



## MEETING MINUTES Tuesday, October 28, 2025

### I. Call To Order

Mr. Dumars called the Board meeting to order at 8:29 AM on October 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 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, Legal Counsel Kaye-Ann Baxter, 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 (September 23, 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 1<sup>st</sup>, the government shutdown.
2. Also on October 1<sup>st</sup>, the HUD Fair Market Rents published on August 22<sup>nd</sup> became effective. This slight increase is concerning because the agency is in shortfall for HCVP and Mainstream programs. Strategies are being discussed with the HCVP and Finance departments. HUD initially advised that PBCHA would have funding through mid-November. The agency submitted subsidy layering for the Waterview project, but it is on hold because there is no one at HUD to review the documentation. The agency is trying to identify where the ROSS SF-424 should be submitted because HUD staff is limited.
3. On October 8<sup>th</sup>, HUD confirmed that HAP would be obligated for November and December.

#### B. Program and Events

1. The NAHRO National Convention was attended in Phoenix September 28<sup>th</sup> – 30<sup>th</sup>. HDLI discussed trespass information. Attendees toured two homeless shelters made of disposable tents and shipping containers.

2. On October 6<sup>th</sup>, the agency met with Housing Economic Development and Housing Finance Authority for Legacy.
3. On October 8<sup>th</sup>, an HDLI working group was attended.
4. A CLPHA call was attended on October 10<sup>th</sup>. It was discussed that certification language is being added by HUD as a condition of acceptance. This affects \$1.3 million in fund applications for public housing.
5. On October 15<sup>th</sup>, housing authorities entered into a lawsuit against HUD because of the certification language.
6. On October 16<sup>th</sup>, a reservation of rights letter was provided by HDLI and NAHRO. The agency spoke with counsel (Reno and Cavanaugh) and submitted a reservation of rights letter in addition to the SF-424.
7. The CLPHA Washington conference was attended on October 23<sup>rd</sup> – 24<sup>th</sup>. CLPHA released its 10-year road map detailing what is needed to preserve public housing.
8. Mr. Fuller and Ms. Wilson represented the agency at the Waterview groundbreaking on October 24<sup>th</sup>. 56 project-based vouchers are being provided by PBCHA along with management of the site.
9. Resources are being sent out today to families as SNAP will not be available through November. Florida is number four in the country as it relates to SNAP and number one as it relates to Obama Care. The agency is funded through December and is strategizing to see what will happen after that.

Ms. Mejia asked about covering the landlord obligation. Ms. Jones-Gilbert responded that the agency would receive full HAP funding through December. It has received shortfall funding. EHV (Emergency Housing Vouchers) will end in June or July of next year and as of now, there is nothing to roll them into. This impacts about 79 families. The agency will reach out to other housing authorities to see if transfers/moves can be made.

Ms. Mejia asked about the SNAP issue. Ms. Jones-Gilbert responded that the agency typically works with Restoration Bridge for food delivery. She added that Resident Services will have something available on the website regarding pantries and food services. PBCHA is also working on having food pallets dropped at our sites. Mr. Fuller added that food banks are gearing up. Ms. Mejia advised that the Amazon and Walmart foundations could be looked at.

## **VII. Budget Presentation**

### **A. Operating Budgets**

Mr. Fuller stated that the unaudited FDS is due by November 30<sup>th</sup>. He requested an extension to December 31<sup>st</sup>. The Operations Subsidy was submitted. It was about \$121,000.00 less than last year. Driving factors that decreased the Ops Sub was Jobs Plus Earned Income Disregard and increases in rent charged. The income increased year to date was about \$320,000.00.

1. Unrestricted Cash Balance Non-Federal
  - a. The unrestricted cash balance increased from August to September by over \$2 million. That was due to the monies that were pushed back over to the housing authority from SPECTRA to avoid the interest expense within the Legacy Project.
  - b. Public housing has increased substantially. \$580,000.00 of the cash balance is restricted.

2. Future Affordable Housing: Is at \$1.2 million as of September in monies earmarked for the Legacy Project from sale of the Cherry Hill lots. The board approved that it will be paid back after the seven-year period.
3. Revenue Vs. Expenditures
  - a. Agency Wide: The department will post transactions up until December 31<sup>st</sup>. There is \$70.5 million in revenue for just the housing authority and \$68.9 million in expenditures.
  - b. There is a \$600,000.00 HAP loss at this time, but the agency just got shortfall money in.
4. Budget to Actual – Non-Federal: Revenues are down from what was actually budgeted. Expenses are down as well.
5. Budget to Actual – Public Housing: The properties are spending more than what they budgeted. Additional costs relate to plumbing (Drexel)
6. Budget to Actual – Cost Reimbursement:
  - a. The FSS program still has three months left and they are required to spend \$23,000.00 for the next three months. Unfortunately, they will be giving money back due to the timing of making sure the two full time positions are filled.
  - b. YouthBuild, Jobs Plus, and ROSS are on track for spending.
7. Inventory Valuation: The audit of inventory is complete with the exception of one property. There will be better numbers for the next board report. There are trainings needed for the entire staff to understand the work order and inventory systems.

**B. Resolution 1068 (Employee Handbook Update to Final Pay Policy)**

Mr. Fuller stated that an update was needed to the handbook as it relates to separation of employment because it places undue administrative burden on the agency to issue a check immediately. The State of Florida doesn't have this requirement and the former employee can be paid at the next regularly scheduled pay date. This would take effect on December 1, 2025. Ms. Jones-Gilbert added that at the point of termination, the agency hasn't always been able to retrieve all items in the employee's possession.

