



MEETING MINUTES

Tuesday January 28, 2025

I. Call To Order

Mr. Dumars called the Board meeting to order at 8:03 AM on January 28, 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, Phyllis Choy and Digna Mejia

Other attendees present were CEO Carol Jones-Gilbert, CFO Tad Fuller, COO Cheryl Lewis, CDO Tammy McDonald, HCVP Director Carlisa Thomas, Deputy HCVP Director Yvette Bembry, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, YouthBuild Program Manager Stephanie David, Director of Procurement Jim Kijek, Contracts and Procurement Manager LaQuavial Pace, 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, member of the public Brian Finnie, Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, and Executive Administrative Assistant Maxine Gayle

III. Approval of Agenda

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

IV. Approval of Minutes (December 17, 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 reported on the following:

A. HUD Updates

1. In December, the agency received notice of an HUD OIG audit. The reply was due January 8th, the agency responded and HUD has requested further information.
2. HUD Secretary Confirmation Hearing began on Jan 16th.
3. On January 17th, the agency received a 2nd OIG notification. This one is for a VMS audit to occur March 11th and 12th.
4. On January 21-22, HUD was onsite for a SEMAP Confirmatory Review. Based upon the SEMAP score, the agency has been told that it will no longer be in "Troubled" status anymore. The agency will get the final response back to the report by February 11th.
5. On January 27th, the agency received notice that a REAC (NSPIRE) inspection for its Seminole and Schall sites will occur on February 25th. 24 units will be

inspected.

6. The HCVP department is in shortfall. The agency requested \$2.4 million in funds. The department will monitor the per unit costs and will need to make serious decisions. Mr. Dumars congratulated the HCVP department on the good news regarding the SEMAP score.

B. Trainings and Events

1. The agency held an agency-wide bake off, Deck the Door contest, and a Living Christmas Tree Team Builder along with its holiday meal during December. AARP and YouthBuild students participated in the team builder and meal.
2. A Housing Bond Allocation meeting was attended along with Ms. McDonald on January 8th, and another meeting will be attended today. Currently on the table is a capping the amount of assistance.

C. Programs

1. On January 2nd, Ms. Jones-Gilbert conducted an onsite visit to Windsor Arms (28 units). There were concerns with a homeless tent encampment. Ms. Choy asked if the clients were getting additional services. Ms. Jones-Gilbert responded that the City of West Palm Beach is providing supportive services. Units are 100% occupied.

VII. Financial Report

A. Training and Events

Mr. Fuller reported that PBCHA has officially submitted its unaudited FDS by the deadline of December 31st. Auditors will be testing HCVP, HOPWA, Cap funds and will be reviewing two findings from Public Housing.

Mr. Fuller submitted NSBV audit materials to the auditors on time, W2's were sent out, and 1099's are being mailed today and tomorrow. The reconciliation process will be completed by January 21st. Every single dollar for all programs has been reviewed.

The agency is going out for proposals for new retirement services.

B. Financials

1. Unrestricted Cash in Public Housing: Unrestricted cash is at \$500,000.00. \$138,000.00 was for PILOT and \$980,000.00 was for insurance. Reserves will have to be used for Banyan. The agency will request shortfall monies for Public Housing.
2. Restricted Cash Voucher: December had had \$1.8 million in NRA (Net Restricted Assets) and made sure not to use COCC funds. The agency received \$1.6 million yesterday in monies that the agency asked HUD for. \$700,000.00 should be available by February 1st. The agency would then be back in the positive. Ms. Choy asked the reason for the 2024-2025 difference. Mr. Fuller responded that it's for the per unit cost. Ms. Jones-Gilbert stated that the agency will have to really watch this because it's unsure if there is going to be shortfall availability.
3. Unrestricted Net Position: For vouchers, it's at \$2.6 million.
4. Revenue and Expenditures Non-Fed: The outlier was reversal of pre-pays. That's why October is showing more expenditures.
5. Revenue Vs. Expenditures – HAP: Outlier for October was that HUD refused to let agencies end with a negative NRA balance.
6. Resident Services Cost Reimbursement Programs: Currently pushing Jobs Plus staff in Washington to get funding that's due. About \$130,000.00 is due from

HUD TO PBCHA. JPEID is impacted. HUD is months behind. The FSS program end date is 12/31 and there is \$6,000.00 left. The agency only gave back \$4,039.00 which is a lot better than the last time.

7. Inventory Valuation: Two sites have over \$1,500.00. Dyson is working hard to keep the inventory on hand down.
8. Grant Summary: Mr. Fuller presented a new slide showing every grant available in the agency. Details include due dates, amount awarded, obligated, disbursed, and expended.

VIII. Development Report

A. Opportunities:

1. Bond Allocation: Ms. McDonald reported that the Palm Beach County Board of Commissioners held a workshop in November and then again on January 8th. PBCHA staff did not agree with the recommendations contained in the white paper sent to the county by the Partners4Housing PBC and do not plan to include them in the agency's recommendations. Ms. Jones-Gilbert drafted recommendations intended to be proposed to the county commissioners in hopes that it will make it to their packet. Ms. McDonald went over the recommendations as presented in her report and advised the Board that 57% of workers in the county require affordable housing.

Mr. Dumars said that this is our lobbying effort, and that the agency should constantly drive that point so that everyone can see the agency's impact.

2. Drexel Project: HTG informed PBCHA its Live Local Act application under the self-funding option was approved. Updated proformas and deal proposals have been requested before making recommendations to PBCHA's Board to proceed.
3. IAH: The Innovation in Affordable Housing design students and HUD representatives are coming in March. Board attendance will be requested.
4. Partners For Housing: PFH is seeking a part time ED. PBCHA is a member of the organization is requests that the Board send any qualified individuals their information.

