conditions an employment benefit or continued employment on an employee's acquiescence in sexual behavior; and

2. **Hostile or Offensive Work Environment.** When sexual jokes, graffiti, suggestive remarks, cartoons, physical interference with movement such as blocking or following, or sexually derogatory comments that create a hostile work environment. Such conduct may include, but is not limited to the following:

   • Demands for sexual favors accompanied by threats concerning an individual's employment status.
• Demands for sexual favors accompanied by promises of preferential treatment concerning an individual's employment status.
• Verbal, written or graphic communications of a sexual nature.
• Sexually degrading words used to describe an individual.
• Sexually explicit or offensive jokes.
• Unwelcome sexual flirtations.
• Patting, pinching or unnecessary contact with another employee's body.

**OTHER FORMS OF HARASSMENT**

Harassment on the basis of any other protected characteristic or class is also strictly prohibited. Such harassment is defined as verbal or physical conduct that denigrates or shows hostility toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, or other characteristics protected by law, and:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunity.

Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threats; intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on wall or elsewhere on the DBHA premises or circulated in the workplace.

Non-employee violators are subject to expulsion from DBHA facilities when harassment occurs on premises. DBHA may discontinue services off-premise violators of this policy and may report the violator to the appropriate authority for civil or criminal action.
REPORTING VIOLATIONS OF DBHA HARASSMENT POLICY

Any employee who believes that he or she has been harassed, sexually or otherwise, should promptly report such harassment as follows:

1. Any employee who believes he or she is being discriminated against, harassed, or witness such an event should immediately submit a written complaint describing the incident(s) to their immediate supervisor. Any supervisor who witness any incident of improper harassment or discrimination or who receives a complaint shall immediately refer the matter to the Human Resources Administrator or the Executive Director.

2. If this is not possible or appropriate because the harassment originates from the employees supervisor, the employee should report, in writing, the harassment to the Human Resources Administrator or the Executive Director, or in case of their absence to the Chairperson of the Board of Commissioners.

**Investigation.** All allegations of discrimination and harassment will be completely and promptly investigated. All investigations will be conducted to protect the privacy of and minimize suspicion toward all parties involved, to the greatest extent possible. Investigations may include discussion with all involved parties, identifying and questioning witnesses, and other actions deemed appropriate. If the allegation is sustained, the responsible employee(s) will be disciplined, up to and including discharge.

**No Retaliation.** No person will be subjected to discipline or any other adverse treatment because he or she has filed a complaint of sexual harassment. Every effort will be made to handle complaints in a confidential and sensitive manner. However, a report of sexual harassment that after an investigation proves to be a false claim, or made for malicious reasons will subject that employee to discipline, up to and including discharge.

5. EMPLOYMENT

**Authority to Effect Personnel Actions**

Authority to appoint, promote, transfer, demote, suspend, and terminate personnel shall be vested in the Executive Director and such other officials as are formally designated to act on his/her behalf. If staff additions are to be made, positions and funds must be approved by the Board of Commissioners.
EMPLOYMENT PROCESS

When a position is vacated due to termination, resignation, or retirement, or when a new position is created, the Human Resources Administrator will issue a notice of the advertisement of the position which will be electronically distributed to employees and posted on the website for a period of no less than five working days. Positions may also be advertised in local and national publications, if necessary.

Persons desiring employment shall file a written DBHA application, setting forth their qualifications, experience, references, and other information as may be required. DBHA employees may apply for any open positions by submitting a written letter of intent to the Executive Director or the Human Resources Administrator.

When hiring new employees, DBHA will comply in Section 3 of the Housing and Urban Development ACT of 1968 by ensuring that all open positions are advertised by posting employment announcements in common and other public areas in housing developments to increase circulation of employment opportunities for residents who may qualify.

AGE REQUIREMENTS

No person under 18 years of age will be hired in a full-time position; however persons under the age of 18 may be hired part-time upon the execution of a release of liability by a parent or guardian.

APPLICANT SCREENING

Criminal history and sexual offender searches are conducted as a condition of employment with DBHA. The Deerfield Beach Housing Authority has the sole right to refuse to hire or remove any employee with direct client contact in cases where a felony conviction is confirmed.

If a criminal history check reveals convictions that the individual disclosed in the application, the Human Resources Administrator will review the report and evaluate each conviction, including additional information provide by the applicant before the offer of employment is confirmed or withdrawn.
A criminal conviction will not automatically disqualify an individual from employment. Relevant consideration may include, but not be limited to, the number of convictions, time passed since the conviction, the nature or gravity of the offense, and the relationship the conviction has to the duties and responsibilities of the position.

**REFERENCE CHECKS**

Employment references may be required to verify employment history, qualifications, and suitability for employment.

**SELECTION AND APPOINTMENT OF APPLICANTS**

For each type of position, the minimum qualification requirements will be delineated in the respective job description, which is maintained by the Human Resources Administrator. No applicant shall be hired who does not meet the minimum requirements as delineated in the respective job description.

All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and job performance. Although DBHA will take into consideration internal transfers, promotions, and applications from residents, the DBHA may recruit from outside of the Authority.

Appointments will be made only from among applicants who meet the minimum qualification requirements for positions previously established by the Housing Authority.

**RELOCATION EXPENSES**

Relocation expenses may be provided for Executive Management positions, and will be at the discretion of the Board of Commissioners at the time of offer of employment. All offers of relocations expenses must adhere to relocation expense guidelines published by the IRS, and must not exceed the dollar amount authorized by the Board of Commissioners.

**PROBATIONARY EMPLOYMENT**

All appointments to regular positions are subject to the satisfactory completion of a one hundred eighty (180) calendar day probationary period as follows:

1. At the end of the first ninety (90) days during the one hundred eighty (180) days probationary period, the work of the employee shall be evaluated by his/her
Supervisor. A report of the evaluation shall be made on the appropriate form. Any weakness observed must be discussed with the probationary-status employee at that time, and assistance offered for the correction of such weakness. However, at the discretion of the Executive Director, based upon the recommendation of the Supervisor, a probationary-status employee may be subject to dismissal at any time for unsatisfactory performance of duties or policy violations.

2. At the end of the one hundred eighty (180) days probationary period, a second evaluation shall be made by the Supervisor, and the Executive Director shall then notify the probationary status employee that he/she is to be retained on a regular basis or dismissed, based upon the recommendation of the Supervisor.

3. Probationary status employees shall be entitled to Paid Holidays. However, leave shall not be accrued to the credit of the probationary status employee until the ninety-first (91) day of the one hundred eighty (180) days probationary period. Upon completion of ninety (90) days of service, both Sick Leave and Vacation Leave shall be computed from the first day of employment with DBHA. During the first ninety (90) days of the one hundred eighty (180) days probationary period, probationary-status employees are not entitled to take time off. However, if absolutely necessary, the time will be deducted from the probationary-status employee’s pay as Leave Without Pay (LWOP). Upon successful completion of the one hundred eighty (180) days probationary period, the employee shall then be eligible to use his/her accrued Vacation Leave, with the prior approval of the appropriate Supervisor and the Executive Director.

**Orientation of New Employees**

All new employees will be issued a copy of the Deerfield Beach Personnel Policy Manual. The employee's immediate Supervisor and/or other knowledgeable member of the DBHA will assist the new employee in an orientation to include:

- Introduction to fellow employees.
- Purpose of the DBHA.
- Role of the employee's particular job to DBHA.
- Job duties and responsibilities.
- Hours of work.
• Lunch and breaks.
• Pay periods.
• Performance evaluations.
• Career development.
• Employee benefits.
• Absenteeism and tardiness.
• Personal conduct.
• Importance of cooperation with others.
• Supervisor availability to answer questions and help with problems.
• Safety Policy.
• Drug-Free Workplace.
• Sexual Harassment Policy.

6. EMPLOYMENT CATEGORIES AND CLASSIFICATIONS

The Fair Labor Standards Act requires all employees to be classified according to the overtime provisions of the law. For the purpose of paying any compensation, all employees are classified as either “Exempt” or “Nonexempt” for overtime compensation. All determinations of wage classification status are made through the job evaluation process.

EMPLOYEE CLASSIFICATIONS

• **Exempt**: Executive, management, professional, and administrative staff with major responsibilities and do not receive overtime pay.

• **Non-Exempt**: Employees who receive overtime pay for work in excess of fourth (40) hours per week.

EMPLOYEE CATEGORIES

The Executive Director is responsible for classifying all employees into one of four categories for eligibility to receive certain benefits offered by the Deerfield Beach Housing Authority. These categories are defined as:

• **Full-Time (Salary)**: An employee who is normally scheduled to work 40 hours per week for 52 weeks per year. This employee is salaried and is not paid wages in excess of 40 hours per week. This employee is exempt from overtime compensation.
• **Full-Time (Hourly):** An employee who is normally scheduled to work 40 hours per week for 52 weeks per year. This employee is hourly and is paid for any hours worked in excess of 40 hours per week. This employee is nonexempt from overtime compensation.

• **Part-Time (Permanent):** An employee who is expected to establish a continuity of service, but is scheduled for less than 40 hours per week and/or less than 52 weeks per year. A part-time employee is expected to work more than 26 weeks per year.

• **Temporary (full or part-time):** An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that an employee should not remain in temporary job status longer than six months.

Temporary employees are not entitled to the rights and benefits as set forth in this policy. However, temporary employees shall be paid for holidays.

**TEMPORARY WORK AT A HIGHER CLASSIFICATION**

An employee may be required to work in a higher classification on a temporary, incidental, or emergency basis, and upon such appointment, the employee shall be given a temporary transfer to the higher classification and be paid the minimum rate for the higher classification. In the event the employee's rate of pay exceeds the minimum of the higher classification, the employee shall receive a five percent (5%) increase not to exceed the maximum of the pay grade. At the conclusion of the assignment, the employee's pay shall revert to the authorized rate established for his/her regular position. Any such temporary increase granted shall not affect the employee’s eligibility for normal merit advancements.

**RECLASSIFICATIONS**

DBHA reserves the right to place an employee in a reclassified position whether the reclassified position is a promotion, demotion or lateral move.

**TEMPORARY HIRES**

The DBHA may, from time to time, may hire individuals on a temporary basis to complete specific assignments, supplement regular work, or substitute for regular employees. Temporary employees may be hired directly and placed on the DBHA payroll on a full-time or part-time basis or though outside employment agencies. However hired, temporary employment shall not exceed a period of six (6) contiguous months.
INDEPENDENT CONTRACTORS

The Authority may utilize independent contractors or consultants as needed to perform certain Authority benefits, leave time, pensions or other benefits. However, independent contractors/consultants using DBHA facilities must abide by Authority policies.

7. CHANGES IN STATUS OF EMPLOYMENT

PROMOTIONS

If a vacated or newly established position is filled by the promotion of a DBHA employee, that employee shall be subject to ninety (90) days probation in the new position. For such employees, Vacation and Sick Leave shall continue to accrue.

A promoted employee shall be entitled to a pro-rated merit increase based on the number of months since his/her last merit increase. The effective date of the promotion will become the new annual merit review date.

A promoted employee will then receive the minimum of the new pay grade or a five percent (5%) per grade increase whichever is greater, within grade.

TRANSFERS

Employees may be transferred or reassigned within the Authority. The DBHA reserves the right to transfer employees between departments to address situations in which additional staff is required or a change in assignment is needed. Any DBHA supervisor requesting the transfer of an employee must notify the Human Resources Administrator. All transfers must be approved by the Executive Director.

A transfer may or may not include a salary adjustment. Although most transfers are considered lateral, depending upon the reason for the transfer or the area transfer to, a salary may be increased or lowered to more appropriately fit the new job responsibilities.

REDUCTION IN FORCE/SENIORITY

In the event that a reduction in force becomes necessary, consideration will be given to the employee’s past performance, range of abilities, and attendance. Seniority is not a determinative factor.
If a regular-status employee is scheduled to be laid off, he/she shall be offered a demotion to a lower job classification, only if a vacancy exists and only if he/she meets the qualification requirements in the lower classification.

Reduction in the work force shall not be utilized as a vehicle for eliminating inadequate employees.

**DISCIPLINARY PROBATION**

An employee may be placed on probation for a period of no less than thirty (30), but not more than ninety (90) days (“probationary period”) by his/her immediate Supervisor because of deficiencies in the employee’s performance, or as a result of a violation of the rules and regulations established in the DBHA Personnel Manual.

At the end of the probationary period, the employee will be evaluated by his/her Supervisor on the appropriate form. If the employee has not corrected the deficiencies or actions which necessitated the imposition of the probationary period, he/she may be subject to immediate dismissal at the discretion of the Executive Director, based upon the recommendation of the Supervisor.

An employee who is subject to suspension due to performance issues may be placed on leave without pay until a final decision is made on the job performance issue.

**DEMOTION**

An employee shall be subject to demotion under the following conditions:

1. If the employee has been found unsuited for his/her current position, but is anticipated to be able to perform satisfactory service in a lower-paying position. An employee who has been demoted will serve probation period of no less than ninety (90) days.

2. If the employee’s position has been either abolished or relocated to a lower paying class and he/she cannot be transferred to a position of equal pay. In such cases, a statement shall be furnished to the employee, with a copy placed in his/her personnel file, that such demotion in no way reflects his/her performance in the previous class position.
**SUSPENSIONS**

An employee may be suspended from duty without pay for a period not to exceed fifteen (15) working days, based upon his/her immediate supervisor’s recommendation to the Executive Director, for the following reasons:

1. Disciplinary reason only.

2. Pending investigation of charges listed in Section 18: Disciplinary Actions, which if substantiated, will result in dismissal. If such an investigation is commenced, the employee shall make himself/herself available for an interview by the Human Resources Administrator, or other authorized DBHA representative. If an investigation does not bear out the charges, and the employee is retained, he/she shall be paid for the period of suspension.

3. If an employee is arrested and charged with a criminal offense, the employee may be placed on leave without pay until a final disposition of the criminal charges. When an employee is arrested and charged with a criminal offense, the employee shall report the arrest and charges to the Human Resources Administrator immediately after the event. Depending upon the nature of the charge, the Human Resources Administrator, in conjunction with the department head, may recommend one of the following:

   a. the dismissal of the employee from employment;
   b. place the employee on leave with pay;
   c. place the employee on leave without pay; or
   d. Provide for an alternative form of discipline that will insure that if the employee returns to work, that the employee will be able to perform their duties on a regular basis without significant disruption due to the need for the employee to address matters related to their legal proceeding.
8. SEPARATIONS

Resignation

Employees desiring to voluntarily terminate employment with DBHA shall be required to submit a written letter of resignation at least two weeks prior to the date of termination. The letter of resignation shall stipulate the reason the employee is voluntarily terminating employment with DBHA.

1. An employee shall not be considered for rehire if he/she fails to submit two weeks written notice of intent to voluntarily terminate employment.

2. An employee shall not be paid for accrued sick leave upon resignation or termination of employment. Employees will forfeit all accrued sick leave upon resignation.

3. In the event the Chief Financial Officer, Executive Director, HCV Director, Director of Housing Operations or HR/Procurement Administrator desires to voluntarily terminate employment with DBHA shall be required, when feasible, to submit a written letter of resignation at least one month prior to the date of termination.

4. The Chief Financial Officer, Executive Director, HCV Director, Director of Housing Operations or HR/Procurement Administrator shall not be considered for rehire if he/she fails to submit a one (1) month written notice of intent to voluntarily terminate employment.

5. A notice of resignation may be rescinded upon receiving written authorization from the Executive Director. The DBHA may set an earlier date for dismissal than the one provided by the resigning employee.

Retirement

The resignation policy applies to employees retiring. However, if an employee knows far in advance of appropriate termination date, the employee should notify the Human Resources Administrator as soon as a decision to retire is made final.
9. TERMS AND CONDITIONS OF EMPLOYMENT

REGULAR WORK HOURS

The Executive Director shall establish the hours of work in accordance with the needs of the Agency and the public. The regular work day for all employees is 8:30 am to 5:00 pm, Monday through Friday. A typical workweek for all DBHA employees shall consist of 40 hours, or a bi-weekly schedule totaling 80 hours. The Executive Director has the discretionary authority to establish less than full time positions and those hours of work will be established in accordance with the needs of the Agency and the public.

