



## **MEETING MINUTES**

### **Tuesday, November 18, 2025**

#### **I. Call To Order**

Mr. Dumars called the Board meeting to order at 8:55 AM on November 18, 2025 at 3333 Forest Hill Blvd., West Palm Beach, FL and virtually on the Zoom platform

#### **II. Roll Call**

Board Members present were Paul Dumars and Digna Mejia

Other attendees present were CEO Carol Jones-Gilbert, CFO Tad Fuller, CDO Tammy McDonald, Director of Asset Management Diane Wilson, YouthBuild Manager Stephanie David, Director of Procurement Jim Kijek, Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HCVP Deputy Director Yvette Bembry, HR Manager Josselyn Swindell, and Executive Administrative Assistant Maxine Gayle

#### **III. Approval of Agenda**

Ms. Mejia motioned to approve the agenda. Mr. Dumars seconded the motion. All were in favor.

#### **IV. Approval of Minutes (October 28, 2025)**

Ms. Mejia motioned to approve the minutes. Mr. Dumars seconded the motion. All were in favor.

#### **V. Public Comment**

There was no public comment.

#### **VI. Report of the CEO**

Ms. Jones-Gilbert reported on the following:

##### **A. HUD and Governmental Updates**

1. On October 30<sup>th</sup>, HUD extended the Job Plus application deadline. The agency is not able to apply but has been in talks with Pahokee regarding partnership/support.
2. HUD confirmed on October 31<sup>st</sup> that Operating Funds would be available until December.
3. On November 3<sup>rd</sup>, The HUD Secretary provided updates on the shutdown.
4. On November 4<sup>th</sup>, the government shut down became the longest in history.
5. On November 10<sup>th</sup>, HUD extended compliance dates to adopt efficiency standards.
6. HUD released its Continuum of Care and Youth Homelessness NOFA on the 13<sup>th</sup>. There was a drastic cut in the award amount.
7. Eight housing authorities entertained a lawsuit against HUD and got an injunction. The action only covers the housing authorities that joined the suit.
8. There is talk about mixed-family (immigrant) status being changed. There is also

talk about HUD staff returning to the office.

9. The Emergency Housing Voucher program is a major concern. 74 households are currently being served by PBCHA. They were formally homeless. If the agency continues in shortfall, it will not have the capacity to absorb them. This also impacts the agency with loss of admin and management fees.
10. The Government is only open until January 30<sup>th</sup>. There is talk of a mini continuing resolution that will include HUD programs.

#### **B. Program and Events**

1. On October 23<sup>rd</sup>, CLPHA (Council of Large Public Housing Authorities) released its 10-year road map which stated that it would take \$169.1 billion to restore the current public housing portfolio. The road map outlined the need to preserve public housing.
2. The 2025 Fair Housing Trends Report was released on November 12<sup>th</sup> by the National Fair Housing Alliance (NFHA) providing an overview of housing discrimination trends. There was a significant increase in fair housing complaints.
3. The Villas of Solana groundbreaking in Riviera Beach was attended on November 10<sup>th</sup>.
4. Ms. Jones-Gilbert served as a panelist on Palm Beach County's workshop titled "Adapting for Impact: Reimagining Solutions for Homelessness While Building a More Resilient and Agile System".

### **VII. NSBV Budget Presentation**

#### **A. Operating Budgets**

Mr. Fuller presented the NSBV budget and stated that the gross potential rent is shown with the HAP separated out of the tenant rent. He said that it has never seen 100% occupancy, but 97% is still an acceptable number for HUD or investor rate. The total income is anticipated at a little over \$2.8 million. This budget will also be sent over to R4.

NSBV anticipates about \$20,000.00 in write-offs for the year. (The \$78,000.00 amount anticipated for write-offs shown on the report was related to about 20 families leaving the property due to failure to pay.) The net gain is \$602,000.00 with net cash at a \$30,000.00 gain.

#### **B. Resolution 1071 (NSBV LTD Operating Budget Fiscal Year 2026)**

Ms. Mejia moved to approve the resolution. Mr. Dumars seconded the motion. All were in favor.

#### **C. Resolution 1072 (PBCHA Resolution Allocation Agreement Banyan Club)**

Mr. Fuller presented the updated Allocation Agreement for Banyan Club and also explained the reimbursement agreement submitted with his report.

Ms. Mejia moved to approve the resolution. Mr. Dumars seconded the motion. All were in favor.

#### **D. PBCHA Financial Report**

Mr. Fuller reported that \$3 million was received in October for shortfall (altogether about \$7 million in shortfall funding has been received). PBCHA is still working on closing out the fiscal year. An extension request has been made but has not yet been received because no one was at HUD to approve it.

1. Expenditures
  - i. Public Housing Portfolio: About \$900,000.00 is going out the door for

garbage, insurance, PILOT, and other expenditures. Mr. Fuller has asked for time to be set up to discuss having PILOT refunded.

- ii. Resident Services: The FSS program is a concern as it is giving back \$22,000.00 this year. The timing of employees leaving and the rehiring is the reason for this. Jobs Plus is on track for expenditures. They are working on a budget revision.
- iii. Employee/Retirement: Nine people need to be added to the retirement system for October 1<sup>st</sup>. Mr. Fuller tried to fund it in October but experienced the same issues as in April. He has contacted Mutual of America every day to resolve the issue. This is one of the reasons why the agency is not continuing with them. He is still anticipating making the transition to Empower by January 1<sup>st</sup>.