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

**C. Resolution 1069 (Retirement Plan Administration Change)**

Mr. Fuller stated that the resolution was needed to transfer the administration of the 401A and 457 deferred plans from Mutual of America to Empower. The transition should take effect on January 1, 2026. Mr. Dumars stated that the change was administrative and did not require a resolution. He added that an outside company should not determine the agency's governance. Mr. Fuller advised that this was questioned and that the attorneys came back and said to create the transfer resolution since the administration of the plans were created by resolution.

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

**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 to county staff delay. The groundbreaking was ceremonial only.
2. Drexel: A community meeting is schedule for November 20<sup>th</sup> to talk about the

development plan. The zoning meeting is on December 10<sup>th</sup>. The agency will meet with people that live in the zoning areas and provide project details.

3. The on-site visit with Florida Housing Coalition went positively.
4. The instructor from the YouthBuild program (Max Maxi) has transferred over to assist with ensuring that the work for the two grants (HHG and Asbestos) are being executed timely. He is an engineer and licensed inspector.

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

Mr. Delenda reported that for the 2024 capital funds, he is expecting bids to come in for the bathrooms project which will go toward the percentage needed to be obligated. He is putting out solicitations for plumbing work which will also absorb pending obligations.

He is working with the city and county to get permits on the Health Hazard project. The agency has exceeded the budgeting impacts by communities, so what was budgeted was 97 units for AMP 2, but there were actually 122 units impacted. Currently, the ten units that were tested at Dyson came back as 100% impacted. The remediation restoration costs are less than anticipated.

The Emergency Safety and Security grant expects to be completed with construction at Seminole this week.

Dyson will have a final electrical inspection of its elevators with the county next week.

### **C. Resolution 1070 (Dyson Asbestos Abatement)**

Mr. Delenda asked the board to approve the resolution so that he could start pulling permits and moving on contracts to remove the asbestos. The contracts are in excess of \$100,000.00. Ms. Jones-Gilbert advised the board that this was also the project for which the agency received an additional \$1 million to cover the cost of the abatement. Ms. Mejia motioned to approve the resolution. Mr. Dumars seconded the motion. All were in favor.

Ms. Baxter asked if the resolution changed the requirement for board approval when the contracts exceed \$100,000.00. Ms. McDonald responded in the negative and said that it's just to give the CEO the authorization to execute the contract.

Mr. Dumars called for a motion on Ms. Mejia seconded the motion. All were in favor.

Ms. Mejia asked about flood mitigation for Dyson and asked if the agency had a flood map for all of the properties. Mr. Delenda responded in the affirmative and added that all of the agency's properties had been taken out of the flood zones. Mr. Fuller concurred that all properties were not in flood zones anymore but stated that the issue with Dyson is that they have outside elevators, and the way the roof is pitched is an issue. Ms. McDonald added that there's also a courtyard between buildings that were not correctly pitched. She said it is an expensive undertaking and it's being properly prioritized.

## **IX. Procurement**

Mr. Kijek reported that the department will move forward with the awarding of the asbestos removal project. The bathroom upgrades bids are due today. The post abatement project for the Dyson ceilings should close in early December. A solicitation went out last week for the rain gutters at NSBV.

## **X. Assisted Housing**

### **A. LIPH**

Ms. Wilson reported on the following:

1. Occupancy: Average for public housing was 97.4%. There were 11 vacancies with Seminole and Schall at 100% occupancy.
2. Account Receivables: Dropped due to bad debt write-offs.

3. Rent Collection: Is at 94.1% with Schall and Drexel at 100%,
4. PIC Reporting: Is 98.6% (three past due prior to September). There are six recerts due for October and 14 due for December.
5. Maintenance: 89.1% on-time completion rate. (Drexel had 73% on-time reporting in Yardi, but the work orders were completed.) There seemed to be a problem with the reporting, but that should be corrected now. Vacant unit turn time only Drexel and Dyson had units to turn. Both were still at the 30 plus days mark partly due to the extensive work needed for the vacants that came up in September.

## **B. HCVP**

Ms. Bembry reported that her department is implementing cost saving measures since the agency is in shortfall (no new voucher issuance, port-ins are not being absorbed, HAP for port outs cannot exceed the current amount, tenant transfer requests are denied if it exceeds the current HAP, tenants are being placed in correct payment standards “right-sized” at the time of annual recertification).

1. Unit Months Leased: Project-based vouchers remain the priority. There are 31 vacancies and there are prospects for all except six. The department is working with Quiet Waters to get the six new move-in prospects.
2. PIC reporting: 101.21%
3. Repayment Agreements: \$3,992.00 was collected for the month of September.

Ms. Bembry closed her report by saying that the waitlist remains open for Project-based vouchers applicants and the department is looking to hire another housing specialist.

## **C. Resident Services**

Ms. David reported that Jobs Plus has 198 participants. The ROSS program was able to assist residents with going through the new payment system and contacting Community Action to get utility assistance. YouthBuild has 37 participants and is requesting an extension for the grant. The FSS program has 27 enrollees for public housing and 94 for HCVP.

Ms. Mejia asked what the ages were for the YouthBuild program. Ms. David responded that the program has students aged 16-24 (two 16 year-olds).

## **XI. Closed Session**

The Board announced movement into closed session to discuss pending legal items and then re-entered into an open session.

## **XII. Commissioners’ Remarks**

Ms. Mejia thanked the staff for the work they were doing during this challenging time.

## **XIII. Board Chair’s Remarks**

Mr. Dumars encouraged staff to reach out if anything was needed in regard to the shutdown. He remarked that hopefully the shutdown would end soon and stated that he appreciated the team’s commitment.

## **XIV. Adjournment**

Ms. Mejia motioned to adjourn the meeting. Mr. Dumars seconded the motion. All were in favor and the meeting was adjourned at 9:42 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The board at its November 18, 2025 meeting