



MEETING MINUTES

Tuesday September 24, 2024

I. Call To Order

Mr. Dumars called the Board meeting to order at 7:59 AM on September 24, 2024 at 3333 Forest Hill Blvd., West Palm Beach, FL and virtually on the Zoom platform

II. Roll Call

Board Members present were Paul Dumars, Phyllis Choy, and Digna Mejia

Other attendees present were CEO Carol Jones-Gilbert, CFO Tad Fuller, COO Cheryl Lewis, HCVP Director Carlisa Thomas, Deputy HCVP Director Yvette Bembry, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Jobs Plus Manager Clayon Melhado, YouthBuild Program Manager Stephanie David, Director of Procurement Jim Kijek, Jude Estime (Dir of Finance) Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HR Manager Josselyn Swindell, Quality Control Manager Nicole Aiken, Legal Counsel Kaye-Ann Baxter, Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, and Executive Administrative Assistant Maxine Gayle

III. Approval of Agenda

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

IV. Approval of Minutes (July 23, 2024)

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

V. Public Comment

There was none.

VI. Report of the CEO

Ms. Jones-Gilbert began her report by informing the Board that Although the Board did not meet in August, it was NAHRO Advocacy Month (dedicated to preserving public housing and investing in increasing housing supply).

She also reported on the following:

A. HUD Updates

1. On August 8th, HUD issued a VASH notice of change. The eligible income is now 80% and benefits from the VA will no longer be included in annual income.
2. On August 9th, HUD announced a second offset of HCV funding. The agency received \$2.2 million and has filed an appeal for more funding.
3. This morning a bill that makes it illegal for the homeless to sleep in public areas. The city is looking at purchasing LaQuinta and providing container homes.
4. On August 20th, HUD announced changes to the Mainstream program. The agency has 295 vouchers and can now have a separate Mainstream waitlist. This serves families aged 18-61 with a disability. The Admin Plan must be amended

with changes including increasing initial search terms to 120 days.

5. The Build America Buy America waiver expired on August 19th. Mr. Kijek will help the agency keep aware of this and help to ensure that any further purchases are covered.
6. On August 27th, the agency submitted an offset appeal to HUD. It has been received along with a request for additional information on September 17th.
7. On September 18th, HUD announced a delay in HOTMA (Housing Opportunities Through Modernization Act). It was delayed indefinitely because the portal needed for submission (HIP) is not ready.
8. HUD announced on September 20th that it delayed HOTMA for multi-family housing as well. This affects the Banyan property.

B. Trainings and Events

1. On August 9th, grand opening for Berkely Landing.
2. PBCHA held a Night Out event on August 20th. Commissioner Barnett and Commissioner Mack Bernard donated ice cream which kids enjoyed.
3. On August 19th, Ms. Jones-Gilbert was appointed to the Florida Housing Advisory Committee for the City of West Palm Beach. She will be sworn in at a city commission meeting.
4. Mr. Fuller and Ms. Jones-Gilbert attended the FHARMI (Florida Housing Authorities Risk Management Insureds) annual meeting. The increases are still an issue affecting housing authorities. The agency has been successful in getting a lot of its claims dismissed.
5. The Florida Affordable Housing Conference in Orlando was attended August 26th-28th.
6. Staff attended the Yardi Solutions Conference in San Diego on the 27th-29th. They were able to experience new modules and get trained on how to utilize applicable functionality.
7. On September 19th, a call was held with Michael Syme of Fox Rothschild regarding taking over property for Pahokee Housing Authority.
8. Staff will attend a NAHRO Conference on September 24th-28th. Adrienne Todman will be in attendance. Mr. Melhado and Ms. Fabie Moleon from the Jobs Plus program will accept the NAHRO Award of Merit on that Wednesday. On Thursday, Ms. Jones-Gilbert will be on the panel for the women's breakfast. On the 26th, she will attend a Quadel event.
9. The agency will hold a public meeting to address the planned projects related to the Capital Fund Grant program.
10. Ms. Jones-Gilbert will attend the Yardi Executive Briefing in Chicago on October 15th-17th.
11. The Windsor Ave project is moving forward in collaboration with the City of West Palm Beach. The agency has begun leasing.

VII. Finance Report

C. Board Approved Agency Holidays for FY2025

Mr. Fuller advised the Board that the draft audit for Banyan has been completed with no findings. He stated that PBCHA has 14 holidays that are in the handbook and asked for the Board to approve the Holidays as presented.

Mr. Dumars motioned to approve the Agency Holidays as presented. Ms. Choy seconded the motion. All were in favor.

Mr. Fuller mentioned that the new website was now live and invited the Board to view it.