The allotted time for lunch periods for all DBHA employees shall be one (1) hour. Lunch periods shall be scheduled in such a manner as to best serve the public. Employees are expected to utilize his/her lunch periods during the hours designated by his/her Supervisor, and this time cannot be accumulated.

CHANGE IN WORK SCHEDULE

A change in the normal work schedule for other than emergency situation must be approved by the Executive Director and approved within seventy-two (72) hours of implementation. Work schedule changes will be reported to the Human Resources Administrator to ensure consistency in personnel and payroll functions.

Under specified conditions, such as inclement weather, the Housing Authority Executive Director may require that employees do not report for work, or leave the work premises early. Under such direction, an employee may not elect to report for or to remain at work. Employees involved in essential operations and services may, upon determination of the Executive Director, be required to report to work and should make every attempt to arrive at work.

Employees not reporting to work, or sent home early due to weather conditions, or due to issues/concerns deemed necessary by the Executive Director, will receive payment for the full scheduled shift. Personnel on scheduled vacation, personal leave, comp time, or sick time, will continue to use the appropriate leave time for the entire shift.

ATTENDANCE

DBHA employees are required to maintain satisfactory attendance records. This requires that all employees arrive to work in accordance with established work schedules. Employees who
fail to report to work, are habitually tardy, consistently take excessive lunch or other breaks, leave work without proper authorization, have excessive absences, or fail to properly report their absence are subject to disciplinary action or termination.

**Unexcused Tardiness**

Employees are expected to arrive to work on time. DBHA defines tardiness as arrival at work later than the scheduled time to start work and/or reporting back to work after the allotted time for any type of break in the work day. Continued or repeated tardiness is a serious workplace offense and a costly disruption to the DBHA work schedule.

An accumulation of six (6) unexcused incidents of tardiness within a calendar year shall be considered excessive, and an employee may be subject to disciplinary action, up to and including, dismissal.

**Outside Employment**

Outside employment is defined as any paid employment performed by an employee that is in addition to his/her employment with the DBHA. The following regulations shall apply to outside employment:

1. Such employment shall not interfere with the efficient performance of the employee's duties. For example, an employee shall not engage in outside employment that does not provide at least six (6) hours between the completion of the employee’s outside employment duties and the commencement of the employee’s workday with the DBHA.

2. Such employment shall not result in the employee taking action which is not consistent with their job duties and responsibilities, or in the best interest of the DBHA, its clients, and other DBHA employees.

3. Such employment shall not occur during regular or assigned working hours, unless the employee is on Vacation Leave or Compensatory Leave.

4. Any employee accepting outside employment under the terms of this regulation shall make prior arrangements with the outside employer to be relieved from his/her
outside duties if and when called upon for emergency service by the DBHA.

Prior to engaging in any form of outside employment, an employee shall file a written request for permission to engage in such outside employment with his/her Supervisor. This request shall state the type of outside employment to be engaged in, the hours of employment, the name, address and phone number of the prospective employer. All requests for permission to engage in outside employment must be submitted to the Executive Director for approval. If approval is granted, a copy of the signed approval is to be sent to the Human Resources Administrator. Once an employee terminates outside employment, the employee is obligated to notify his/her Supervisor and the Human Resources Administrator.

10. COMPENSATION

COMPENSATION PLAN

A compensation plan, showing the minimum and maximum salary range for each position and the system for making periodic changes shall be established by the Executive Director. Salary ranges for each staff position will be reviewed annually by the Executive Director in order to reflect changes in responsibilities or economic changes or for any other valid reason. All changes will be determined on an annual basis and within budget restrictions. All compensation is subject to the approval of the Board of Commissioners.
TIME SHEETS

Documentation of hours worked is substantiated through time sheets originated by the employee, approved by the supervisor and maintained by the Human Resources Administrator. Time sheets must be turned into payroll Wednesday before each payday.

PAY PERIODS

Payday is bi-weekly on Friday. If a payday falls on a national holiday, employees will be paid on the workday preceding the holiday. All employees are strongly recommended to have direct payroll deposit.

OVERTIME AND COMPENSATORY TIME

Overtime must be approved by the Executive Director or his/her designee. Except in cases of a verified emergency, overtime must be approved prior to an employee commencing overtime work. Eligible, non-exempt employees will receive one and one half (1.5) the normal hourly rate.

Compensatory time is time off in lieu of pay for irregular or occasion overtime work. Compensatory time for exempt employees is earned at a rate of one (1) hours for each hour of overtime worked. Employees entitled to compensatory time must obtain prior approval from his/her supervisor prior to overtime worked.

Compensatory time must be used within the pay period earned with prior approval of the immediate supervisor. If the work schedule is such time off would disrupt the normal work flow of the Authority, use of the compensatory time may be extended beyond the immediate work period upon approval of the Executive Director.

PAYMENT FOR UNUSED SICK LEAVE

Employees who voluntarily or involuntarily terminate employment with the DBHA are not entitled to pay for unused sick leave
11. HOLIDAYS

The Deerfield Beach Housing Authority will observe the following as paid holidays:

- New Year’s Day
- Martin Luther King, Jr. Day
- President’s Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving
- The day after Thanksgiving
- Christmas Day

If additional special occasion holidays are declared by Federal and/or State Governments, the Authority will grant DBHA employees the same holidays as the County employees. If a holiday fall on Saturday, the Friday preceding will be taken as the holiday. If a holiday fall on Sunday, then the Monday following will be taken as the holiday.

**PERSONAL HOLIDAY (PERSONAL DAYS)**

In addition to the observed holidays, all regular employees will, after satisfactory completion of the one hundred eighty (180) days probationary period, have a choice of taking any two days of his/her choice as Paid Holidays, to be considered Personal Days. These two (2) Personal Days are to be taken on a calendar basis, and are subject to the approval of the employee's Supervisor and the f Executive Director. If an employee fails to schedule and utilize these two (2) Personal Days as provided, the employee shall forfeit said Paid Holidays.

12. VACATION LEAVE

**Vacation Leave**

Employees shall be eligible to take accrued Vacation Leave after the satisfactory completion of the one hundred eighty (180) days probationary period. Vacation Leave shall be accrued with reference to completed months of continuous service and is earned as of an employee’s date of employment with the DBHA. Any approved Leave of Absence Without Pay (LWOP) will not be included in the computation or accrual of Vacation Leave.
Records of Vacation Leave accrual shall be maintained by the Human Resource Administrator. The following is a schedule of Vacation Leave, based upon years of service, approved by the Board of Commissioners of the DBHA.

<table>
<thead>
<tr>
<th>One year to five years of service</th>
<th>2 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>After five years to fifteen years of service</td>
<td>3 Weeks</td>
</tr>
<tr>
<td>After fifteen years of service</td>
<td>4 Weeks</td>
</tr>
</tbody>
</table>

**APPROVAL**

All Vacation Leave requests must be submitted in writing and approved by the appropriate Supervisor. For purposes of scheduling Vacation Leave, the employee with the greatest seniority in the department shall be granted preference, subject to operational needs.

**HOLIDAYS DURING VACATION**

If a Holiday occurs during a period of time when an employee is on approved Vacation Leave, that employee shall receive Holiday Pay for such Holiday instead of charging Vacation Leave.

**SICK LEAVE DURING VACATION**

Should an employee become ill or injured while on vacation, sick leave hours may be exchanged for vacation hours. In such instances, the employee must notify the immediate supervisor at the time of the illness or injury. At such time, the immediate supervisor may request that the employee return with a physician's certification specifying the nature and duration of such illness or injury.

**CARRY-OVER**

The maximum of unused Vacation Leave that may be carried over each year shall not exceed the total number of allowable accrued vacation based on years of service. The date for computation of excess Vacation Leave for each year shall be December 31st. Vacation Leave in excess of two hundred eighty (280) accrued hours shall be forfeited. Requests for use of accrued Vacation Leave, in addition to the Vacation Leave earned in an employee's current anniversary year, shall be granted by the appropriate Supervisor.

**VACATION USED FOR SICK LEAVE**

In the event of continuing absence due to illness, accrued Vacation Leave may be used when all accrued Sick Leave has been exhausted.
VACATION LEAVE PAYOUT UPON SEPARATION

Employees shall be compensated for any unused vacation including carryover time from previous year and current year but shall not at any time exceed 280 hours.

13. SICK LEAVE

All employees shall be entitled to Sick Leave, after satisfactory completion of ninety (90) days of the one hundred eighty (180) days probationary period. Sick Leave shall accrue at one day per month (or at the bi-weekly accrual rate of 4.0 hours). Sick Leave shall be accumulated up to a maximum of seven hundred and twenty (720) hours. Sick Leave in excess of seven hundred and twenty (720) hours shall be forfeited. Records of earned Sick Leave shall be maintained by the Human Resource Administrator.

In order to qualify for Sick Leave compensation, employees must, on a daily basis, notify his/her Supervisor of his/her illness as soon as practicable, but not later than one (1) hour after the time at which the employee normally begins work. Failure to do so will result in loss of pay and possible dismissal, except in cases of emergency where such notification is deemed impractical. Upon return to work from Sick Leave, a Request for Leave form must be submitted by the employee to his/her Supervisor.

Sick Leave may be granted to employees for the following purposes:

1. Personal or family illness or injury not connected with work.
2. Personal or family medical, dental or optical appointments, examinations, or treatments, which are necessary during working hours.
3. Exposure to a contagious disease, which would endanger others.
4. Pregnancy and Maternity Leave.
ABUSE OF SICK LEAVE

If it is established that an employee has taken Sick Leave under false pretenses the time off shall be processed as Leave Without Pay (LWOP). The employee may also be subject to disciplinary action.

SICK LEAVE DOCUMENTATION REQUIREMENTS

Medical certificate signed by a licensed Florida physician may be requested by an employee's Supervisor, with the approval of the Executive Director or the Human Resources Administrator in order to substantiate a Request for Leave when:

1. The period of absence (due to illness) consists of three (3) or more consecutive working days.

2. The illness occurred while the employee was on Vacation Leave, and a request is made by the employee to credit Sick Leave for the period of the illness instead of utilizing Vacation Leave.

3. Absence from duty occurs on a frequent or habitual basis, and the employee has been warned by his/her Supervisor, or notified in writing by the Human Resources Administrator, that a medical certificate signed by the a licensed Florida physician will be required should further absences occur.

EXTENDED SICK LEAVE

Sick Leave shall not be granted for a period in excess of the amount of Sick Leave the employee has accumulated. In the case of an extended illness, when an employee has exhausted his/her Sick Leave, Vacation Leave must be used until it is exhausted. Additional days lost will then be charged to Leave Without Pay (LWOP), which shall not exceed a period of three (3) months.

14. OTHER LEAVE OF ABSENCE

LEAVE WITHOUT PAY

In the event circumstances necessitate a deserving regular status employee to be absent from duty, Leave Without Pay (LWOP) may be granted at the sole discretion of the Executive Director. Such Leave Without Pay shall not exceed a period of three (3) months, except for induction into Military Service.
A written request for Leave Without Pay shall be made to the Executive Director, setting forth the reason for the requested Leave Without Pay, as well as the effective dates of departure and return. **No Sick Leave or Vacation Leave, or credit toward merit increases shall be earned by an employee during the period of time that the employee is on Leave Without Pay.**

Upon return from Leave without Pay, the employee shall be given his/her old position with no penalties involved. The employee shall be placed at the same point within the salary grade as of the effective date of the commencement of said authorized Leave. However, if it is necessary to fill the regular status employee's position while he/she is absent, the person so appointed shall be employed on a temporary basis with full understanding of the terms of employment.

Leave Without Pay shall be granted only when the employee has utilized all accrued Vacation Leave and all accrued Sick Leave, if applicable. If an employee granted Leave Without Pay fails to return to work at the expiration of the approved Leave, the employee shall be terminated, effective as of the last day of said authorized Leave Without Pay.

**No seniority shall be earned by an employee during the time that the employee is on Leave Without Pay. When the employee returns to duty from Leave Without Pay, the employee shall be credited with all seniority earned prior to his/her authorized Leave.**

**COURT LEAVE (JURY DUTY)**

An employee shall be granted Court Leave with pay when performing Jury Duty; when subpoenaed to appear before any public body or commission to represent the Authority; or when performing emergency civilian duty in connection with national defense; and the employee shall be paid his/her regular salary for such period of time.

Payment by the court to the employee for juror fees, travel expenses and witness fees shall be retained by the employee. Each employee, when summoned, shall immediately inform the Executive Director in writing; and a Request for Leave form must accompany submission of the summons for approval and the summons must be submitted for approval with a Request for Leave form.

**BEREAVEMENT LEAVE**

An employee who suffers the death of a family member shall be granted Funeral Leave of three (3) working days to attend the funeral in the State of Florida, and five (5) working days to
attend a funeral outside the State of Florida. This shall be with full pay and shall not be deducted from the employee's accrued leave.

For purposes of Funeral Leave, a family member is defined as a parent, sister, brother, spouse, domestic partner (domiciled in the household of the employee) son, daughter, grandparent(s), mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, stepparent, stepchild, stepbrother and stepsister.

If two (2) additional days leave are needed by the employee to attend the funeral of an immediate family member outside the State of Florida, then the additional two (2) days Funeral Leave shall be deducted from the employee's earned Sick Leave. Use of said Sick Leave for this purpose shall not affect the Bonus Day computation. If additional time is needed, the employee may use Vacation Leave.

The employee, if requested, shall provide his/her Supervisor with proof of death in his/her immediate family.

**FAMILY LEAVE AND MEDICAL LEAVE ACT**

The DBHA has always had an established personnel policy statement on Leave Without Pay. However, with the passage of the federal Family and Medical Leave Act (effective August 5, 1993), employers are required to provide twelve (12) weeks of unpaid, job-protected leave to eligible employees for specific family and medical reasons.

Under the Family and Medical Leave Act (FMLA), up to twelve (12) weeks of unpaid leave must be granted for any of the following reasons:

1. Upon the birth of the employee’s child;
2. Upon the placement of a child with the employee for adoption or foster care;
3. To care for a child, spouse, or parent with a serious health condition, or because of the employee's own serious health condition.

For the duration of the FMLA leave, DBHA shall maintain health coverage for the employee under its group health plan. However, DBHA is entitled to recover premiums paid during the FMLA leave period if the employee does not return to work. Ultimately it is the responsibility of the employee to pay all premium payments incurred during the leave period.
Upon return from FMLA Leave, DBHA shall restore the employee to his/her original or equivalent position, with equivalent pay, benefits and other terms of employment. To be eligible for leave under FMLA, an employee must have been employed by DBHA for at least twelve (12) months, and must have worked 1,250 hours over the previous twelve (12) months, before the FMLA leave begins.

When the employee has accrued paid Sick Leave and accrued paid Vacation Leave, DBHA shall require the employee to substitute this paid leave for part, or all, of the FMLA twelve (12) week leave.

When the need for FMLA leave, is foreseeable, the employee must provide DBHA with at least thirty (30) days’ notice (medical certification may be required).

DBHA may exempt the highest-paid ten percent (10%) of its work force (key employees) from the FMLA leave benefit.

DBHA shall require any employee who is on FMLA leave to report periodically on leave status and intention to return to work.

Any questions concerning FMLA regulations, or DBHA policy, should be directed to the Human Resources Administrator.

The use of FMLA is limited to a total of twelve (12) weeks during a one (1) year period, commencing with the first date that FMLA leave is taken. All other regulations as specified in DBHA’s Leave Without Pay Policy will apply.

**DOMESTIC VIOLENCE LEAVE POLICY**

Effective July 1, 2007 pursuant to requirements of Section 741.313, Florida Statutes, and eligible employees shall be permitted to request and take up to three (3) working days of unpaid leave in any 12-month period if the employee or a family or household member of an employee as defined in Section 741.28 is the victim of domestic violence. To be eligible an employee must be employed for three (3) months.

Except in cases of imminent danger to the health or safety of the employee, or to the health or safety of a family or household member, an employee seeking leave from work under this section must provide the employer with appropriate advance notice of the leave along with
sufficient documentation of the act of domestic violence. All information relating to the employee’s leave for domestic violence shall be kept confidential.

