

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

---

<b>Meeting Date:</b>	<b>August 19, 2025</b>	<input checked="" type="checkbox"/> <b>Consent</b>	<input type="checkbox"/> <b>Regular</b>
		<input type="checkbox"/> <b>Ordinance</b>	<input type="checkbox"/> <b>Public Hearing</b>
<b>Submitted By:</b>	<b>Housing Finance Authority of Palm Beach County</b>		
<b>Submitted Thru:</b>	<b>Department of Housing and Economic Development</b>		

---

**I. EXECUTIVE BRIEF**




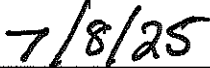
**Motion and Title:** **Staff recommends motion to approve:** the nomination of Tracy L. Caruso as Chairperson of the Housing Finance Authority (Authority) of Palm Beach County, Florida, for the term of August 19, 2025 to August 18, 2026.

**Summary:** Staff recommends Board of County Commissioners' (BCC) approval of the nomination of Tracy L. Caruso as Chairperson of the Authority. At their regular meeting held on June 13, 2025, the Authority Board nominated Mrs. Caruso as its Chairperson to serve a second and final term of one (1) year in accordance with Ordinance No. 2002-022, as amended. This Ordinance requires the nomination of the Chairperson to be submitted to the BCC for approval. Countywide (HJF)

**Background and Justification:** Section four (4) of Ordinance No. 2002-022, as amended, provides in part: "In June of every year, commencing in 2002, the members of the Housing Finance Authority shall nominate a Chairperson, and submit such nomination to the Board of County Commissioners for approval. No member may serve more than two (2) consecutive complete one (1) year terms as Chairperson after the effective date of the Ordinance. The Board of County Commissioners retains the ultimate authority to designate a Chairperson of the Housing Finance Authority."

- Attachment:**
- 1. Letter Requesting Approval of Chairperson
  - 2. Resume for Tracy L. Caruso

---

<b>Recommended By:</b>		
	<b>Department Director</b>	<b>Date</b>
<b>Approved By:</b>		
	<b>Assistant County Administrator</b>	<b>Date</b>

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2025	2026	2027	2028	2029
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income					
In-Kind Match (County)					
NET FISCAL IMPACT					

# ADDITIONAL FTE POSITIONS (Cumulative)					
---	--	--	--	--	--

Is Item Included In Current Budget? Yes \_\_\_\_\_ No X  
Does this item include the use of Federal funds? Yes \_\_\_\_\_ No X  
Does this item include the use of State funds? Yes \_\_\_\_\_ No X

Budget Account No.: N/A

B. Recommended Sources of Funds/Summary of Fiscal Impact: N/A

No fiscal impact to Palm Beach County.

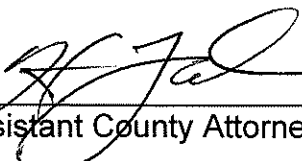
C. Departmental Fiscal Review:   
Valerie Alleyne, Division Director II  
Finance and Administrative Services, DHED

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

 7/3/25  
OFMB   
 7/7/25  
Contract Development and Control 

B. Legal Sufficiency:

 7/8/25  
Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director



**Housing Finance Authority  
of Palm Beach County**

100 Australian Avenue, Suite 410  
West Palm Beach, FL 33406  
(561) 233-3656  
www.pbchfa.org



**Chairperson**

Tracy L. Caruso

**Vice Chair**

Chricht B. Nixon

**Secretary**

Laurie S. Dubow

Clark D. Bennett

Gary P. Eliopoulos

Robin B. Henderson

Tony "Bobby" Smith

**Executive Director**

David M. Brandt

dbrandt@pbc.gov

(561) 233-3652

**Administrative Assistant**

Jennifer M. Hamilton

jhamilto@pbc.gov

(561) 233-3656

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

June 13, 2025

Mr. Todd J. Bonlarron  
Interim County Administrator  
Palm Beach County  
301 N. Olive Avenue  
West Palm Beach, FL 33401

RE: Nomination of Chairperson for 2025/26 term

Dear Mr. Bonlarron:

Please be advised that the board of the Authority at their regular meeting of June 13, 2025, nominated Tracy L. Caruso as Chairperson for a second and final one-year term. In accordance with Section 2-184 of the Palm Beach County Code, Chapter 2, Article V., Division 3 – Housing Finance Authority, please accept this letter as submission of said nomination for approval by the Board of County Commissioners.

Sincerely,

David M. Brandt  
Executive Director

CC: Nicole Davis

Tracy Caruso is a community minded civic leader. In December of 2022, she was appointed as a Commissioner of the Health Care District of Palm Beach County by Governor Ron DeSantis. She was reappointed by the governor in 2025. She is the President/Owner of Delray Beach Executive Suites, an executive office suite business on Atlantic Avenue in The Set area of Delray Beach, leasing to over 100 different businesses. Tracy is a former mayoral candidate for Delray Beach who was appointed by then County Mayor David Kerner to the Palm Beach County Housing Finance Authority. This board is tasked with approving and financing affordable projects throughout all of Palm Beach County. Tracy is a certified rape crisis counselor and trained literacy advocate who has worked with adults to teach them how to read and write. She ran a reading and mentoring group for high school girls to help them discover their career goals and guide them through the college admissions process. She is the former chair of the Delray Beach Historic Preservation Board, she's worked on the joint Holocaust task force, and she was a committee chair for Palm Beach County Cares. Tracy is married to State Representative Mike Caruso. She's a stepmother of 7 and a mother of 2 toy poodles.

Commissioner of Health Care District of Palm Beach County (Governor DeSantis appointment)

Owner/President of Delray Beach Executive Suites

Editor at Large for Florida Jolt

Current Chair of the Housing Finance Authority of Palm Beach County

Board Member-Making Dollars and Sense

Former President Republican Federated Women of South Florida

Former Board member of JFS (Jewish Family Services)

Board Member Hispanic Vote PBC

Board Member Making Dollars and Sense

Board member of Propel

Roots & Wings Committee member

Go Pink Committee member

Former Board Vice Pres FFRW

Former Chair Delray Beach Historic Preservation Board