## **VIII. Development Report**

### **A. Opportunities:**

1. Waterview: Ms. McDonald reported that the agency can't close at this time because the subsidy layering process has been held up due to county staff delay. The closing for project financing can be completed after the SLR occurs.
2. Drexel: A community meeting is scheduled for November 20<sup>th</sup> to talk about the redevelopment plan. Comments from HTG need to be addressed so the zoning meeting will be rescheduled.
3. PBC Building Dept: Palm Beach County's Chief Building Official with whom the agency worked over the last 6 years, retired. On November 3<sup>rd</sup>, the team met with the new Deputy Building Official (hired 121 days ago) and educated him as he was not familiar with PBCHA. He agreed to work with PBCHA in completing the grant requirements with the expectation that new code updates would be addressed in future CFP budget allocations.

### **B. Capital Improvement:**

Mr. Delenda reported that for the FY 2024 capital funds, the agency has obligated 72% to date. Only \$259,000.00 remains to be obligated. This will be done by the end of January.

1. Health Hazards grant: The 90% threshold has been passed. About \$300,000.00 is left to obligate and will be reached shortly with the Dyson repairs. 12 buildings are being inspected at Seminole this week. This is scheduled for a January 2027 completion. Assessment testing is completed at Schall. The final remaining component will be to install air conditioning and bathroom ventilation.
2. FY25 Health Safety Capital Fund Grant: A total of \$671,342.00 (64.81%) has been obligated. Currently Procurement is in the process of soliciting the clearance testing vendor and the restoration vendors.
3. FY23 Emergency Safety Security Grant: Has been fully expended. All physical work onsite has been completed. The contractor and PBCHA Design consultant are working together to compile and submit all necessary drawing changes to PBC Building Division for their review.
4. Dyson Circle Elevators: Both elevator installations have passed State Final Acceptance Inspections. Once the documents are accepted and updated in the county's database, the vendor will be able to call for Final Inspection.

## **IX. Procurement**

Mr. Kijek reported that the Bathroom Upgrades are in the evaluation stage and should be decided this week. The RFQ for air monitoring/testing had to be cancelled and resolicited

due to the budget versus actual. Rain gutters and downspouts (NSBV) are in evaluation and should be decided this week. The post abatement restoration for Dyson is due to be completed on December 8<sup>th</sup>.

Future procurements are being done in order of priority.

## **X. Assisted Housing**

### **A. LIPH**

Ms. Wilson reported on the following:

1. Occupancy: The average for public housing was 97.7%.
2. Account Receivables: Was at \$89,076.00. There is \$29,670.00 in past due rent over 30 days. Since quite a bit of collection has occurred since the date of the report, the amount is now \$10,379.00.
3. Rent Collection: As of today is 97.4% - the highest in some time.
4. PIC Reporting: Is 98.8% (exceeds the KPI). 16 recerts remain as of today.
5. Maintenance: 339 work orders were created with 20 remaining at the end of the month. Drexel was at 75.8% (Dyson, NSP, and Schall all achieved 100%). Vacant unit turn time was 30 days (well below PBCHA expectations).

### **B. HCVP**

Ms. Bembry reported on the following:

1. HAP: The department is still experiencing shortfall and has just received \$3 million in set aside shortfall funding. VASH and FYI remain fully funded. There is a meeting set this week to discuss cost-saving measures.
2. UML (Unit Months Leased): Project-based vouchers had seven new move-ins for October. Lake Worth Towers and Westgate are fully occupied. There are 22 vacancies otherwise. The Quiet Waters waitlist is a challenge. The 2024 waitlist has been exhausted. 50 applications were pulled from the waitlist on November 5<sup>th</sup>. Ten of those were no longer interested in occupancy after visiting Quiet Waters. Some applicants gave their reason for refusal of Quiet Waters as health issues and being too far from their doctors. An \$800.00 owner incentive was offered.
3. The department is conducting interviews this week for the vacant housing specialist position.
4. PIC reporting: 101.21%
5. Repayment Agreements: \$1,879.00 was collected for the month of October.

### **C. Resident Services**

1. Ms. David reported that for Jobs Plus, the JPEID Rent for October was \$33,269.00. The department conducted JPEID financial meetings at each site related to the Jobs Plus Program ending. A client passed the state exam and received her certificate for PCT from MTPB. The department provided transportation assistance to four Dyson residents totaling \$300.00.
2. For ROSS, a resident at Schall is enrolled for Cosmetology School and two participants are actively enrolled in GED classes and receiving tutoring every Thursday. Seniors at Drexel were assisted with LLHEAP applications (ten successfully received aid).
3. For YouthBuild, There are 37 enrolled participants. The department is awaiting approval of a no-cost extension extending the grant to June 2027. As of September 30<sup>th</sup>, all current participants have entered a 12-month follow-up

period.

4. For FSS, 27 residents are enrolled in FSS PH and 94 residents enrolled in FSS HCV- per SEMAP September 2025 (actual number is 93). There were no new enrollments or graduations as of this report. Escrow for FSS-LIPH was \$92,519.79 and FSS-HCV was \$345,840.42.

Ms. Jones-Gilbert added that the agency will be having a holiday gathering at Drexel. Four residents without families were identified. Ms. David stated that the agency received notification of a donation of 50 turkeys.

**XI. Closed Session**

Ms. Jones-Gilbert advised the board that there were no items requiring the closed session.

**XII. Commissioners' Remarks**

Ms. Mejia wished everyone a happy and safe holiday.

**XIII. Board Chair's Remarks**

Mr. Dumars thanked everyone for their hard work and wished all a happy Thanksgiving.

**XIV. Adjournment**

Ms. Mejia motioned to adjourn the meeting. Mr. Dumars seconded the motion. All were in favor and the meeting was adjourned at 9:55 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The board at its December 16, 2025 meeting