An employee seeking leave under this section must, before receiving the leave, exhaust all sick, vacation, personal leave or any other paid time that is available to the employee, unless the employer waives this requirement.

Additionally, for employees who are FMLA eligible, some (but not all) situations under the Domestic Violence Leave may also qualify as FMLA leave and both shall run concurrently.

15. ACCRUED LEAVE DONATION

The Accrued Leave Donation Program allows an eligible employee to voluntarily donate Vacation Leave or Sick Leave to another eligible employee who is unable to work because of an acute, extended serious illness or injury of their own or of their spouse, child or parents. For purposes of the Accrued Leave Donation Program, pregnancy is not considered an acute, extended serious illness or injury. Any request for leave donation will be considered a leave as requested under the Family and Medical Leave Act.

RECIPIENTS

To be eligible as a recipient of Accrued Leave Donation Program, an employee must meet the following criteria:

1. The employee must have satisfactorily completed the 180-day probationary period; employees who are not eligible for benefits may not participate.

2. Is unable to work because of extended serious illness or injury, which requires hospitalization or extensive medical care.

3. Has exhausted all accrued leave including Vacation, Sick, Job Basis, Personal Days and Compensatory Leave.


5. Has not been disciplined for abuse of leave.

6. Has formally applied to the Accrued Leave Donation Program to be considered as a recipient by submitting Accrued Leave Donation Program Recipient Form. Completed forms are to be submitted through the chain of command, and then
forwarded to the Human Resources Administrator.

7. Has submitted acceptable medical substantiation from a licensed physician that includes the diagnosis, a description of the reason the employee is unable to perform his/her duties, the physician’s prognosis, and a date the employee is expected to be able to return to work. If the employee will need Accrued Leave Donations intermittently, the doctor needs to submit all of the above information and a detailed statement of the dates and/or times that the employee will need to be away from work.

8. Has submitted an authorized signed release for medical information from the employee’s licensed physician.

9. Has exhausted all other employment options such as flexible work schedule and light duty assignments.

If a designated holiday occurs during the recipient’s period of authorized leave, the employee will receive holiday pay, which will not be charged against the remaining leave donation balance.

Overtime approved and worked by a recipient in the same workweek in which donated Accrued Leave is requested will substitute for donated Accrued Leave hours, thereby resulting in an adjusted/flexed work schedule.

Recipients applying for Accrued Leave donation eligibility are required to provide all required documentation to the Human Resources Administrator two (2) weeks prior to exhausting all accrued leave time when the need is foreseeable and such prior notice is practicable.

**DONORS**

Eligibility Requirements - To be eligible to donate Accrued Leave to a qualified recipient, the employee must meet all the following criteria:

1. Employees must have satisfactorily completed the 180 days probationary period; employees who are not eligible for benefits may not participate.
2. Has not yet donated 40 hours of Sick Leave or 40 hours of Vacation Leave that has actually been used in the calendar year. A maximum of 80 hours (40 hours of Sick Leave and 40 hours of Vacation Leave) can be donated and used in a calendar year.

3. Has formally applied to the Accrued Leave Donation Program to be considered as a donor by submitting Accrued Leave Donation Program Donor Form.

Accrued leave donations are made on an hour for hour basis. Donations require the approval of the employee’s Department Supervisor and the Human Resources Administrator. Donated Accrued Leave is not deducted from the donor’s leave balance until it is used. Once Leave has been donated and used, it cannot be returned to the donor.

Accrued Leave donations do not affect the donor’s earning a Bonus Day where otherwise eligible.

The Accrued Leave Donation Program does not supplant any established Human Resources policy or procedure.

**Termination of Eligibility**

Donated Accrued Leave may be terminated under any of the following conditions:

1. The recipient applies for and receives retirement benefits or Social Security or claims or receives unemployment compensation or accepts other employment during the approved leave. In these situations, the employee may also be subject to disciplinary action including possible termination.

2. DBHA determines that the recipient has abused leave, falsified information, or was otherwise not eligible for leave. In this case, the employee may be required to repay any leave previously received and may be subject to disciplinary action including termination.

The recipient returns to work, on his/her regular work schedule. If a recipient’s medical condition improves sufficiently to allow his/her return to work, the recipient must notify his/her immediate supervisor immediately. A recipient who fails to advise DBHA of the physician’s
release to return to work in a timely manner will be required to repay any leave received since the effective date of the physician’s release and may be subject to disciplinary action including termination.

16. FRINGE BENEFITS

WORKER’S COMPENSATION INSURANCE

All employees shall be covered by Workers’ Compensation Insurance. Whenever an employee is injured in the performance of his/her duties, the Supervisor shall notify the Human Resource Administrator immediately. The employee’s cooperation is required with respect to any injury or claim, and the failure to timely report an injury or claim could subject the DBHA to a civil penalty.

The Supervisor will be responsible for conducting an investigation of the circumstances of the accident in which an employee is injured in the performance of his/her duties. The Supervisor will also be responsible for filing an Accident Investigation Report, with recommendations for prevention, with the Human Resources Administrator.

Should an employee, who is injured while working, be out of work less than seven (7) days, then his/her time off shall be considered as regular working hours, and the employee will be compensated at his/her current rate of pay by the Authority. If an employee is injured and unable to work for more than seven (7) days, Workers’ Compensation benefits shall begin the eighth day. While an employee is receiving Workers’ Compensation, Vacation Leave, Sick Leave, and seniority shall continue to accrue, and Bonus Day computation shall not be affected.

All Workers’ Compensation claims and benefits shall be coordinated through the Human Resources Administrator.

HEALTH INSURANCE

The DBHA offers group health insurance and group dental insurance protection to all Regular employees. Eligible employees may also elect insurance coverage for their dependents. The terms of coverage may be changed at the Authority’s discretion at any time.

The effective date of insurance coverage is determined by the company providing the insurance. A portion of the premiums for health and dental insurance coverage will be paid by the Housing Authority in compliance with federal and state laws and regulations.
Employees should refer to their benefits brochures for further information regarding health and dental insurance. These brochures are available through the Human Resources Administrator.

In addition, under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who separate from employment with the DBHA may be eligible to continue the Housing Authority’s group health and dental plans for a period of time after the date of separation. The Human Resources Administrator will explain the details of this program with employees at the time of their exit interviews or separation from employment.

**Life Insurance**

Life insurance coverage under the Housing Authority’s group insurance program is available to all regular employees who also participate in the health insurance program. Participating employees are eligible for life coverage in the amount of 1 ½ times his/her annual salary, up to the maximum allowed by his/her policy. Adjustments in coverage amounts are based on an employee’s rate of compensation in June of each year. The Housing Authority pays half (½) of your total premium up to one hundred fifty percent (150%) of your annual salary, rounded to the next higher multiple of $1,000. This is the maximum amount allowed by the United States Department of Housing and Urban Development (HUD) for group life insurance purposes.

The life insurance program provides, in addition to the basic life coverage, additional payments in the case of accidental death or dismemberment as described in the policy. The insurance may also be converted to individual coverage upon termination or retirement. The terms of life insurance coverage may be changed at the Housing Authority’s sole discretion at any time.

**Retirement**

Benefit eligible employees of the DBHA are compulsory members of the Florida Retirement System, and must be enrolled on his/her first day of employment with the Authority. Social Security deductions shall be made automatically for all employees through the Human Resources Administrator. More information about the Florida Retirement System can be found at [www.myfrs.com](http://www.myfrs.com)
17. TUITION REIMBURSEMENT PROGRAM

OBJECTIVE

To improve service to the public by promoting a program encouraging Housing Authority employees to obtain additional training and education, which may improve their effectiveness, improve their performance in their current position, and prepare them for increased responsibility.

BENEFITS

DBHA employees whose applications are approved will be entitled to a refund of tuition and related course fees upon successful completion of each approved course, up to an amount not to exceed the maximum contribution limit as determined by the IRS. The reimbursement will be 100% if a passing grade is obtained. If the institute only gives credit or no credit, a credit grade will be accepted as satisfactory completion and equal to a passing grade.

ELIGIBILITY

All full-time employees of the Housing Authority who by the starting date of class, have completed one (1) year of service and have received a “Satisfactory” or better Employee Performance Evaluation prior to the beginning of the course work are eligible to apply. Guidelines for establishing course work are as follows:

1. All basic core courses as required by the college will be approved for all eligible employees.
2. Life experience credit will not be approved for tuition refund.
3. Degree programs, which relate directly to the employee’s current position, will be approved. Once degree approval is granted, all courses specifically required will be approved.
4. For those employees who have been approved for a degree program, all general educational courses specifically required by the school will be approved.
5. All other course work will be considered on a course-by-course determination.
6. All course work shall be completed through an accredited institution.

Employees receiving financial aid or a scholarship, as well as employees qualifying for benefits
under the G.I. Bill or other State or Federal Programs are eligible for reimbursement under this program. The maximum amount of credit hours eligible for payment in a semester is twelve (12) semester hours or fifteen (15) quarter hours. The Housing Authority will pay an amount equivalent to the current tuition charged by the State (public) colleges and universities.

The rater’s overall evaluation on the Employee Performance Evaluation conducted immediately preceding the beginning of classes must be “Satisfactory” or better for the employee to be eligible for tuition refund unless the course work for the employee receiving a less than “Satisfactory” evaluation relates to the area of weak performance. In addition, any employee placed on suspension or on restricted sick leave during a six-month period prior to the beginning of a course will not be eligible.

The tuition refund program covers tuition and laboratory fees only. It does not cover registration, books, taxes, gas, food, or other costs. The tuition refund program shall not reimburse for any funds for which the employee has already received funding (i.e. scholarship, grant, or other monetary contribution).

Employees should also be reminded that after having received tuition refund, that they are under a one (1) year employment obligation with the Deerfield Beach Housing Authority; the amount of the tuition refunded will be deducted from the employee’s final paycheck.

18. PROFESSIONAL DEVELOPMENT

The DBHA is committed to training and developing its employees. The Authority will make every effort to ensure that all employees have the training necessary to perform their duties in the most proficient and productive manner. Supervisor will work with employees to determine training and professional development needs. Employees are required to attend training when mandated by the immediate supervisor, Executive Director, or as a pre-determined condition of employment.
19. EMPLOYEE CONDUCT AND ETHICS

CODE OF CONDUCT

The Deerfield Beach Housing Authority requires a high standard of conduct from its employees in order to attain maximum work efficiency and to prevent conflicts between individual interests of employees and the public. Accordingly, the DBHA has established some basic rules of personal conduct that must be observed at all times.

This code recognizes and incorporates those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law. In cases where no statutory precedent exists, the policy of the DBHA will be applied, except that this policy will in no way be taken to supersede the provisions of any contracts, labor agreements, or other external agreements affecting the rights and privileges of employees.

1. Employees are expected to follow all DBHA policies and workplace rules.

2. The property and premises of DBHA are to be used only for official business and must be maintained properly at all times.

3. Employees are not permitted to enter dwelling units during working hours except in the performance of assigned duties or in an emergency.

4. Employees are not permitted to represent the DBHA before any person or group of persons without prior consent of the Executive Director or his/her designee.

5. To avoid the potential for miscommunication, misunderstandings and conflict of interest, DBHA strongly discourages any fraternization between employees and public residents or assisted housing assistance recipients. This policy applies to all employees.

CODES OF ETHICS

To avoid misunderstandings and conflicts of interest, which could arise, the following policies shall be adhered to by employees of the DBHA. This policy is in accordance with Chapter 112; Part III of the Florida Statutes entitled "Code of Ethics for Public Officers and Employees."

1. **Gratuities.** No employee shall accept any gift, favor or service. This includes giving or accepting any gifts, gratuities, favors, special considerations, money, tickets, or any item or service from contractors, vendors, or any others conducting business with the
Authority. This does not include novelty items with a cash value not to exceed $5.00. Food or other items send by vendors or contractors must be displayed and shared with all employees.

2. No employee shall use or attempt to use his/her position to secure special privileges or exemptions for himself/herself or others, except as may be provided by policy and/or law.

3. No employee shall accept employment or engage in business or professional activity, which he/she might reasonably expect, would require or induce him/her to disclose confidential information acquired by him/her by reason of his/her official position.

4. No employee shall disclose confidential information gained by reason of his/her official position, nor shall he/she otherwise use such information for his/her personal gain or benefit.

5. No employee shall transact any business in his/her official capacity with any business entity of which he/she is an officer, director, agent or member, or in which he/she owns a controlling interest.

CONFLICT OF INTEREST

An employee who has a direct or indirect financial interest in any contract with the Housing Authority, in any sale of land, material supplies, or services to the Housing Authority, or to a contractor supplying the Housing Authority shall make known that interest and refrain from participating as a Housing Authority employee in such sale, in the award or administration of such contract or in any evaluation of such contract or transaction by the Housing Authority or its Board.

Staff may participate in outside businesses and other interests; however, they must not interfere, or have a negative effect on the operations of the Housing Authority, or the performance of the employee, and not performed using Housing Authority time, property, or equipment.

DBHA employees are strictly prohibited from having whole or partial ownership of a property receiving funds under Housing Choice Voucher or assisted housing programs administered by the Authority.
An employee who conceals such interest or violates the requirements of this section may be subject to disciplinary action or termination in the discretion of the Housing Authority.

**Public Statements and Media Relations**

No officer or employee of the DBHA shall represent or appear to represent the Authority on the radio, television, newspaper, internet, or any other type of public media or before the public in any activity that may reasonably be construed such representation without the express and prior written consent of the Executive Director or his/her designee. Such misrepresentation may result in disciplinary action.

**Employee Disclosure**

Employees who are Assisted Housing (formerly Section 8) voucher holders are required to report this to the Human Resources Administrator. Employees who are Public Housing tenants of the DBHA are required to report this information to the Human Resources Administrator.

Any DBHA staff person who finds that there is a tenant who is related to him/her must report this to the Human Resources Administrator.

A DBHA employee who is a family member of an Assisted Housing (formerly Section 8) voucher holder, and that family member holds a voucher issued by the DBHA, is required to disclose this information to the Human Resources Administrator. Those family member's vouchers will be managed by the Director of HCV or a designated Supervisor.

In the event a household member of a DBHA employee is an Assisted Housing (formerly Section 8) landlord, the DBHA employee shall disclose this information to the Human Resources Administrator. The household member's Assisted Housing matters will be managed by the Director of HCV or a designated Supervisor.

**Confidentiality Policy**

All Deerfield Beach Housing Authority information concerning residents, individuals on an Authority waiting list, voucher recipients and their families, as well as vendors and contractors of the Authority, is confidential and proprietary to the Authority.

An employee having access to such information shall hold the same in confidence and shall not use the confidential information other than for the purposes of conducting Authority business.
Sharing and disclosing information to fellow employees is prohibited, unless such information is needed to conduct Authority business. The recipient will not disclose, publish, or otherwise reveal any such confidential information received from the Authority to any party outside of the Housing Authority, except with written authorization of the owner or permission of the Executive Director, or as otherwise authorized by these policies.

All employees of the DBHA are bound by this confidentiality policy. Violation of this policy is grounds for immediate termination or disciplinary action.

**Nepotism**

In no event will any applicant or employee receive preferential consideration in employment decisions because of a family relationship to another employee.

No two members of an immediate family (spouse, child, parent, in-laws, guardians, brothers, sisters, grandparent, grandchildren, or any person residing in the same residence, including aunts, uncles, cousins, nieces, and nephews) may be employed by the Housing Authority such that one directly or indirectly supervises the other; or such that one has access to Housing Authority confidential information, including personnel or payroll information; or such that one audits, verifies, receives or is entrusted with Deerfield Beach Housing Authority moneys received or handled by the other.

The Human Resources Administrator must be notified immediately concerning any changes in household status that would result in a violation of this policy. In the event that a change in family circumstances, including marriage, creates a violation of the policy, one, or both, of the employees must seek and obtain employment in another open position (if available) that avoids a violation of the policy, or resign within 90 calendar days of the status change. The Housing Authority has no obligation to transfer an employee to another position in such circumstances.