D. Financial Report

1. Cash balances: The CEO and the CFO will set minimum cash and equity reserves to ensure ample cash is available.
2. Restricted Cash for Voucher Programs: (HAP) \$650,000.00 was requested from HUD but it was not enough. The CEO will get with FMC (Financial Management Center) but the department has reconciled the VMS to the ledger.
3. Budget to Actual: Seminole and Scattered sites have exceeded their actual budget (a/c, kitchen repairs). Those expenses will be switched over to the Capital Fund Grant.
4. Cost Reimbursement Programs: Mr. Fuller was able to talk to Victor (Atkins) about the monies that were not yet available for FSS – the agency got it back. The ROSS Grant is available. Cost reimbursements that HUD owes the agency are caught up.
5. Inventory Valuation: Multiple communications were sent internally because the agency has allowed 90 days of inventory. Ms Wilson ensured that public housing is doing a physical count that is due next week. This should be able to turn around by December 31st.
6. Aged Receivables - Vouchers: This increased to \$100,000.00 in August all the way back to April because the agency is still finding people not in units.

E. Budget Presentation

1. Looking at the organizational chart, the agency is proposing 66 positions (including four finance, two procurement, 7 executive and admin, 23 public housing, 13 HCVP, and 14 in Resident Services) in this fiscal year.
2. Operating Budget for Public Housing: For the five sites, the total is \$3.95 million, of that \$1.5 million is from dwelling rents. The total expenditure is \$4.48 million. \$1.2 million of that is salaries and benefits with \$685,000.00 or 18% is for insurance. Mr. Fuller is only anticipating a 5% increase this year. There is a \$100,000.00 software expense. An overall gain of \$54,000.00 is anticipated.
3. Operating Budget for Voucher Programs: The HCVP programs utilization is at about 94-98%. Per unit cost is \$1,583.00. Mainstream's per unit cost is \$1,564.00 and EHV is \$1,404.00. The City of West Palm Beach per unit cost is \$1,340.00. Of the total revenues, 94% is from HUD.
4. Total HAP Expense is approximately \$56.5 million. Total admin is \$3.15 million. 39% of admin expenses were for salaries and benefits. 5% was for software.
5. Resident Svcs Programs are cost 1.65 mil directly from HUD or dept of labor. Final fiscal year of the current jobs plus award. Intends to submit another. 1.67 mil in total expenses for resident svcs programs. 30% is JPEID...expenses in resident services program but revenues in public housing program
6. NSP (Neighborhood Stabilization Program): South Bay Villas has a callable note and day care center. For the 6 NSP homes, the agency anticipates requesting increases in rent (from \$1,400.00 to \$3,200.00). Estimating a gain of \$50,000.00. The agency requested that the property manager complete a PCNA by 12/31.
7. Nonfederal Sources: The total revenue is at \$2.8 million. 61% comes from fee for services. There is a \$781,000.00 salary reimbursement (staff working at NSBV

and Banyan). The total expenditure is at \$2.9 million. 80% relates to salary and benefits. There is an anticipated \$40,000.00. The agency will have to use prior reserves to cover these shortfalls.

F. Resolution 1055 (Approving Operating Budget for FY2025)

Mr. Dumars motioned to approve the operating budget. Ms. Choy seconded the motion. All were in favor.

VIII. Development

A. Development Report

1. Mr. Williams reported that he attended The Florida Affordable Housing Conference in Orlando along with the CEO and CDO. It was very informative to be able to meet with private developers, lenders, and housing representatives. They discussed challenges. There were many workshops on LIHTC, construction, and insurance. Divine Possibilities spoke on faith-based organizations that have a lot of land in Florida. Good networking for potential opportunities.
2. Waterview Apartments - All HBLP (Housing Bond Loan Program) documentation required by the PBC credit underwriter has been provided. 20-25% of the bonds have to go to the project. Mr. Dumars asked what's the deadline. Ms. Jones-Gilbert responded that that the agency received an email from Nathan Rich yesterday. They are underwriting with the county so there will be a change to the pro forma. Mr. Dumars directed the agency to tell them that the agency will need more information.
3. Windsor Ave. Apartments - The agency has entered in an MOU. St. Ann's will provide supportive services. Carol Jones-Gilbert added this aids 28 homeless people to come off the street. She will let everyone know the grand opening date. The county will pay the client's rent for one year. Ms. Choy asked if they (supportive services) would be monitored. Ms. Jones-Gilbert replied that the expectation is once that once the agency takes over, they would be reviewed to see if they qualify for a mainstream voucher.