B. Capital Improvement:

Mr. Delenda reported that the agency met 90% of its obligation requirement for 2023 (grant award year).

C. Resolution 1058 To Enter into Contracts for IFB-2024-09

Mr. Delenda advised the Board that the resolution being presented today will put the agency where it needs to be. For the Health Hazard grant, about 60 units needed cleaning or remediation. Ms. McDonald added that a contractor will put together a video to show residents how to care for the units. The 90% would be obligated very soon because the department is standardizing the service and purchasing of its air conditioners. Ms. Choy asked if these costs will be a part of the tenant's electric bill. If so, the agency is to make that message strong.

Ms. Jones-Gilbert added that it has been great to have the onsite relocation option. Taking units offline and setting up the agency's own relocation apartments has been effective. Ms. McDonald stated that Victor Atkins approved the 5-Year plan when he was onsite last week.

Ms. Mejia motioned to approve Resolution 1058. Ms. Choy seconded the motion. All were in favor.

IX. Procurement

Mr. Kijek reported that the Kitchen and Bathroom Remodel solicitation was awarded. For the Dyson Structural (Rear Wall), only one bidder came in. The agency will re-solicit.

The Exterior Painting and Auctioneer Services have been awarded. The HQS Inspections project is looking at being awarded at the end of February. Ms. Thomas will be the project manager for that one.

Retirement Plan Administrator is coming up and Audit Services is on the to be determined list. Ms. Choy asked if the agency was not satisfied with the plan administrator. Mr. Fuller responded that the agency had eight new people to hit the retirement system and the administrator had not reached out. He added that the agency is not getting any educational services.

Ms. Jones-Gilbert mentioned that the agency is looking at what can be done to increase the participation (in bidding) because it affects the ability to get competitive rates. Mr. Kijek stated that the new slide that was added to his report (2024 Solicitations) shows that the amount of pages and the days needed to complete a response. There was an average of 111 pages and 38 days to complete. Bidders don't always understand it and can become frustrated. He continued by saying that an Open Contract List slide was provided and Ms. Pace keeps track of this information. It's easy to point out the highest dollar amounts.

A feasibility study was done with Carrier, Trane, and Lennox. Instead of doing one-offs, the department will piggyback on a contract. Mr. Kijek will ask the Board to approve a resolution next time because the agency wants to have preferred suppliers and consistency across all the sites.

X. Assisted Housing

A. LIPH

Ms. Wilson gave a big thank you to Commissioner Choy and Realtor Association JTHS for providing gift cards for every single resident at Drexel. The event was held on December 17th. Ms. Choy thanked Ms. Gayle and PBCHA carolers for providing music. She stated that there was a lot of food and giveaways. Ms. Choy thanked everyone in the realtor association as everyone chipped in for this collaborative effort. Many of her team had never seen public housing first hand.

1. Ms. Wilson reported that Banyan is 100% for rent collection. Public housing is at 95.9% for December.
2. For occupancy, Banyan is at 100% and public housing is at 98.6%.
3. Recertifications are at 98.3%. Vacant unit turn times at some properties are below the KPI (doing major repairs in-house and there are five major sewer line failures at the scattered houses). There is a significant cost savings to doing the work in-house, but it delays the response times.
4. Drexel has sewer line breaks. Four units on the ground floor will need kitchen cabinets replaced. Three other units needed remediation and replacement of cabinets. Operational funds were used. Ms. McDonald added that a budget revision may be needed.

B. HCVP

1. Ms. Thomas reported that the HAP payments have increased over the past few months. The department is reviewing and monitoring the rent increases, holds, and abatements reports in an effort to decrease the HAP.
2. Units Months Leased are showing a small increase. During December, staff processed about 45 new move ins and are making a push to have Project Based

Vouchers filled by the end of January.

3. Per Unit Costs: The rise in fair market rents is causing the increase in HAP payout.
4. PIC reporting is 100% on time. Huge achievement. The department continues to contact delinquent participants.
5. SEMAP requires at least a 95% reporting rate in order for the agency to receive is full amount of points.

C. Resident Services

1. FSS: Mr. Parks reported that FSS grant has been renewed for \$157,200.00 and is currently above its required slots. The department hopes to get a third FSS coordinator soon.
2. ROSS: A Christmas event was held at Schall in partnership with PBSO. There were horses, toys, and a robot. Over 600 toys were distributed. Mr. Melhado reported that the Latin American Group donated toys as well. Mr. Parks reported that the IThink Financial Group donated \$250.00 to start a resident services fund.
3. Jobs Plus: Calls and emails are going out to get the funds due from HUD. This will be escalated if not resolved today.
4. FYI (Foster Youth to Independence): The agency was granted an additional seven vouchers and extended three of the Tenant Protection Vouchers.
5. Youth Build: Ms. David reported that there are 27 currently enrolled. The agency is working with Quantum Foundation to get on a project at Coleman Park. The budget is being monitored. Ms. Jones-Gilbert added that the department is also looking for outside funding sources. Mr. Fuller added that the agency has audited every FSS files and reviewed every escrow.

XI. Closed Session

The Board moved into a closed session to discuss pending legal items, then re-entered into an open session.

XII. Commissioners' Remarks

There were no further remarks.

XIII. Adjournment

Ms. Dumars motioned to adjourn the meeting at 9:53 AM. Ms. Mejia seconded the motion.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its February 25, 2025 meeting