**Political Activity (Hatch Act)**

All members, officers, and employees of the DBHA whose employment as such constitutes their principal employment are subject to the provisions of the Hatch Act, as set forth in Title 5 of the United States Code, Chapter 15, which governs the political behavior of an individual whose salary is financed whole or in part by federal funds. The law prohibits certain political activity of Authority employees to include, but not limited to:
• Use of official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;

• Directly or indirectly coercing, attempting to coerce, or commanding, or advising a state or local officer to pay, lend, or contribute anything of value to any party, committee, organization, agency, or person for political purposes;

• Being a candidate for elected office in a partisan election.

If any individual who is engaged in some other employment or occupation is doubtful as to his/her status under the Hatch Act, he/she may present the matter in writing to the United States Office of Special Counsel.

**Dress Codes and Professional Appearance**

All DBHA employees are expected to exercise reasonable judgment in dressing appropriately for their particular jobs and should dress in a manner that reflects professionalism at all times. Prior approval must be obtained from the appropriate department head in order to dress in a manner that is not in accordance with this policy. Employees may be required to wear uniformed attire according to the Housing Authority’s organizational needs and health and safety requirements.

It is the responsibility of DBHA Supervisors to monitor the dress of his/her subordinates to ensure that the Authority employees comply with this section.

Employees that fail to adhere to the Dress Code may be asked to leave the worksite and return in appropriate attire. Further infractions may subject the employee to disciplinary action as described in the Section 23: Disciplinary Action of this Policy. Consideration will be given to employees who have legitimate reasons for being unable to comply with the Dress Code.

Examples of inappropriate attire include but are not limited to: sweat suits, ripped or torn jeans, cut-off jeans, tank tops, halter tops, spaghetti strap tops, clothing with profane or otherwise unacceptable writing or imagery, midriff bearing shirts, muscle shirts, backless tops, torn shirts, transparent shirts or tops, miniskirts, flip flops, overalls, dirty clothing, head wraps/scarves (unless pre-approved and necessary for medial or religious reasons), hats, clothing or accessories that create a safety hazard, and other attire determined inappropriate by a Supervisor or the Executive Director.
Employees may dress in casual attire on Fridays provided the attire is neat and appropriate to present a well-groomed appearance. Casual attire permitted for casual Friday includes polo shirts, khaki pants or skirts, denim jeans and dresses, sport jackets, sandals and other casual clothing not otherwise prohibited.

When in doubt about the appropriateness of your attire, consult your Supervisor or the Human Resources Administrator.

20. SAFETY POLICY

RESPONSIBILITY

It is the goal of the Deerfield Beach Housing Authority to provide a safe and healthy workplace. Employees are expected to use sound judgment and to follow safe work practices to avoid introducing or contributing to unsafe work conditions.

It is the responsibility of DBHA employees to be safety conscious at all times and to follow established safety and health rules and procedures in performing work assignments. It is the responsibility of the employee to request additional information or clarification on assignments that are unclear. Additionally it is the responsibility of the employee to operate all Authority equipment, tools, machinery, and vehicles in accordance with manufacturer guidelines and safety practices.

Employees are to wear all appropriate protective equipment including lap and shoulder belts, where provided, at all times while operating or riding as a passenger in a DBHA Authority vehicle or private vehicle on Authority business. Employees are to immediately report any unsafe work condition, equipment malfunction, or other situations that could endanger employees or the public to the immediate Supervisor and co-workers.

To reach the DBHA’s goal to provide a work environment free of potential hazards, management and supervisory personnel shall be held accountable to:

1. Provide leadership and guidance to the DBHA’s workforce.

2. Provide proper training of employees and undertake job and public hazard analysis in all departments.

3. Develop proper job procedures for the DBHA operations and enforce said procedures.
4. Minimize the severity of injuries through prompt and adequate medical care.

5. Continuously review work practices and conditions of the work environment and public safety, seeking improvement.

6. Maintain accurate records that document the above actions.

Each employee of the DBHA shall cooperate with, and support, safety program objectives. Each employee shall be expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Failure to observe these and other safety rules and regulations shall be cause for disciplinary action or immediate termination, at the discretion of the Housing Authority.

Safety records shall be reviewed along with all other phases of Department Supervisors, and employee performances. Therefore, it is essential that such records are complete and accurate and that all accidents be fully reported.

**WEAPONS**

The Deerfield Beach Housing Authority recognizes that the possession, use, or display of weapons on organizational property must be controlled to manage the increased risks associated with weapons on the job. The Authority determines that personnel having permits for concealed weapons may dramatically increase potential violence on company property as:

(a) the potential for accidental discharge or misuse of firearms on work premises is increased,
(b) the potential for guns, knives, or other weapons used to settle disputes increases, and (c) professional responders to a situation may not be able to distinguish between the victim and the aggressor, creating a dangerous environment for personnel, clients, and bystanders.

Employees of the Authority may not, on any property owned, leased, or controlled by the Authority, possess, or use, any weapon. This restriction extends to anywhere Authority business is being conducted, including organization events, venues, trade shows, trainings, meetings, or any gathering or activity that is an Authority sponsored activity. The policy applies to all DBHA properties, and includes, but is not limited to, buildings, open spaces, residence halls or common areas, parking lots, sidewalks, and vehicles on Authority property.

Weapons include, but are not limited to: guns, knives with blades over 3 inches long, swords, explosives, or chemicals that can cause harm to another person.
Employees found in violation of the Weapons Policy will be subject to disciplinary action or immediate termination, at the Executive Director's discretion.

**REPORTING ACCIDENTS AND INJURIES**

Employees shall immediately notify their immediate Supervisor, and if appropriate, law enforcement authorities of any accident causing damage to a DBHA vehicle or property, or injury to an employee requiring professional medical attention.

**NOTIFICATION OF FAMILY**

Employees are responsible for providing and updating the name of an individual to be contacted in the event of an emergency. This name must be provided to the Human Resources Administrator. In the event of an emergency affecting the employee, and as a function of the circumstances, the Housing Authority may notify emergency contacts and/or family members listed by the employee.

**21. VEHICLE USE AND RESPONSIBILITY**

The DBHA has specific policies for Authority owned vehicles used by Authority officials and employees in the conduct of official DBHA business.

**AUTHORIZATION TO USE DBHA VEHICLES**

In order for an employee to receive authorization to drive a DBHA vehicle during normal business hours, the Supervisor must submit, in writing, to the Executive Director for prior approval, the names of those employees in his/her department who are required by Job Description, or at the Supervisor's discretion, to drive DBHA vehicles.

In order to be authorized to drive a DBHA vehicle, an employee must have a valid Florida Driver's License, with a satisfactory driving record received from the State of Florida Bureau of Driver License Records. Said license must be recorded with the Human Resources Administrator of DBHA. Drivers’ license reports for assigned and authorized drivers will be checked at least once per year to insure validity.

**USE OF A DBHA VEHICLE**

DBHA vehicles are to be used only for official Authority business during normal working hours, or as directed by the Executive Director.
Only DBHA personnel shall be transported in DBHA vehicles, unless the Executive Director has provided written authorization.

Employees are prohibited from smoking when driving or riding in a DBHA owned vehicle.

**OVERNIGHT AND WEEKEND USE**

The Executive Director shall assign vehicles to specific Administrative, Maintenance, and Property Inspection personnel who will be permitted to drive DBHA vehicles home at night and on weekends. The DBHA vehicles are to be used for travel to and from home and work at the designated DBHA locations only. All other use of said vehicle during non-working hours is prohibited. Notwithstanding the policy that only DBHA employees may be transported in DBHA vehicles, the employee acknowledges that it is their responsibility to obtain automobile insurance to cover any damages or injuries that may occur while using a DBHA vehicle for non-business related purposes, or while transporting a non-DBHA employee.

**ACCIDENTS INVOLVING DBHA VEHICLES**

If an employee is involved in an accident while driving a DBHA-owned vehicle and has been determined to be at fault, a notation will be made to the personnel file and considered at the time of the annual performance appraisal evaluation.

Two (2) accidents in which the DBHA employee is found at fault could be considered reason for termination of employment with DBHA, which is at the discretion of the Executive Director.

Should an employee whose job-related tasks involve driving DBHA vehicles become unable to fulfill these tasks due to suspension or revocation of his/her driver's license, he/she shall be subject to dismissal.

Any damage done to a DBHA vehicle must be reported as soon as physically possible to your immediate supervisor or Human Resources Administrator.

Also see Section 24. Drug-Free Workplace.

**22. BUSINESS TRAVEL POLICY**

Employees or Commissioners of the Authority may perform official travel upon authorization by the Executive Director. Attendance at conferences, conventions, and meetings shall be limited to the number of persons necessary to cover the meeting adequately. It is Housing Authority policy to
provide for the most efficient means of transportation for Housing Authority business at the least
cost, and to provide for the accurate accounting of travel expenses and for their timely
reimbursement

**LOCAL TRAVEL WITHIN DBHA JURISDICTION**

Commissioners and employees who are required to use his/her personally owned automobiles
shall be paid actual mileage in accordance with established IRS guidelines, parking fees, and toll
fees. Employees and Commissioners traveling within the jurisdiction of the City of Deerfield
Beach are not entitled reimbursement for meals.

**LOCAL TRAVEL OUTSIDE DBHA JURISDICTION**

Local travel outside DBHA jurisdiction is travel within 50 miles of the City of Deerfield Beach
that does not require an overnight stay. Travelers will be paid actual mileage costs in
accordance with established IRS guidelines, parking fees, and tolls. The Housing Authority will
follow the GSA schedule for Florida overnight travel--- this will be calculated on a per diem basis
based on GSA schedule for Florida or designated state travel.

**OVERNIGHT TRAVEL**

Employees and Commissioners will be reimbursed for overnight travel when conducting
business or attending training/conferences on behalf of the DBHA. The Executive Office will
make all arrangements for transportation (other than person/Authority vehicles), lodging, and
ground transportation. All training/conference registration fees will be paid in advance by the
Authority. Lodging and meals will be reimbursed upon completion of travel and submission of
travel expenses.

**PER DIEM AND SUBSISTENCE ALLOWANCES**

For overnight travel, the DBHA has adopted a dual travel reimbursement policy. Travelers will
be reimbursed for both at a fixed daily per diem rate for meals and a subsistence allowance for
lodging, ground transportation (taxis/tolls), parking, airport tip/cab tips, airline baggage fees,
and other approved expenses. The daily meal per diem is a predetermined fix dollar amount
and does not require receipts. However, subsistence expenses are reimbursed at actual costs
and require receipts.
Per diems for meals (including tax and tips) will be reimbursed at most current per diem rates published by the General Services Administration (GSA). The per diem for cities not listed will be the per diem for a city closest to the intended destination.

The per diem rate is used to gauge reasonableness of travel expenses and is not to be construed as a waiver of submission of a travel expense voucher.

**INELIGIBLE EXPENSES**

Expenses ineligible for reimbursement are:

- Entertainment (admission fees, tours, souvenirs)
- Alcoholic beverages
- In-room movie rentals
- In-room internet fees, unless pre-approved to conduct DBHA business
- Dry cleaning
- Mileage for rental cars
- Meals and expenses for anyone other than the authorized travelers

**AUTOMOBILE RENTALS**

Automobiles rental is not a reimbursable expense unless no public or hired transportation is available from the arrival destination to the final destination of the traveler(s). If this circumstance should occur, arrangements should be made for traveler(s), if more than one, to synchronize travel to the arrival destination and travel by car together. Gasoline expense will be reimbursed at actual costs and require receipts.

All automobile rentals must receive prior approval of the Executive Director and the designated drive of the automobile must have a valid State of Florida driver’s license.

**TRAVEL REPORTS AND REIMBURSEMENT**

For employees a monthly mileage report, approved by the Supervisor, must be submitted to the Executive Director for approval prior to reimbursement. Commissioners will submit mileage reports to the Executive Director for payment.

When two (2) or more authorized persons travel in one (1) private vehicle the person supplying
the vehicle shall receive transportation reimbursement.

Travelers must submit travel expenses on the travel expense report form approved by the DBHA within five days (5) after return from travel to be reimbursed for travel expenses. Pre-paid travel expenses must be shown on the voucher, with the exception of conference/training registration fees.

23. **DESCRIPTIVE ACTION**

Appropriate conduct of Deerfield Beach Housing Authority employees is required to ensure that work at the Housing Authority is safe, productive and pleasant. Disciplinary action may be taken against an employee for any reason deemed sufficient by the Authority. Improper conduct may result in immediate discharge, suspension with or without pay, oral reprimands, written warnings, probation, demotion, or such other sanctions as the employee’s Supervisor, Department Head, or the Executive Director or his/her designee deem appropriate. The action to be taken will generally depend on the seriousness of the incident. The Housing Authority may also consider the employee’s past conduct and performance.

Examples of the types of conduct that could result in disciplinary action include, but are not limited to:

1. Deliberate or negligent damage to Housing Authority or Private Property or to the property of other employees while on duty;
2. Stealing;
3. Fighting;
4. Carrying concealed weapons;
5. Immoral or indecent conduct;
6. Willful interference with work schedules;
7. Misrepresentation and/or falsification of records or attendance reports; including but not limited to recording time on another employee’s timesheet;
8. Insubordination;
9. Misappropriation of Housing Authority property or Housing Authority funds;
10. Willful violation of the Housing Authority policy concerning partisan political activity;
11. Gambling;
12. Violation of the Housing Authority Substance Abuse Policy;
13. Sleeping on the job;
14. Misusing, damaging, taking or refusing to surrender any Housing Authority -owned property, or interfering with or willfully damaging Housing Authority property assigned to any other employee;
15. Careless waste of materials and equipment;
16. Violation of established safety rules;
17. Carelessness or negligence in performing work;
18. “Horseplay”;
19. Disorderly conduct;
20. Carelessness or recklessness in operating Housing Authority vehicles or equipment;
21. Abusive or threatening language to a supervisor, fellow employee, or the general public;
22. Failure or refusal to carry out instructions or assignments;
23. Violation of the Housing Authority policy concerning outside employment or secondary employment;
24. Absence from the work area without permission or without an excusable reason;
25. Leaving the job or work area without permission before the end of the regular work period;
26. Failure to report personal injury;
27. Failure to report absence properly;
28. Poor attendance;
29. Absence without justifiable cause;
30. Habitual tardiness;
31. Violation of the Housing Authority policy concerning purchasing practices;
32. Violation of Housing Authority policy against Harassment and Discrimination;
33. Negligence in the handling of cash, checks or other negotiable instruments;
34. Inefficiency or incompetence in performance of duties (including the refusal or inability to obtain required certifications, training or education within specified time frames);
35. Any conduct unbecoming of a Housing Authority employee, which might interfere with the successful completion of job duties.

**DISCIPLINARY MEASURES**

The types of disciplinary action that may be taken by the Authority are described below. Employees who disagree with the disciplinary action taken against them may appeal the disciplinary action by filing a grievance in accordance with the Section 26: Grievance Procedure as described in this Personnel Policy Manual.

**Typical Disciplinary Measures:**

1. Verbal Warning
2. Written Warning
3. Suspension (with or without pay)
4. Termination

The type of disciplinary action applied depends on the severity of the related offense and the employee’s history of policy violations (at the discretion of management).

**24. DRUG-FREE WORKPLACE**

The DBHA has always been committed to providing a safe work environment for its employees, and the illegal use of drugs presents new dangers in the workplace. Therefore, the DBHA has established a *Drug-Free Workplace*, as authorized by Florida Statutes 440.102 and Chapter 59A-24 and 69L-9 of the Florida Administrative Code that we believe best serves the interests of all its employees. All employees are absolutely prohibited from unlawfully manufacturing, distributing, possessing, or using controlled or illegal substances in the workplace, and it is a condition of employment to refrain from taking illegal drugs on or off the job. Employees must agree to notify the employer in writing of any violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such violation.

This policy supersedes the previous *Drug-Free Workplace* policy, and DBHA reserves the right to amend, change, or alter this policy without the consent of its employees.

**DRUG-FREE WORKPLACE POLICY**

The Authority has established this Drug-Free Workplace to deter use of drugs and alcohol in the
workplace by establishing standards and procedures for drug testing of certain employees and job applicants. We hope this policy will result in a safe working environment for all of the employees.