B. Capital Improvements Report

Mr. Delenda reported that the Safety and Security Grant projects would get the agency 100% obligated on the Capital Fund Grant. Ms. Jones-Gilbert stated that the agency has been working on the health hazards grant and had some relocations from Seminole. The next step is to move on to scattered sites. If there are other repairs, they will be done while the families are out of the units. The agency is addressing the needs of the family.

C. Resolution 1054 (Approving Capital Fund Program Contracts Exceeding \$100,000.00 for the Emergency Safety & Security Grant)

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

IX. Procurement

Mr. Kijek directed the Board's attention to the two sections of his report and explained that they reflect current and then future procurements. He advised the Board that there are a lot of future procurements to be discussed soon (HQS inspections, auditing services, banking services). Mr. Kijek mentioned that he is improving the reporting format, and at the next Board meeting, he would have graphs that will be easier to see.

X. Assisted Housing

A. LIPH

1. Programs
 - i. Occupancy - Ms. Wilson reported that there were six public housing vacancies are 6 (two at Dyson, one at Schall, and two for Seminole and Scattered). One of the vacants is being used for temporary housing. Two of the vacants are longer term repair and the agency has petitioned HUD regarding them. The average occupancy is 98.8%. rent
 - ii. Rent Collection- For July is at 93.6%.
 - iii. PIC submission- There were only three late annual recerts.
2. Maintenance
 - i. Work Order Performance - For July was at 94.3% on time performance due to a lot of maintenance staff being off for vacation. All properties reported 100% on-time completion for August.

B. HCVP

1. Units Leased - Ms. Thomas reported that there is a significant increase in lease ups.
2. PIC Score - The agency has received a 96% in its PIC reporting score due to the efforts of Ms. Bembry and the entire team that pushed to process the late recerts. The department is now down to 232 late recerts due through to December. Ms. Jones-Gilbert added that this is major because if the agency doesn't score 96% or greater it will essentially fail all the SEMAP indicators. This is a big win because the goal is to get to shortfall and grow the HCVP program.
3. Wait List - 750 applications were pulled off the waitlist between June and July. 401 people with vouchers were issued as of August. The department will get them leased, get utilization up, and will get to shortfall. Ms. Jones-Gilbert is having bi-weekly meetings to ensure this happens and that all the project-based sites get to 100%. The agency is making significant policy changes in order to increase occupancy standards to get utilization up. This is helping families to get a higher payment standard. The residency standard for portability may be moved as well. In one month, 34 project based voucher units were leased.
4. Ms. Jones-Gilbert advised that the department will resume walk-in days in Belle Glade soon at the rate of one day a month.

C. Resident Services

1. PBCHA Night Out: Mr. Parks reported that PBCHA Night Out very successful event. There were many vendors present and one vendor set up bank accounts for residents and put \$50.00 in each account to get residents started.
2. FSS:
 - i. A new FSS employee started on August 19th.
 - ii. All of escrow has been corrected. 1 public housing resident received a check upon completion of FSS requirements. Mr. Estime asked if the agency directed the residents to invest the money when they graduate from the program. Mr. Parks responded that the department helps to guide them. Ms. Jones-Gilbert added that quite a few use it for downpayment on a house or for buying a car. Mr. Fuller stated that six more are getting ready to graduate. Mr. Estime stated that the agency needs to make sure that they are educated regarding their options.

3. Mr. Foster Youth Initiative: Is currently at 40 vouchers. The goal is for 66 by the end of the calendar year.
4. Jobs Plus: The team will accept the NAHRO Merit Award at the NAHRO conference.
5. YouthBuild:
 - i. The team is partnering with a local academy that should boost enrollment. There are 20 participants currently in program.
 - ii. The team just had a mini-leadership conference at the main office.
 - iii. The team held a team-building exercise for the participants. PBCHA executives were present and participated.
 - iv. Ms. Jones-Gilbert stated that she had lunch with the participants. They love coming to central office for meetings and love the warm welcome from the receptionist. They feel professional and feel like they are a part of the team. They like Ms. David and the entire team. Mr. Parks stated that they will start to help with work on the burn units.

XI. Closed Session

The Board moved into a closed session to discuss pending legal items. Pending legal matters were discussed. The Board re-entered into an open session.

XII. Commissioners' Remarks

Ms. Choy remarked that 100% (work order completion) is wonderful.

XIII. Board Chair's Remarks

Mr. Dumars stated that he was glad to see the on-time performance.

XIV. Adjournment

Mr. Dumars motioned to adjourn the meeting. Ms. Mejia seconded the motion. All were in favor. Mr. Dumars adjourned the meeting at 9:09 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: