

MINUTES OF THE
HOLLYWOOD HOUSING AUTHORITY
HELD
MARCH 15, 2012
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE

Present: Mr. Martin Schlosberg, Chairman
Mr. Lloyd Edelstein, Vice Chairman – in at 5:10
Ms Debra McGowan, Commissioner
Mr. Gerald Cowen, Commissioner – in at 5:08
Mr. James Moore, Resident Commissioner

Also Present: Mr. Peter Maverick, Attorney
Mr. Tim Schwartz, Executive Director – Hollywood Housing Authority
Ms Kathy Chopard, Recording Secretary

The Board Meeting was called to order at 5:00PM and roll was called.

A motion was made by Ms McGowan, seconded by Mr. Moore approving the Agenda for this meeting. Roll call vote was unanimous.

A motion was made by Ms McGowan, seconded by Mr. Moore approving the minutes of the February 16, 2012, Board Meeting. Roll call vote was unanimous.

RESOLUTION AND COMMUNICATION

Mr. Schwartz introduced Mr. Maverick to the Board. Mr. Maverick informed the Board that he prepared the revised Employee Handbook and presented it to the Board for their review and approval. Mr. Maverick stated that his main goal in accomplishment with this Handbook is to create both a work friendly atmosphere as well an employee protected atmosphere. It was noted at this time that when employees receive the new Handbook they will be signing off on them as proof of receipt. Mr. Marverick stated that the last page of the Handbook is a “sign-off” page that also has a space for a witness to sign.

There were several items discussed such as time clocks, exempt and non-exempt staff status, conflict of interest, etc. Mr. Maverick explained the details regarding each item. The Board also asked that the section on Alcohol and Drugs be taken out of this Handbook and put into to a separate policy that would allow the Executive Director or Deputy Director to ask that a Drug Test be done on an employee.

Mr. Cowen made a motion that the attorney prepare a separate Alcohol and Drug Testing Policy for employees to be done as a document temporarily and executed temporarily by the employees with their handbook. Mr. Edelstein made an addendum stating that the employees Handbook refers to this separate document. Mr. Maverick stated that he will take out the currently statement regarding the Alcohol and Drug Free Workplace and make a separate document. Roll call vote was unanimous.

Ms. McGowan moved to approve this Handbook with the mentioned changes. Mr. Cowen seconded this motion. Roll call vote was unanimous.

The Board thanked Mr. Maverick for his time and effort regarding this Handbook.

In regard to Resolution #367 – Approval of the By-Laws – Mr. Schwartz asked that this be taken off the Agenda until he is able to get further information from other local housing authorities regarding their by-laws.

Mr. Schlosberg asked that the renaming of Hollywood Village be put off until the April Board Meeting. He asked Ms Chopard to send all Board members an email regarding this to give everyone a week to think of other names.

Mr. Schwartz informed the Board that he did attend the meeting with the Driftwood Homeowners Association where Gatehouse made a presentation of additional parking on the swale. Mr. Schwartz felt it went fairly well and he believes the only problem Gatehouse will have will be with Water Management District. Gatehouse did say that it could have input in regard to traffic calming and drainage if allowed to proceed and also put up additional lighting for Security.

In regard to the status of Hollywood Village Mr. Schwartz stated that currently there are 17 units rented.

In regard to Resolution #375 – Writing Off Uncollected Accounts for 2011, Mr. Schwartz confirmed that there are a total of \$10,894.74 in uncollected funds from 2011. A motion was made by Mr. Edelstein, seconded by McMcGowan to approve this resolution. Roll call vote was unanimous.

MONTHLY REPORTS

There were no comments.

SECRETARY/EXECUTIVE DIRECTOR REPORT

There were no comments.

COMMENTS FROM PUBLIC

There were no comments.

ADJOURNMENT

Mr. Cowan made a motion seconded by Mr. Edelstein to adjourn this meeting which was passed without dissent at 6:50 PM.

Respectfully submitted,

Tim Schwartz
Executive Director

Approved:

Martin Schlosberg
Chairman