We urge those of you who believe you may have a drug and/or alcohol problem to voluntarily seek treatment. Workers’ Compensation Drug Testing Law FS 440.102(5) (n) states:

*No employer shall discharge, discipline, or discriminate against an employee solely upon the employee’s voluntarily seeking treatment while under the employment of the employer for a drug-related problem if the employee has not previously tested positive for drug use, entered an employee assistance problem for drug-related problems, or entered an alcohol and drug rehabilitation program.*

**Reasons for Drug Testing**

Employees will be subjected to the following drug tests:

**Job Application Testing**

Following a conditional offer of employment, applicants for safety sensitive positions with this Authority will be tested, and a refusal to submit, or a positive confirmed test result, will be used as a basis to reject the applicant for employment at that time. Safety sensitive positions will be identified in the context of the Authority’s official job descriptions.

**Reasonable Suspicion Testing**

An employee may be required to submit for testing when the employer has a reasonable suspicion, as defined by state law, that an employee is using or has used drugs in violation of the employer’s policy. The company has a reason to suspect an employee when it has an articulated belief that the employee possesses or used drugs at the workplace; is observed intoxicated or impaired by drugs or alcohol at the workplace; has been reported by a reliable and credible source as using drugs; has tampered with a drug test; has caused or contributed to, or been involved in an accident while at work; or is engaged in abnormal conduct or erratic behavior while at work or shows significant deterioration in work performance while working. The reason to suspect shall be based on specific and particular facts and the reasonable inferences drawn from those facts in light of experience.
Post-Injury Testing

If you are injured on the job and require medical attention beyond first-aid, you must submit to a drug and alcohol test. If you could have caused or contributed to the cause of an injury requiring medical attention beyond first-aid, you must submit to a drug and alcohol test.

Post-Accident Testing

If you caused, could have caused, or contributed to the cause of an accident where property damage exceeds $100, you must submit to a drug and alcohol test.

Follow-Up Testing

An employee who, in the course of employment, enters an employee assistance program for drug-related problems, or an alcohol and drug rehabilitation program may be tested as a follow-up measure and thereafter on a quarterly, semi-annual or annual basis for two (2) years thereafter.

Requested Assistance and Referrals Prior to Testing

If you are experiencing problems with drugs or alcohol, you are encouraged to contact the DBHA Human Resources Administrator for employee assistance, or to request a referral to local employee assistance programs. In either case, the information will be kept strictly confidential.

If you voluntarily come forward and seek help prior to being required to submit to a drug or alcohol test, no disciplinary action will be taken against you. However, you will still be expected to perform your job and report for work unless your treatment program counselor requires you to miss work. Enrollment in a treatment program or attending counseling will not grant you a license to violate any company policies or shield you from disciplinary action for such violations. The DBHA reserves the right under certain circumstances including but not limited to, safety and security to reassign you to another position.

If you are required as a part of treatment to be away from work, after you return to work, follow-up testing for drugs or alcohol will occur on a quarterly, semi-annual or annual basis for a period up to two (2) years. If you test positive for drugs or alcohol following the completion of the primary phase of your treatment program, you will be terminated and your
unemployment benefits may be denied. If you do not complete your drug or alcohol treatment program or do not comply with the terms of your treatment program, you will be terminated, and your unemployment benefits may be denied.

**Positive Post-Test Results**

If you have a confirmed positive test result, we will send you a letter within five (5) days of our receipt of notification from the Medical Review Officer notifying us of your positive test result. The letter will outline your rights and the manner in which you may challenge a positive test result. You are responsible for any costs associated with the challenge. The DBHA contracts with a Medical Review Officer (MRO) responsible for receiving and reviewing all confirmation results from a laboratory. This MRO is responsible for contacting all positively tested individuals to inquire about possible prescriptive or over-the-counter medications, which could have caused a positive result. The MRO shall notify the DBHA Human Resources Administrator only of the verbal and written results. Confidentiality of drug testing shall be maintained.

**Challenges to Test Results**

You have the right to challenge any confirmed positive test result. All challenges must be filed within five (5) working days of receiving notification of such result. The first stage requires that you explain or contest the result in writing to DBHA’s Human Resources Administrator. If your explanation is unsatisfactory, you will be notified in writing within fifteen (15) days of the date your challenge was received. At that time, you will be provided with a copy of your positive test result and the name and address of the laboratory. If you were involved in an accident and denied medical and/or indemnity benefits, you may file an administrative challenge by filing a claim for benefits with a judge of compensation claims. If no workplace injury occurred, you may challenge the test result in a court of competent jurisdiction. If you decide to challenge the test result, it is your responsibility to notify the laboratory that you are challenging the test result. You will be solely responsible for all costs associated with such a challenge.

1. Within 180 days after written notification of a positive test result, the applicant/employee shall be permitted by the company to have a portion of the specimen re-tested, at the expense of the applicant/employee.
2. If the applicant/employee desires to have the specimen tested at another laboratory, he/she must have the first laboratory transfer the specimen to the second laboratory. DBHA will not make the transfer.

3. The applicant/employee can administratively challenge the results of a drug test by filing a claim with a judge of compensation claims within thirty (30) days after receipt of the employer’s response to his explanation.

COST OF TESTING

DBHA shall pay the cost of initial and confirmation drug tests, which it requires of employees. An employee shall pay the cost of any additional drug tests not required by the employer.

DRUGS INCLUDED IN TESTING

You may be tested for any or all of the following:

Alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine, methadone, methaqualone, opiates, phencyclidine, propoxphene.

REPORTING USE OF PRESCRIPTION AND NON-PREScription MEDICATIONS

An employee or job applicant for a safety sensitive position will be able to confidentially report the use of prescription medications, both before and after being tested, as presence of those medications in the body may affect the outcome of the test. A list of the most common medications by brand name, common name, and chemical name, which may alter or affect a drug test, is available from the Human Resources Administrator.

CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, and alcohol tests results, written or otherwise received by the DBHA through this policy are confidential communications and will be maintained in a separate file. The DBHA, any laboratory, employee assistance program, drug or alcohol treatment program, or his/her agents who receive or have access to this information concerning drug test results shall keep it confidential. Release of such information under any circumstances shall be solely pursuant to a signed, written, informed consent form, unless such release is compelled by a hearing officer or a court of competent jurisdiction, or if deemed appropriate by a professional or occupational licensing board in a related disciplinary proceeding. Additionally, the Authority, its agent, the laboratory, or treatment program shall
not be prohibited from releasing this information when consulting legal counsel in actions brought under or related to Section 440.102 Florida Statutes, when such information is relevant to its defense in any civil or administrative matter.

**CONSEQUENCES OF TESTING POSITIVE OR TEST REFUSAL FOR JOB APPLICANTS FOR SAFETY SENSITIVE POSITIONS**

An applicant for a safety sensitive position who refuses a drug test will not be hired. An applicant for a safety sensitive position who submits to a drug test, which is both positive and confirmed as positive, will not be hired.

**TESTING FOR NON-INJURED EMPLOYEES**

In the event an employed worker, who has not been injured, is directed to undergo drug testing, and refuses or fails to submit to a drug test, or is tested positive pursuant to DBHA policy and confirmed positive, he/she may be subject to one or more of the following:

1. Attendance at educational seminars and courses and participation in an employee assistance program.
2. Attendance at a required rehabilitation program.
3. Agreement to reasonable discipline, which may include job transfer to a less-hazardous position, probationary employment, and/or reduction in compensation.
4. Immediate dismissal from employment.

**TESTING FOR ON-THE-JOB INJURIES**

In the event an employed worker is injured in the scope of his/her employment and refuses to submit to a drug test, or submits, pursuant to DBHA policy, and has a positive confirmation of a drug, that employee shall:

1. Forfeit his/her eligibility for medical and indemnity benefits under the workers’ compensation act.
2. Forfeit his/her eligibility for unemployment benefits.
3. Be immediately discharged from employment.
4. Be otherwise subjected to the sanctions provided above for an employed worker who is not injured.
ARRESTS AND CONVICTIONS

If you are arrested for or convicted of any drug-related crime (sale, use or possession), or arrested for any crime or misdemeanor, you must notify the DBHA Human Resources Administrator within five (5) days of your arrest or conviction. Failure to notify the DBHA of such arrest or conviction is grounds for immediate termination.

25. THREATS AND VIOLENCE IN THE WORKPLACE

POLICY STATEMENT

Violence, or the threat of violence, has no place in any of DBHA’s work locations. It is the goal of the DBHA to rid work sites of violent behavior or the threat of such behavior. It is the shared obligation of all employees and law enforcement agencies to individually and jointly act to prevent or defuse actual or implied violent behavior at work. Violence, or the threat of violence, by or against any employee of DBHA or other person is unacceptable and contrary to DBHA policy and will subject the committer of the threat or act to serious disciplinary action and/or possible criminal charges. The DBHA will work with law enforcement to aid in the prosecution of anyone who commits violent acts against employees.

Possession, use, or threat of use, of a deadly weapon, including all firearms, is not permitted at work, or on DBHA property, including in a DBHA vehicle.

Any employee acting in good faith, who reports real or implied violent behavior, shall not be subject to discharge, suspension, demotion, other adverse personnel actions or harassment as a result of that report. Every effort will be made to handle reports in a confidential and sensitive manner.

WORKPLACE CRITICAL INCIDENT COORDINATOR

The Human Resources Administrator is designated as the Workplace Critical Incident Coordinator to insure that appropriate resources including the employee assistance resources, insurance benefit providers, law enforcement or others as needed are coordinated in their support and response.

PROCEDURES

Consistent with personal safety, managers and supervisors have a responsibility to make a good
faith effort to defuse violent or potentially violent situations as quickly as possible in order to prevent their escalation and creating a threat to others. If an act of violence is observed at work:

1. In immediate emergency situations dial 911. As with any other emergency involving fire, violence or medical incidents, the first thought and action are to call 911 and report as many details as possible so that the appropriate emergency response units can be dispatched.

2. If possible, separate employees involved. Do not allow a verbal altercation to escalate into something more serious.

3. Next Step - Immediately contact the appropriate Department Supervisor and the Human Resources Administrator.

4. Once the situation is controlled, separately interview all persons involved, including any witnesses in order to obtain an accurate account of the incident. Document the statements of witnesses and others interviewed in written form.

26. EMPLOYEE GRIEVANCES

GRIEVANCE PROCEDURES

This Grievance Procedure is established to provide full opportunity to regular employees to bring to the attention of the Authority complaints, grievances, or situations that the employee feels need either adjustments or information. It is the need and desire of the Authority to adjust complaints or grievances informally, and both Supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances, which will be resolved only after an appeal and review. The submission of a grievance by an employee shall in no way adversely affect the employee or his/her employment with the DBHA.

CAUSES FOR GRIEVANCES

Any regular employee may file a grievance to register a complaint, solve a problem, redress an alleged wrong, to modify or erase any disciplinary measures taken against him/her such as an instruction and caution, or a suspension from work for periods of fifteen (15) days or less. Grievances may also be filed to restore alleged loss of rights due to rules and regulations.
Employees serving the initial probationary period are ineligible to file appeals or grievances under this procedure.

Any applicant, participant, or employee who feels that he/she has been discriminated against because of either race, color, religion, gender, national origin, age, disability, marital status, political affiliation, sexual orientation, or because due process has been denied them or any other issues relating to conditions of employment, benefits, staff, or program operations, may file a complaint with the Affirmative Action Officer or his/her Supervisor.

**THE GRIEVANCE PROCESS**

In order to assure every regular employee of a method in which they can get his/her particular grievance considered rapidly, fairly and without reprisal, the following steps are provided:

**Step 1:**

The aggrieved employee shall, within five (5) working days of the incident, explain and discuss his/her complaint or grievance orally with the immediate Supervisor, who may call higher-level supervision into the discussion in an effort to achieve a prompt and satisfactory adjustment. The immediate Supervisor shall then make a decision and notify the employee, in writing, within five (5) working days after the discussion with the employee. A copy of this decision shall be sent to the Human Resources Administrator.

**Step 2:**

If the aggrieved employee feels that the matter has not been resolved to his/her satisfaction by the immediate Supervisor, within five (5) working days, that employee may submit the matter in writing to the Human Resources Administrator of the Authority. The Human Resource Administrator will then schedule a meeting with the employee within five (5) working days after receipt of the grievance. If the matter is not resolved at this meeting, the Human Resource Administrator shall give his/her written answer within five (5) working days after the scheduled meeting. A copy of this decision shall be sent to the Executive Director.

**Step 3:**

If the matter is not resolved by the decision of the Human Resources Administrator, the employee may appeal to the Personnel Committee of the DBHA. The Chairperson of the
Personnel Committee will schedule a meeting with the employee within five (5) working days after receipt of the grievance. A copy of the notification shall be sent to the Supervisor of the Department, the Human Resources Administrator, and the Executive Director.

In presenting such an appeal, the employee may call a reasonable number of witnesses. The Human Resources Administrator will present DBHA’s position. Other concerned members of management may attend. The Personnel Committee will weigh all information relevant to the grievance in rendering a decision. The Personnel Committee may seek the advice of legal counsel or any other official for interpretations, comment and guidance in arriving at a fair, equitable, and just decision of the issue for both the employee and the DBHA.

Within five (5) working days of the conclusion of his/her deliberations, the Chairperson of the Personnel Committee shall notify the employee, in writing, of the decision. Copies of the notification shall also be sent to the Human Resources Administrator, the Supervisor of the Department, and the Executive Director.

**Step 4:**

If the aggrieved employee feels that the matter has not been resolved to his/her satisfaction by the Personnel Committee, within five (5) working days, the employee may submit the matter, in writing, to the Executive Director. The Executive Officer will review the Supervisor of the Department, the Human Resources Administrator and the Personnel Committee decisions and may call for further investigation. Within five (5) working days of receipt of the grievance, the Executive Director will provide a written response of the course of action to be followed to the aggrieved employee. Copies of this response will also be sent to the Supervisor of the Department, and the Human Resources Administrator. The decision of the Executive Director shall be final.

**Step 5:**

In the event an employee is terminated, the employee may request a hearing before a Special Master appointed by the DBHA Board of Commissioners. Timely appeals must be filed with the Executive Director no later than five (5) working days after receipt of the decision by the Executive Director. Within ten (10) working days from the receipt of the
written appeal, the Special Master shall schedule a date for the hearing. The cost for the Special Master and court reporter shall be shared equally by the DBHA and the employee.

In presenting such an appeal, the employee may call a reasonable number of witnesses. The Executive Director or his representatives will present the Authority’s viewpoint. Other concerned members of management may attend.

Within ten (10) working days of the conclusion of the hearing, the Special Master shall render a Final Order, in writing, and provide a copy of the Final Order to the Executive Director and to the aggrieved employee. In issuing the Final Order, the Special Master will weight all information relevant to the grievance presented at the Special Master hearing.

The decision of the Special Master is final.

**General Provisions of the Grievance Procedures**

- If the time limits of this grievance procedure must be extended by management due to illness, vacations, business trips, or some type of emergency. If an extension is required, the employee will be notified.

- In the event the grievance directly involves the Supervisor, or the Executive Director, then the Special Master will become the alternate to serve in the place of the Supervisor, and or the Chief Executive Officer.

- Under this grievance procedure, the Employee and Management have the opportunity to call witnesses at the Step 2 level, and thereafter for each Step in the grievance procedure.

- Grievant will have five (5) working days to appeal the decision given in any Step to the next higher Step in the grievance procedure.

- Any grievance shall be considered settled at the completion of any Step, unless it is appealed within the time limits set forth.

- If the response time limit falls on an employee's day off, the reply by management shall be given to the employee on his/her next scheduled workday.
# Deerfield Beach Housing Authority

## Consolidated - Income Statement

For the period ending October 31, 2015

Unaudited

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<th>Revenue</th>
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<th>Actual YTD</th>
<th>Variance Actual Rev/Exp</th>
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<td>4,600,084</td>
<td>383,340</td>
<td>353,921</td>
<td>(29,419)</td>
<td>8% Pending Federal Budget Adoption</td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>572,500</td>
<td>47,708</td>
<td>47,981</td>
<td>273</td>
<td>8%</td>
</tr>
<tr>
<td>HUF Capitil Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td>16,000</td>
<td>1,333</td>
<td>1,193</td>
<td>(140)</td>
<td>7%</td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td>10,000</td>
<td>833</td>
<td>0</td>
<td>(833)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>108</td>
<td>9</td>
<td>1</td>
<td>(8)</td>
<td>0%</td>
</tr>
<tr>
<td>Other revenue</td>
<td>314,245</td>
<td>39,990</td>
<td>35,109</td>
<td>(4,881)</td>
<td>11% Fluctuation in Portability</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>5,512,937</td>
<td>473,215</td>
<td>438,204</td>
<td>(35,010)</td>
<td>8%</td>
</tr>
</tbody>
</table>

### Operating Expenditures

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th>Budget Annual</th>
<th>Actual YTD</th>
<th>Variance Actual Rev/Exp</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>1,026,534</td>
<td>85,545</td>
<td>93,024</td>
<td>(7,479)</td>
<td>9%</td>
</tr>
<tr>
<td>Resident Services</td>
<td>18,000</td>
<td>1,500</td>
<td>388</td>
<td>1,112</td>
<td>2%</td>
</tr>
<tr>
<td>Utilities</td>
<td>163,191</td>
<td>13,595</td>
<td>10,635</td>
<td>2,960</td>
<td>7%</td>
</tr>
<tr>
<td>Ordinary maintenance</td>
<td>264,260</td>
<td>23,688</td>
<td>13,205</td>
<td>10,483</td>
<td>5%</td>
</tr>
<tr>
<td>Insurance</td>
<td>163,191</td>
<td>13,595</td>
<td>13,600</td>
<td>(1)</td>
<td>8%</td>
</tr>
<tr>
<td>Collection loss</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other general expense</td>
<td>197,558</td>
<td>30,266</td>
<td>32,459</td>
<td>(2,193)</td>
<td>16%</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>1,852,682</td>
<td>168,193</td>
<td>163,310</td>
<td>4,883</td>
<td>9%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenditures</th>
<th>Budget Annual</th>
<th>Actual YTD</th>
<th>Variance Actual Rev/Exp</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary maintenancen</td>
<td>0</td>
<td>12</td>
<td>0</td>
<td>12</td>
<td>0%</td>
</tr>
<tr>
<td>Casualty loss</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Housing assistance payments</td>
<td>3,602,652</td>
<td>300,221</td>
<td>299,645</td>
<td>576</td>
<td>8%</td>
</tr>
<tr>
<td>Total Other Expenditures</td>
<td>3,602,652</td>
<td>300,233</td>
<td>299,645</td>
<td>588</td>
<td>8%</td>
</tr>
</tbody>
</table>

| Total Expenditures | 5,455,334 | 468,426 | 462,955 | 5,471 | 8% |

### Excess (deficiency) of total revenue

<table>
<thead>
<tr>
<th>Excess (deficiency) of total revenue over (under) expenses</th>
<th>Budget Annual</th>
<th>Actual YTD</th>
<th>Variance Actual Rev/Exp</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net cash increase (used) in operations</td>
<td>57,603</td>
<td>4,788</td>
<td>(24,750)</td>
<td>(29,539)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Operating Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>HAP Reserve Net (Increase) decrease</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

| Net cash increase (used) in operations | 57,603 | 4,788 | (24,750) |

| Depreciation | 327,194 | 27,266 | 27,267 | (0) | 0% |

Cash on Hand = $175,532.69

% of Year Completed =8%
## Deerfield Beach Housing Authority

### Public Housing Budget - Income Statement

**For the period ending October 31, 2015**

**Unaudited**

<table>
<thead>
<tr>
<th></th>
<th>Budget Annual</th>
<th>Actual YTD</th>
<th>Actual Rev/Exp</th>
<th>Variance of budget</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD subsidy/grants</td>
<td>559,600</td>
<td>46,633</td>
<td>35,122</td>
<td>(11,511)</td>
<td>6%</td>
<td></td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>572,500</td>
<td>47,708</td>
<td>47,981</td>
<td>273</td>
<td>8%</td>
<td></td>
</tr>
<tr>
<td>HUD Capital Grants</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td>16,000</td>
<td>1,333</td>
<td>1,193</td>
<td>(140)</td>
<td>7%</td>
<td></td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>20</td>
<td>2</td>
<td>0</td>
<td>(1)</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Other revenue</td>
<td>19,687</td>
<td>1,641</td>
<td>0</td>
<td>(1,641)</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>1,167,807</td>
<td>97,317</td>
<td>84,296</td>
<td>(13,021)</td>
<td>7%</td>
<td></td>
</tr>
</tbody>
</table>

|                      |               |            |                |                    |             |         |
| **Operating Expenditures** |           |            |                |                    |             |         |
| Administrative       | 528,903       | 44,075     | 55,789         | (11,714)           | 11%         |         |
| Resident Services    | 8,000         | 667        | 0              | 667                | 0%          |         |
| Utilities            | 153,039       | 12,753     | 9,842          | 2,911              | 6%          |         |
| Ordinary maintenance | 277,210       | 23,101     | 12,697         | 10,404             | 5%          |         |
| Insurance            | 148,941       | 12,412     | 12,412         | (0)                | 8%          |         |
| Collection loss      | 0             | 0          | -              | 0%                 |             |         |
| Other general expense | 2,500        | 208        | 45             | 163                | 2%          |         |
| **Total Operating Expenditures** | 1,118,593   | 93,216     | 90,785         | 2,431              | 8%          |         |

|                      |               |            |                |                    |             |         |
| **Other Expenditures** |             |            |                |                    |             |         |
| Extraordinary maintenance | 0           | 0          | -              | 0%                 |             |         |
| Casualty losses      | 0             | 0          | -              | 0%                 |             |         |
| Housing assistance payments | 0          | 0          | -              | 0%                 |             |         |
| **Total Other Expenditures** | 0             | 0          | 0              | - 0%               |             |         |

|                      | 1,118,593     | 93,216     | 90,785         | 2,431              | 8%          |         |

<table>
<thead>
<tr>
<th><strong>Excess (deficiency) of total revenue over (under) expenses</strong></th>
<th>5,013</th>
<th>4,101</th>
<th>(6,488)</th>
<th>(10,590)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Capital Outlay</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>- 0%</td>
</tr>
<tr>
<td><strong>Operating Transfer</strong></td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>HAP Reserve Net (Increase) /decrease</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>- 0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Net cash increase (used) in operations</strong></th>
<th>5,013</th>
<th>4,101</th>
<th>(6,488)</th>
<th>(10,590)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Depreciation</strong></td>
<td>296,384</td>
<td>24,699</td>
<td>24,699</td>
<td>(0) 8%</td>
</tr>
</tbody>
</table>

2
## Deerfield Beach Housing Authority
### Rental Assistance Demonstration (RAD) Budget - Income Statement
#### For the period ending October 31, 2015
##### Unaudited

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Comment</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Month/YTD</td>
<td>Rev/Exp</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD subsidy/grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUD Capital Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other revenue</td>
<td>15,058</td>
<td>15,058</td>
<td>15,058</td>
<td>-</td>
<td>Anticipated Receipt at Closing</td>
<td></td>
</tr>
<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>15,058</td>
<td>15,058</td>
<td>15,058</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Operating Expenditures               |        |        |          |                  |             |
| Administrative                       | 0      | 0       | 0        | -                |             |         |
| Resident Services                    | 0      | 0       | 0        | -                |             |         |
| Utilities                            | 0      | 0       | 0        | -                |             |         |
| Ordinary maintenance                 | 0      | 0       | 0        | -                |             |         |
| Insurance                            | 0      | 0       | 0        | -                |             |         |
| Collection loss                      | 0      | 0       | 0        | -                |             |         |
| Other general expense                | 15,058 | 15,058  | 15,058   | -                |             |         |
| **Total Operating Expenditures**     | 15,058 | 15,058  | 15,058   | -                |             |         |

| Other Expenditures                   |        |        |          |                  |             |
| Extraordinary maintenance            | 0      | 0       | 0        | -                |             |         |
| Casualty losses                      | 0      | 0       | 0        | -                |             |         |
| Housing assistance payments          | 0      | 0       | 0        | -                |             |         |
| **Total Other Expenditures**         | 0      | 0       | 0        | -                |             |         |

| **Total Expenditures**               | 15,058 | 15,058  | 15,058   | -                |             |         |

| Excess (deficiency) of total revenue |        |        |          |                  |             |
| over (under) expenses                | 0      | 0       | 0        | -                |             |         |

| Capital Outlay                       | 0      | 0       | 0        | -                |             |         |
| Operating Transfer                   | 0      | 0       | 0        | -                |             |         |
| HAP Reserve Net (Increase) /decrease | 0    | 0       | 0        | -                |             |         |
| **Net cash increase (used) in operations** | 0  | 0       | 0        | -                |             |         |

| Depreciation                         | 0      | 0       | 0        | -                |             |         |
Deerfield Beach Housing Authority  
Capital Fund Budget - Income Statement  
For the period ending October 31, 2015  
Unaudited

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget Annual</th>
<th>Actual Month/YTD</th>
<th>Variance of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD subsidy/grants</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>HUD Capital Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other revenue</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Operating Expenditures               |               |                  |                    |         |
| Administrative                       |               |                  |                    |         |
| Resident Services                    |               |                  |                    |         |
| Utilities                            |               |                  |                    |         |
| Ordinary maintenance                 |               |                  |                    |         |
| Insurance                            |               |                  |                    |         |
| Collection loss                      |               |                  |                    |         |
| Other general expense                | 0             | 0                | 0                  | -       |
| **Total Operating Expenditures**     | 0             | 0                | 0                  | -       |

| Other Expenditures                   |               |                  |                    |         |
| Extraordinary maintenance            |               |                  |                    |         |
| Casualty losses                      | 0             | 0                | -                  |         |
| Housing assistance payments          | 0             | 0                | -                  |         |
| **Total Other Expenditures**         | 0             | 0                | 0                  | -       |

| **Total Expenditures**               | 0             | 0                | 0                  | -       |

<table>
<thead>
<tr>
<th>Excess (deficiency) of total revenue over (under) expenses</th>
<th>0</th>
<th>0</th>
<th>0</th>
<th>0%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Operating Transfer</td>
<td>-</td>
<td></td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>HAP Reserve Net (Increase)/decrease</td>
<td>-</td>
<td></td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Net cash increase (used) in operations</strong></td>
<td>-</td>
<td></td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

<p>| Depreciation                                                 | 0          | 0          | 0          | 0%        |</p>
<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget Annual</th>
<th>YTD</th>
<th>Actual Rev/Exp</th>
<th>Variance of budget</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUD subsidy/grants</td>
<td>4,040,484</td>
<td>336,707</td>
<td>318,799</td>
<td>(17,908)</td>
<td>8%</td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>HUSD Capital Grants</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td>10,000</td>
<td>833</td>
<td>0</td>
<td>(833)</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>88</td>
<td>7</td>
<td>0</td>
<td>(7)</td>
<td>0%</td>
</tr>
<tr>
<td>Other revenue</td>
<td>65,000</td>
<td>5,417</td>
<td>2,176</td>
<td>(3,241)</td>
<td>3%</td>
</tr>
<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>4,115,572</strong></td>
<td>342,964</td>
<td><strong>320,975</strong></td>
<td>(21,989)</td>
<td>8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>411,159</td>
<td>34,263</td>
<td>33,619</td>
<td>644</td>
<td>8%</td>
</tr>
<tr>
<td>Resident Services</td>
<td>1,100</td>
<td>92</td>
<td>0</td>
<td>92</td>
<td>0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>2,350</td>
<td>196</td>
<td>0</td>
<td>196</td>
<td>0%</td>
</tr>
<tr>
<td>Ordinary maintenance</td>
<td>6,750</td>
<td>563</td>
<td>563</td>
<td>(1)</td>
<td>8%</td>
</tr>
<tr>
<td>Collection loss</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other general expense</td>
<td>84,000</td>
<td>7,000</td>
<td>0</td>
<td>7,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td><strong>505,359</strong></td>
<td>42,113</td>
<td><strong>34,507</strong></td>
<td>7,606</td>
<td>7%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Expenditures</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Extraordinary maintenance</td>
<td>12</td>
<td>0</td>
<td>0</td>
<td>12</td>
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<tr>
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<td>0%</td>
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</tr>
<tr>
<td>Housing assistance payments</td>
<td>3,602,652</td>
<td>300,221</td>
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<td>576</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total Other Expenditures</strong></td>
<td><strong>3,602,652</strong></td>
<td>300,233</td>
<td><strong>299,645</strong></td>
<td>576</td>
<td>8%</td>
</tr>
</tbody>
</table>

| **Total Expenditures**                      | **4,108,011** | 342,346 | **334,152** | **8,195** | **8%** |

Excess (deficiency) of total revenue over (under) expenses

| 7,561 | 618 (13,176) | (13,795) |

Payment on debt principal

| 0 | 0 | 0 | - | 0% |

Operating Transfer

| 0 | 0 | 0 | - | 0% |

HAP Reserve Net (Increase) /decrease

| 0 | 0 | - | n/a |

Net cash increase (used) in operations

| 7,561 | 618 (13,176) | (13,795) |

Depreciation

<p>| 1,200 | 100 | 100 | - | 0% |</p>
<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>% of budget</th>
<th>Comment</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>YTD</td>
<td>Rev/Exp</td>
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<tr>
<td>Revenue</td>
<td></td>
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<td>0%</td>
<td></td>
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<tr>
<td>Dwelling rents</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>HUD Capital Grants</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Other tenant revenue</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>FSS escrow forfeitures (fraud recovery)</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
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<td>0</td>
<td>0</td>
<td></td>
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<tr>
<td>Other revenue</td>
<td>94,500</td>
<td>7,875</td>
<td>7,875</td>
<td>-</td>
<td>8%</td>
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<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Total Revenue</td>
<td>94,500</td>
<td>7,875</td>
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<td>8%</td>
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<tr>
<td>Operating Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Administrative</td>
<td>62,472</td>
<td>5,206</td>
<td>1,616</td>
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<td>771</td>
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<tr>
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<td>392</td>
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<tr>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Operating Expenditures</td>
<td>93,672</td>
<td>7,806</td>
<td>3,605</td>
<td>4,201</td>
<td>4%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extraordinary maintenance</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Casualty losses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Housing assistance payments</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Total Other Expenditures</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>Total Expenditures</td>
<td>93,672</td>
<td>7,806</td>
<td>3,605</td>
<td>4,201</td>
<td>4%</td>
</tr>
<tr>
<td>Excess (deficiency) of total revenue over (under) expenses</td>
<td>828</td>
<td>69</td>
<td>4,271</td>
<td>4,202</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Operating Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>HAP Reserve Net (Increase)/decrease</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Net cash increase (used) in operations</td>
<td>828</td>
<td>69</td>
<td>4,271</td>
<td>4,202</td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>29,610</td>
<td>2,468</td>
<td>2,468</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>
## Deerfield Beach Housing Authority
### CDBG Budget - Income Statement
#### For the period ending October 31, 2015
#### Unaudited

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Actual</th>
<th>Variance of budget</th>
<th>Comment</th>
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<tbody>
<tr>
<td>HUD subsidy/grants</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Dwelling rents</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>HUD Capital Grants</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
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<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
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<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other revenue</td>
<td>120,000</td>
<td>10,000</td>
<td>10,000</td>
<td>8%</td>
</tr>
<tr>
<td>Gain (loss) on sale of fixed assets</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>120,000</td>
<td>10,000</td>
<td>10,000</td>
<td>8%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>24,000</td>
<td>2,000</td>
<td>2,000</td>
<td>0%</td>
</tr>
<tr>
<td>Resident Services</td>
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<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Ordinary maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Insurance</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Collection loss</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other general expense</td>
<td>96,000</td>
<td>8,000</td>
<td>17,356</td>
<td>(9,356)</td>
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<td><strong>Total Operating Expenditures</strong></td>
<td>120,000</td>
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<td>19,356</td>
<td>(9,356)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>120,000</td>
<td>10,000</td>
<td>19,356</td>
<td>(9,356)</td>
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</table>

<table>
<thead>
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<th>Other Expenditures</th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Extraordinary maintenance</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Casualty losses</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Housing assistance payments</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Other Expenditures</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Excess (deficiency) of total revenue over (under) expenses</th>
<th>0</th>
<th>0</th>
<th>(9,356)</th>
<th>(9,356)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Operating Transfer</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>HAP Reserve Net (Increase) /decrease</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Net cash increase (used) in operations</strong></td>
<td>0</td>
<td>0</td>
<td>(9,356)</td>
<td>(9,356)</td>
</tr>
<tr>
<td>Depreciation</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>
November 13, 2015

TO:     Board of Commissioners
FROM:  Nadine M. Jarmon, Executive Director
RE:    Executive Director’s Report - September/October 2015

Rental Assistance Demonstration Program (RAD)
Moving forward this section of my report will be divided into three sections, i.e., Stanley Terrace Palms Elderly High-rise, and Other Development Activities.

Stanley Terrace
Dr. Jarmon, Attorney Tolces and Ms. Jasmine Privott continue to participate on the weekly calls from the Investor(s) including Boston Capital, Nixon Peabody and representatives from Broward County Housing Finance. Dr. Jarmon arranged for the sewer at Stanley Terrace to be scoped at the request of Boston Capital by Shenandoah. Results of the report were mailed to Boston Capital and C. Ray Baker with the original maintained in-house. Dr. Jarmon and Attorney Tolces attended Broward County Commission meeting on November 11th. Dr. Jarmon sent email to County Commissioner Chip LaMarca thanking him for his support.

Palms
Dr. Jarmon met with Mr. Darren Smith on 9/25 to begin strategy to respond to the RFA for SAIL funds. Application for up to $7Million was submitted on November 9th. Thanks to Ms. Martha Harris for staying over to assure the binders were assembled and overnighted to the state agency in Tallahassee. A site visit was performed at the Palms on October 30th. Dr. Jarmon and J. Privott met with representatives of Talcove Economic Development Corporation, Ms. Carol Gardner and Ms. Angela Kelly to discuss the SAIL application and partnership arrangements.

Other Development Activities
On October 6, met with Darren Smith and Rev. Jimmie Brown to discuss development of the St. Paul Church property. Dr. Jarmon issued RFQ for Affordable Housing Development advisors on October 1st with recommendations to the board to be made at the November board meeting.

Legal Update
During this month Attorney Tolces worked with Dr. Jarmon on the following items:

(1) Loan Agreement Documents for Stanley Terrace
(2) Trust Indenture for Stanley Terrace
(3) Land Use Restriction Agreement for Stanley Terrace
(4) Review of Credit Underwriting letter from Seltzer Management Group for Stanley Terrace
(5) Establishment of Partnership Agreement with Talcolcy
(6) Review of RHA response for SAIL funds
(7) Review of Purchase and Sale Agreement for SAIL application

Administrative Items
During the previous months ending October 13, 2015, Dr. Jarmon had various meetings with staff, legal counsel and other parties in regards to the following matters:

(1) Participated on weekly call each Tuesday with Financial Advisor
(2) Reviewed proposed changes to Personnel Policy with staff on 9/30
(3) Met with Mr. Perry Ecton of Habitat for Humanity regarding future initiatives on October 30th.
(4) Meeting with new HUD Field Office Director, Mr. Uche Oluku on October 13. Meeting was also attended by Chairman Pelt and key staff members
(5) Conducted hearings with staff regarding staff termination
(6) Dr. Jarmon conducted interviews for Accounts Payable position on October 19-21st.
(7) Held monthly staff meeting on November 11th and introduced new employees to other staff members
(8) Review of memo from HUD increasing Section 8 Admin fees from 79% to 81%
(9) Review and approval of eLogic Model submission for FSS (ROSS) grant to closeout 2014/15 Program Year
(10) Dr. Jarmon issued memo’s to staff regarding vacation buyout and the new policy prohibiting vacation overages effective January 1, 2016
(11) Dr. Jarmon, X. Cotes, and J. Ray attended onsite CashPro training by Mr. Rodrigo Salazar and Julissa Baidal of Bank of America in an effort to move towards reducing the use of the website banking
(12) Made September, October and November debt service payments to investors for the Townhomes
(13) Attended National NAHRO conference in Los Angeles October 15-19th along with Commissioners Gayle and Woods
(14) Conducted interviews for key staff positions October 12-14 with Ms. Simone Barefield.
(15) Made offers to new staff members
(16) Completed NAHRO e-Training for Executive Directors on September 24th - received certificate
(17) Conducted brief welcome and orientation for new hires on November 9th
(18) Begin review of quotes to paint the townhomes

City of Deerfield

Dr. Jarmon no longer attends weekly meeting with City staff. Meetings are now being attended by Ms. Jeannette Smith. CDBG staff working sessions have been set for each Tuesday and Thursday.
Other Action Items related to the City of Deerfield Beach include:

(1) Attended meeting with Assistant City Manager Brian Donovan regarding the Palms apartments on 9/21
(2) 9/23 attended meeting with Director of Community Services, Ms. Vickki Placide-Placard regarding staff assignments
(3) Attended weekly CDBG, HOME and SHIP update meetings with internal staff every Tuesday and Thursday
(4) 9/29 meeting with Commissioner Gloria Battle regarding Palms apartments on Dixie Highway
(5) Reviewed CAPER prior to submission
(6) Several conversations, emails with Vickki Placide-Placard and Ron Allen regarding IDIS entries
(7) Approved purchase of office furniture and staff labor time to convert office space on first floor
(8) Review of Semi-Annual Labor Standards Report to HUD for CDBG funds
(9) Meeting with Assistant City Manager (ACM) on October 6 for additional discussion on Palms apartments.
(10) Meeting with ACM, Darren Smith, and Mr. Lennard Robinson regarding Palms Apartments strategy on November 13
(11) Dr. Jarmon issued emails to Ms. Ann Chavis requesting release of Conflict of Interest (COI) participants
(12) COI released received on October 27
(13) Processed DBHA invoices for HOME and CDBG funds in excess of $30,000

Respective Department reports follow.
The National Association of Housing and Redevelopment Officials

Hereby certifies that on September 24, 2015

Nadine Jarmon

Met all the requirements for successful completion of NAHRO’s Professional Development e-Learning program:

Workshop for Executive Directors

Under guidelines established by the NAHRO Board of Ethics and Credentialing Trustees, 0.50 Continuing Education Units (CEUs) are hereby awarded for successful completion of this training program.
REQUEST FOR APPLICATIONS 2015-112

SAIL FINANCING OF AFFORDABLE MULTIFAMILY HOUSING DEVELOPMENTS
TO BE USED IN CONJUNCTION WITH
TAX-EXEMPT BOND FINANCING AND NON-COMPETITIVE HOUSING CREDITS

Issued By:

FLORIDA HOUSING FINANCE CORPORATION

Issued: October 9, 2015

Due: November 10, 2015
October 27, 2015

Ms. Vickki Placide-Pickard
Planning Manager
Community Development Division
City of North Miami
325 N.W. 2nd Avenue
Deerfield Beach, FL 33441

Subject: Request for Conflict of Interest Determinations
CDBG, NSP, and HOME
City of Deerfield Beach

Dear Ms. Placide-Pickard,

This letter is in response to the City’s request seeking a determination regarding the Conflict of Interest Regulations at 24 CFR 570.611, and 24 CFR 92.356. These regulations are applicable to the City in administrating its grant funds under the Community Development Block Grant Program (CDBG), Neighborhood Stabilization Program (NSP), and the Home Investment Partnerships Act Program (HOME).

The conflict of interest determination is being made on behalf of city employees or their relatives as listed below:

1. Carolyn Adams, relative of applicant employed by City of Deerfield Beach Sanitation Department;
2. Galen Adderly, applicant employed by the City of Deerfield Beach Parks & Recreation Department;
3. Thomas Ammons, relative of applicant employed by City of Deerfield Parks & Recreation Department;
4. Cynthia Barksdale, relative of applicant employed by City of Deerfield Beach Sanitation Department;
5. Genice Benbow, relative of applicant employed by City of Deerfield Parks & Recreation Department;
6. Bennie Bryant, relative of applicant employed by City of Deerfield Parks & Recreation Department;
7. Jennie Cooper, relative of applicant employed by City of Deerfield Parks & Recreation Department;

HUD’s mission is to create strong, sustainable, inclusive communities and quality, affordable homes for all.

Hi Victor

This has been on my “to do” list to provide you with an update.

To paraphrase the content of your letter, we believe there were two primary issues, i.e., (1) concern that performance issues with the previous contractor may carry forward to Deerfield Beach Housing Authority (DBHA)’s contract and administration of the program(s); and (2) a continuum of the first bullet is that DBHA in entering into the Agreement with the City had placed public housing assets at risk.

As witnessed in the attached documents, the following has occurred:

1. On March 18, 2015, (Resolution 2015-03) the Board of Commissioners of the DBHA adopted the proposed First Amendment to the Interlocal Agreement which indemnified DBHA from any duties performed by the previous contractor;

2. On April 21, 2015 the City of Deerfield Beach (Resolution 2015/092) approved the First Amendment to indemnify DBHA from any work performed from the previous contractor;

Note that I provided this information to you on June 3, 2015 and you responded that this did not address the issue of protecting the assets of the agency. Following this exchange,

3. On June 17 (Resolution 2015-01) the Board of Commissioners of DBHA formed a separate non-profit entity, the Deerfield Beach Family Empowerment, Inc (DBFEI), including adoption of Articles of Incorporation, election of officers and adoption of by-laws;

4. On September 16, 2015 (Resolution 2015-19) DBHA Assigned the contract to administer the grant funds to the newly formed non-profit entity;

5. On September 16, 2015 (Resolution 2015-22) DBHA adopted a Shared Services Agreement between DBHA and DBFEI clarifying roles and responsibilities of DBHA and DBFEI as it relates to the administration of grant funds for the City;

6. On September 16, 2015 (Resolution 2015-05) the DBFEI approved consent of assignment from DBHA and the Second Amendment to the original ILA which assigned the contract from the City to DBFEI as well as provided for a one year extension of the contract for services;

7. On September 21, 2015 (Resolution 2015/191) on Consent Agenda – the City of Deerfield Beach approved the Second Amendment to both assign the contract to DBFEI and extend contract for one year.
### Stanley Terraces Timeline

<table>
<thead>
<tr>
<th>Action Date</th>
<th>Description of Task</th>
<th>Responsible Party</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/18/2015</td>
<td>Bond Call</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>11/18/2015</td>
<td>Discuss permanent loan sizing with LOVE Funding - aim to increase loan amount</td>
<td>S&amp;H</td>
<td></td>
</tr>
<tr>
<td>11/18/2015</td>
<td>David Tolces to schedule meeting with Broward County Property Appraiser</td>
<td>Tolces</td>
<td>Need the full RE Tax Abatement</td>
</tr>
<tr>
<td>11/18/2015</td>
<td>Discuss permanent loan sizing with LOVE Funding - aim to increase loan amount</td>
<td>S&amp;H</td>
<td></td>
</tr>
<tr>
<td>11/20/2015</td>
<td>Updated SOV and GC Contract</td>
<td>CRB</td>
<td></td>
</tr>
<tr>
<td>11/20/2015</td>
<td>Discussion with Boston Capital on equity price, reserve requirement, equity &amp; DF pay-in schedule</td>
<td>S&amp;H</td>
<td>Need to renegotiate terms in LOI</td>
</tr>
<tr>
<td>11/23/2015</td>
<td>Circulation of updated numbers to all</td>
<td>S&amp;H</td>
<td>Verify that bond amount is not above the TEFRA requirement and that HFA Board re-approval is not needed</td>
</tr>
<tr>
<td>12/8/2015</td>
<td>BCC TEFRA Approval (if needed)</td>
<td>S&amp;H</td>
<td></td>
</tr>
<tr>
<td>12/9/2015</td>
<td>HFA Board Meeting for Re-Approval (if needed)</td>
<td>S&amp;H</td>
<td></td>
</tr>
<tr>
<td>12/11/2015</td>
<td>Confirmation from Broward County Property Appraiser on RE abatement</td>
<td>S&amp;H/Tolces</td>
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<tr>
<td>12/16/2015</td>
<td>Draft loan docs circulated</td>
<td>LOVE</td>
<td></td>
</tr>
<tr>
<td>12/17/2015</td>
<td>Draft HUD docs circulated</td>
<td>CRB</td>
<td></td>
</tr>
<tr>
<td>12/18/2015</td>
<td>Draft equity docs circulated</td>
<td>BC</td>
<td></td>
</tr>
<tr>
<td>1/8/2016</td>
<td>Receive permit ready letter</td>
<td>CRB</td>
<td>Need CRB to confirm timing - this will drive the closing date</td>
</tr>
<tr>
<td>1/11/2016</td>
<td>Permanent loan rate lock</td>
<td>LOVE</td>
<td>Will not rate lock until permit ready letter is issued</td>
</tr>
<tr>
<td>1/10/2016</td>
<td>Finalize numbers - closing draw, source by use, budget</td>
<td>S&amp;H</td>
<td></td>
</tr>
<tr>
<td>1/15/2016</td>
<td>Finalize loan, equity &amp; HUD docs</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>1/19/2016</td>
<td>Preclose</td>
<td>ALL</td>
<td></td>
</tr>
<tr>
<td>1/20/2016</td>
<td>Closing</td>
<td>ALL</td>
<td></td>
</tr>
</tbody>
</table>
### Revisions to DBHA Personnel Policy Manual – May 2015

<table>
<thead>
<tr>
<th>SECTION</th>
<th>REVISIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 1: Purpose of Use of Personnel Policy Manuel</td>
<td>New Section. Includes: old General Statement, DBHA Overview, Governance, Employee/Employer Relationship</td>
</tr>
<tr>
<td>Section 2: General Employment Practices</td>
<td>Inserted Section 5 and Section 33 – no language revisions</td>
</tr>
<tr>
<td>Section 3: Anti-Discrimination Practices</td>
<td>Inserted old Sections 2 and 42 – no language revisions</td>
</tr>
<tr>
<td>Section 4. Sexual Harassment and Other Forms of Harassment</td>
<td>Inserted old Section 38: Sexual Harassment</td>
</tr>
</tbody>
</table>

#### Other Forms of Harassment (New)

*Harassment on the basis of any other protected characteristic or class is also strictly prohibited. Such harassment is defined as verbal or physical conduct that denigrates or shows hostility toward an individual because of race, color, religion, gender, sexual orientation, national origin, age, disability, martial status, citizenship, or other characteristics protected by law, and:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance; or
3. Otherwise adversely affects an individual’s employment opportunity.*

*Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threats; intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on wall or elsewhere on the DBHA premises or circulated in the workplace.*

*Non-employee violators are subject to expulsion from DBHA facilities when harassment occurs on premises. DBHA may discontinue services off-premise violators of this policy and may report the violator to the appropriate authority for civil or criminal action.*

#### Reporting Violations of DBHA Harassment Policy (New)

*Any employee who believes that he or she has been harassed, sexually or otherwise, should promptly report such harassment as follows:*

1. *Any employee who believes he or she is being discriminated against, harassed, or witness such an event should immediately submit a written complaint describing the incident(s) to their immediate supervisor. Any supervisor who witness any incident of*
improper harassment or discrimination or who receives a complaint shall immediately refer the matter to Human Resources or the Executive Director.

2. If this is not possible or appropriate because the harassment originates from the employee's supervisor, the employee should report, in writing, the harassment to the Human Resources Administrator or the Executive Director, or in case of their absence to the Chairperson of the Board of Commissioners.

Investigation. All allegations of discrimination and harassment will be completely and promptly investigated. All investigations will be conducted to protect the privacy of and minimize suspicion toward all parties involved, to the greatest extend possible. Investigations may include discussion with all involved parties, identifying and questioning witnesses, and other actions deemed appropriate. If the allegation is sustained, the responsible employee(s) will be disciplined, up to and including discharge.

No Retaliation. No person will be subjected to discipline or any other adverse treatment because he or she has filed a complaint of sexual harassment. Every effort will be made to handle complaints in a confidential and sensitive manner. However, a report of sexual harassment that after an investigation proves to be a false claim, or made for malicious reasons will subject that employee to discipline, up to and including discharge.

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<tr>
<th>New Section 5: Employment</th>
<th>Employment Process (New)</th>
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<tr>
<td></td>
<td>When hiring new employees, DBHA will comply in Section 3 of the Housing and Urban Development ACT of 1968 by ensuring that all open positions are advertised by posting employment announcements in common and other public areas in housing developments to increase circulation of employment opportunities for residents.</td>
</tr>
<tr>
<td>Age Requirements (New)</td>
<td>No person under 18 years of age will be hired in a full-time position; however persons under the age of 18 may be hired part-time upon the execution of a release of liability by a parent or guardian.</td>
</tr>
<tr>
<td>Applicant Screening (New)</td>
<td>Criminal history and sexual offender searches are conducted as a condition of employment with DBHA. The Deerfield Beach Housing Authority has the sole right to refuse to hire or remove any employee direct client contact or any employment position in cases where a felony conviction is confirmed.</td>
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<td>SECTION</td>
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<td>If a criminal history check reveals convictions that the individual disclosed in the application, the Human Resources Administrator will review the report and evaluate each conviction, including additional information provided by the applicant before the offer of employment is confirmed or withdrawn.</td>
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<td>A criminal conviction will not automatically disqualify an individual from employment. Relevant consideration may include, but not be limited to, the number of convictions, time passed since the conviction, the nature or gravity of the offense, and the relationship the conviction has to the duties and responsibilities of the position.</td>
</tr>
<tr>
<td>Selection and Appointments of Applicants (New)</td>
<td>All employees are hired, assigned, transferred, promoted, upgraded, and compensated solely on the basis of merit, ability, and job performance. Although DBHA will take into consideration internal transfers, promotions, and applications from residents, the DBHA may recruit from outside of the Authority.</td>
</tr>
<tr>
<td>Relocation Expenses (New)</td>
<td>Relocation expenses may be provided for Executive Management Positions, and will be at the discretion of the Board of Commissioners at the time of offer of employment. All offers of relocation expenses must adhere to relocation expense guidelines published by the IRS, and must not exceed the dollar amount authorized by the Board of Commissioners.</td>
</tr>
<tr>
<td>Origination of New Employees – moved from Section 29</td>
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</tr>
<tr>
<td>Section 6: Employment Classifications</td>
<td>Employee Classifications – definitions added</td>
</tr>
<tr>
<td>Independent Contractors (New)</td>
<td>The Authority may utilize independent contractors or consultants as needed to perform certain services. Independent contractor/consultants are not DBHA employees and are not entitled to Authority benefits, leave time, pensions or other benefits. However, independent contractors/consultants using DBHA facilities must abide by Authority policies.</td>
</tr>
<tr>
<td>Temporary Hires (New)</td>
<td>The DBHA may, from time to time, may hire individuals on a temporary basis to complete specific assignments, supplement regular work, or substitute for regular employees. Temporary employees may be hired directly and placed on the DBHA payroll on a full-time or part-time basis or through outside contractors.</td>
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<td>Section</td>
<td>Revisions</td>
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<tr>
<td>Section 7: Changes in Status of Employment</td>
<td>Inserted Section 12: Resignation</td>
</tr>
<tr>
<td>Transfers (New)</td>
<td>Employees may be transferred or reassigned within the Authority. The DBHA reserves the right to transfer employees between departments to address situations in which additional staff is required or a change in assignment is needed. Any DBHA supervisor requesting the transfer of an employee must notify the Human Resources Administrator. All transfers must be approved by the Executive Director. A transfer may or may not include a salary adjustment. Although most transfers are considered lateral, depending upon the reason for the transfer or the area transfer to, a salary may be increased or lowered to more appropriately fit the new job responsibilities.</td>
</tr>
<tr>
<td>Section 8: Separations</td>
<td>Combined old Section 13 and Section 25</td>
</tr>
<tr>
<td>Paragraph 2 revised: 2. An employee <strong>shall not</strong> be paid for accrued sick leave upon resignation or termination of employment. Employees will forfeit all accrued sick leave upon resignation. (the former policy stated that employees would be paid 25% of sick leave upon resignation.)</td>
<td></td>
</tr>
<tr>
<td>Removed: 5. The Chief Financial Officer, Executive Director, HCV Director, Director of Housing Operations or HR/Procurement Administrator shall not be paid accrued sick leave upon voluntarily terminate employment.</td>
<td></td>
</tr>
<tr>
<td>Section 9: Terms and Conditions of Employment</td>
<td>Change in Work Schedule (New)</td>
</tr>
<tr>
<td>A change in the normal work schedule for other than emergency situation must be approved by the Executive Director and approved within seventy-two (72) hours of implementation. Work schedule changes will be reported to the Human Resources Administrator to ensure consistency in personnel and payroll functions.</td>
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<td>Under specified conditions, such as inclement weather, the Housing Authority Executive Director may require that</td>
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<td>employees do not to report for work, or leave the work premises early. Under such direction, an employee may not elect to report for or to remain at work. Employees involved in essential operations and services may, upon determination of the Executive Director, be required to report to work and should make every attempt to arrive at work.</td>
</tr>
<tr>
<td></td>
<td>Employees not reporting to work, or sent home early due to weather conditions, or due to issues/concerns deemed necessary by the Executive Director, will receive payment for the full scheduled shift. Personnel on scheduled vacation, personal leave, comp time, or sick time, will continue to use the appropriate leave time for the entire shift.</td>
</tr>
<tr>
<td>Attendance (New)</td>
<td>DBHA employees are required to maintain satisfactory attendance records. This requires that all employees arrive to work in accordance with established work schedules. Employees who fail to report to work, are habitually tardy, consistently take excessive lunch or other breaks, leave work without proper authorization, have excessive absences, or fail to properly report their absence are subject to disciplinary action or termination.</td>
</tr>
<tr>
<td>Unexcused Tardiness (new first paragraph)</td>
<td>Employees are expected to arrive to work on time. DBHA defines tardiness as arrival at work later than the scheduled time to start work and/or reporting back to work after the allotted time for any type of break in the work day. Continued or repeated tardiness is a serious workplace offence and a costly disruption to the DBHA work schedule.</td>
</tr>
<tr>
<td>Section 10: Compensation – new</td>
<td>Inserted Section 6: Compensation Plan</td>
</tr>
<tr>
<td>Time Sheets (New)</td>
<td>Documentation of hours worked is substantiated through time sheets originated by the employee, approved by the supervisor and maintained by the Human Resources Administrator. Time sheets must be turned into payroll Wednesday before each payday.</td>
</tr>
<tr>
<td>Payday (New)</td>
<td>Payday is bi-weekly on Friday. If a payday falls on a national holiday, employees will be paid on the workday preceding the holiday. All employees are strongly recommended have direct payroll deposit.</td>
</tr>
<tr>
<td>Overtime and Compensatory Time (Overtime – new, Compensatory Time moved from Section 20)</td>
<td>Overtime must be approved by the Executive Director or</td>
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<td>Section</td>
<td>Revisions</td>
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<td><em>his/her designee. Except in cases of a verified emergency, overtime must be approved prior to an employee commencing overtime work. Eligible, non-exempt employees will receive one and one-half (1.5) the normal hourly rate of pay for approved overtime.</em></td>
</tr>
<tr>
<td></td>
<td><em>Compensatory time is time off in lieu of pay for irregular or occasion overtime work. Compensatory time for exempt employees is earned at a rate of one (1) hour for each hour of overtime worked. Employees entitled to compensatory time must obtain prior approval from his/her supervisor prior to overtime worked.</em></td>
</tr>
<tr>
<td></td>
<td><em>Compensatory time must be used within the pay period earned with prior approval of the immediate supervisor. If the work schedule is such time off would disrupt the normal work flow of the Authority, use of the compensatory time may be extended beyond the immediate work period upon approval of the Executive Director.</em></td>
</tr>
<tr>
<td></td>
<td><strong>Payment for Unused Sick Leave</strong> (moved from old Section 18). Revised to state that employees will not be paid for unused sick leave.</td>
</tr>
<tr>
<td>Section 11: Holidays</td>
<td>Old Section 15</td>
</tr>
<tr>
<td>Section 12: Vacation Leave</td>
<td>Subtitles added: - Vacation Leave - Approval - Holidays During Sick Leave - Sick Leave During Vacation - Carry-Over - Vacation Used for Sick Leave - Vacation Leave Upon Separation</td>
</tr>
<tr>
<td></td>
<td><strong>Revised:</strong> Carry-Over. The maximum of unused Vacation Leave that may be carried over each year shall not exceed the total number of allowable accrued vacation based on years of service.</td>
</tr>
<tr>
<td></td>
<td><strong>Revised:</strong> Vacation Time Upon Separation. Employees shall be compensated for any unused vacation including carryover time from previous year and current year but shall not at any time exceed 280 hours.</td>
</tr>
<tr>
<td>Section 13: Sick Leave</td>
<td>Subtitles added: - Abuse of Sick Leave - Sick Leave Documentation Requirements - Extended Sick Leave</td>
</tr>
<tr>
<td></td>
<td><strong>Revised:</strong> Sick Leave shall be accumulated up to a maximum of seven hundred and twenty (720) hours. (reduced to 720 hours from 960 hours)</td>
</tr>
<tr>
<td>Section</td>
<td>Revisions</td>
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</tr>
<tr>
<td>Section 14: Other Leave of Absence</td>
<td>Combined old Sections 19, 21, 23, 39, 43 - same language</td>
</tr>
<tr>
<td>Section 15: Accrued Leave Donation</td>
<td>Moved from old Section 40</td>
</tr>
</tbody>
</table>
Insert Section 25: Retirement added: More information about the Florida Retirement System can be found at [www.myfrs.com](http://www.myfrs.com)

Health Insurance (New)
The DBHA offers group health insurance and group dental insurance protection to all Regular employees. Eligible employees may also elect insurance coverage for their dependents. The terms of coverage may be changed at the Authority's discretion at any time.

The effective date of insurance coverage is determined by the company providing the insurance. A portion of the premiums for health and dental insurance coverage will be paid by the Housing Authority in compliance with federal and state laws and regulations.

Employees should refer to their benefits brochures for further information regarding health and dental insurance. These brochures are available through the Human Resources Administrator.

In addition, under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act (COBRA), employees who separate from employment with the DBHA may be eligible to continue the Housing Authority's group health and dental plans for a period of time after the date of separation. The Human Resources Administrator will explain the details of this program with employees at the time of their exit interviews or separation from employment.

Life Insurance (New) – Is this DBHA's policy?
Life insurance coverage under the Housing Authority's group insurance program is available to all regular employees who also participate in the health insurance program. Participating employees are eligible for life coverage in the amount of 1 ½ times his/her annual salary, up to the maximum allowed by his/her policy. Adjustments in coverage amounts are based on an employee’s rate of compensation in June of each year. The Housing Authority pays half (½) of your total premium up to one hundred fifty percent (150%) of your annual salary, rounded to the next higher multiple of $1,000. This is the maximum amount allowed by the United States Department of Housing and Urban Development (HUD) for group life insurance purposes.
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<tbody>
<tr>
<td>Section 16: Fringe Benefits, cont.</td>
<td>The life insurance program provides, in addition to the basic life coverage, additional payments in the case of accidental death or dismemberment as described in the policy. The insurance may also be converted to individual coverage upon termination or retirement. The terms of life insurance coverage may be changed at the Housing Authority's sole discretion at any time.</td>
</tr>
<tr>
<td>Section 17: Tuition Reimbursement</td>
<td>New Policy - replaced Section 30: Career Development</td>
</tr>
<tr>
<td>Section 18: Professional Development (New)</td>
<td>Professional Development</td>
</tr>
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<td></td>
<td>The DBHA is committed to training and developing its employees. The Authority will make every effort to ensure that all employees have the training necessary to perform their duties in the most proficient and productive manner. Supervisor will work with employees to determine training and professional development needs. Employees are required to attend training when mandated by the immediate supervisor, Executive Director, or as a pre-determined condition of employment.</td>
</tr>
<tr>
<td>Section 19: Employee Conduct and Ethics (New)</td>
<td>New Subtitles and new language</td>
</tr>
<tr>
<td></td>
<td>- Code of Conduct (revised language)</td>
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<td>- Code of Ethics (no language change)</td>
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<td>- Conflict of Interest</td>
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<td></td>
<td>- Public Statements and Media Relations</td>
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<td>- Employee Disclosure (no language change)</td>
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<td>- Confidentiality Policy</td>
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<td>- Nepotism (new language)</td>
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<td>- Political Activity (new language)</td>
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<td></td>
<td>- Dress Code and Professional Appearance</td>
</tr>
<tr>
<td>Section 20: Safety Policy</td>
<td>Responsibility (New)</td>
</tr>
<tr>
<td></td>
<td><em>It is the goal of the Deerfield Beach Housing Authority to provide a safe and healthy workplace. Employees are expected to use sound judgment and to follow safe and careful work practices to avoid introducing or contributing to unsafe work conditions.</em></td>
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<td><em>It is the responsibility of DBHA employees to be safety conscious at all times and to follow established safety and health rules and procedures in performing work assignments. It is the responsibility of the employee to request additional information or clarification on assignments that are unclear. Additionally it is the responsibility of the employee to operate all Authority equipment, tools, machinery, and vehicles in accordance with manufacturer guidelines and safety practices.</em></td>
</tr>
<tr>
<td></td>
<td><em>Employees are to wear all appropriate protective equipment including lap and shoulder belts, where provided, at all times while operating or riding as a passenger in a DBHA Authority</em></td>
</tr>
</tbody>
</table>
vehicle or private vehicle on Authority business. Employees are to immediately report any unsafe work condition, equipment malfunction, or other situations that could endanger employees or the public to the immediate supervisor and co-workers.

**Weapons (New)**
The Deerfield Beach Housing Authority recognizes that the possession, use, or display of weapons on organizational property must be controlled to manage the increased risks associated with weapons on the job. The Authority determines that personnel having permits for concealed weapons may dramatically increase potential violence on company property as: (a) the potential for accidental discharge or misuse of firearms on work premises is increased, (b) the potential for guns, knives, or other weapons used to settle disputes increases, and (c) professional responders to a situation may not be able to distinguish between the victim and the aggressor, creating a dangerous environment for personnel, clients, and bystanders.

Employees of the Authority may not, on any property owned, leased, or controlled by the Authority, possess, or use, any weapon. This restriction extends to anywhere Authority business is being conducted, including organization events, venues, trade shows, trainings, meetings, or any gathering or activity that is an Authority sponsored activity. The policy applies to all DBHA properties, and includes, but is not limited to, buildings, open spaces, residence halls or common areas, parking lots, sidewalks, and vehicles on Authority property.

Weapons include, but are not limited to: guns, knives with blades over 3 inches long, swords, explosives, or chemicals that can cause harm to another person.

Employees found in violation of the Weapons Policy will be subject to disciplinary action or immediate termination, at the Executive Director’s discretion.

**Reporting Accidents and Injuries (New)**
Employees shall immediately notify their immediate supervisor, and if appropriate, law enforcement authorities of any accident causing damage to a DBHA vehicle or property, or injury to an employee requiring professional medical attention.

**Notification of Family (New)**
Employees are responsible for providing and updating the name of an individual to be contacted in the event of an emergency. This name must be provided to the Human
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<tr>
<td>Resources Administrator. In the event of an emergency affecting the employee, and as a function of the circumstances, the Housing Authority may notify emergency contacts and/or family members listed by the employee.</td>
<td>Section 21: Vehicle Use</td>
</tr>
<tr>
<td>Section 22: Business Travel Policy</td>
<td>New Policy – review carefully</td>
</tr>
<tr>
<td>Section 23: Disciplinary Action</td>
<td>New Policy – review carefully</td>
</tr>
<tr>
<td>Section 24: Drug-Free Workplace Policy</td>
<td>No Change in Language</td>
</tr>
<tr>
<td></td>
<td>- Reasons for Drug Testing</td>
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<td>- Requested Assistance and Referrals Prior to Testing</td>
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<td>- Positive Post-Test Results</td>
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<td>- Drugs Included in Testing</td>
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<td>- Testing for Non-Injured Employees</td>
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<td></td>
<td>- Testing for On-the-Job Injuries</td>
</tr>
<tr>
<td>Section 25: Threats and Violence in the Workplace</td>
<td>No Changes to Language. Inserted from old Section 41</td>
</tr>
<tr>
<td>Section 26: Employee Grievances</td>
<td>No Change to Language. Inserted from old Section 28</td>
</tr>
</tbody>
</table>