



## **MEETING MINUTES**

### **Tuesday, December 16, 2025**

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

Mr. Dumars called the Board meeting to order at 8:20 AM on December 16, 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 Bemby, HR Manager Josselyn Swindell, legal counsel Kaye 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 (November 18, 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 HUD and Governmental Updates:

1. On November 21<sup>st</sup>, PBCHA's SEMAP report was submitted. Ms. Jones-Gilbert was pleased to report that last year the agency was awarded with a "Standard Performer" rating.
2. Also on the 24<sup>th</sup>, the agency received an NSPIRE notice for Seminole. The inspection is scheduled for January 12, 2026.
3. On December 1<sup>st</sup>, HUD advised that the December shortfall payments would be delayed.
4. On December 3<sup>rd</sup>, HDLI legal held a group call. They are monitoring additional HUD requirements. HUD withdrew/rescinded a CoC NOFA. As a member of the Homeless Advisory Board, Ms. Jones-Gilbert has been made aware of the drastic cuts to permanent supportive housing.
5. On the 8<sup>th</sup>, HUD made technical amendments to HOTMA's final rule. In the amendments, there were allowances given for public comment because there has been a lack in following processes.

6. Also on the 8<sup>th</sup>, a HUD notice of NSPIRE for Dyson was received. The inspection is scheduled for January 21, 2026. All of PBCHA public housing will be inspected in January.
7. On the 9<sup>th</sup>, HUD announced Choice Neighborhood Implementation grants. They anticipate four awards and applications are due on March 9<sup>th</sup>.

## **VII. PBCHA Financial Report**

Mr. Fuller advised the board that his department is working on the unaudited FDS, and there is no denial or approval of the requested extension received as yet. There are 15 out of 60 funds left to finalize. The auditors are to be onsite at the end of March. Mr. Fuller is looking at hiring for the accountant position and has narrowed the search down to one viable candidate.

### **A. Cash Balances**

1. Non-Federal Cash: \$3.6 million (central office and development account).
2. Unrestricted Cash Public Housing: \$1.1 million. The agency was advised that there will be a reduction in property insurance (4%). General liability will go up due to more claims in the industry.

### **B. Revenue vs. Expenditures**

1. Public Housing: This is the time of the year where most of the expenditures are seen. It will drop as the year goes on.
2. Non-Federal: The development account sees a lot of expenditures. The agency anticipated revenues of about \$80,000.00 with the closing of Waterview, but it did not close.
3. HAP: Shortfall monies were pushed back for a week, but reserves on hand carried the agency through. Per unit costs are rising.

### **C. Budget to Actual**

1. Non-Federal: The agency had budgeted LaQuinta which is no longer going to be managed by the agency.
2. Public Housing: There were vacancies in the public housing portfolio, so the agency is not seeing its potential.
3. Resident Services: FSS is to be completed on December 31<sup>st</sup>. The new award should be given on January 1<sup>st</sup>. About \$30,000.00 will be given back this year. Jobs Plus is going away on December 31<sup>st</sup>.

## **VIII. Resolution 1073 (Employee Handbook Revision – Medical Coverage)**

Mr. Fuller advised the board that the housing authority is now being considered a large employer which drastically increased insurance costs (went up about \$2-\$300.00 per month). The agency wants to temporarily reword its employee handbook so that health insurance is more affordable for employees who are affected by this change. Ms. Jones-Gilbert reminded the board that this was the resolution she sent detailed information about to the board and that the agency will soon be in its enrollment period.

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

## **IX. Resolution 1074 (Employee Handbook Revision – Holiday Pay)**

Mr. Fuller advised the board that a permanent revision to the employee handbook dealing

with holiday pay was needed to state that holiday pay will not be granted to an employee who is absent from work the last working day prior to the Holiday or the first working day following the Holiday, unless the absence is directly approved in advance by the Chief Executive Officer or when the absence occurs during an employee's vacation leave or pre-approved sick leave.

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

## **X. Development Report**

### **A. Opportunities:**

1. Waterview: Ms. McDonald advised the board that since the town of Mangonia Park receives CDBG money, they were contacted for the environmental report. They in turn contacted the county. Jonathan Brown at the county stated that they would be the responsible entity and the county received the environmental which was ordered by R4. It has to go to the board of county commissioners first (February 3<sup>rd</sup>) and go through two 15-day public comment periods, so March is a more realistic closing, given the timing for HUD review.
2. Drexel: A community meeting was held just prior to Thanksgiving. Residents voted for the name "Drexel Gardens". The next step is planning and zoning. Ms. Jones-Gilbert added that the agency may get pushback regarding height and view (seven stories). Ms. McDonald stated that HTG is able to get 88 cent pricing, but they are seeking financing from Fannie Mae and in order to get that pricing, a 65-year ground lease is required. Ms. McDonald asked the board for its thoughts on her recommendation that the agency renegotiate to request additional compensation for the 65-year ground lease. Mr. Dumars stated that he was fine with her recommendation. Ms. Jones-Gilbert agreed that the agency would push for compensation.
3. NOFO for Home-ARP Funding: Ms. McDonald advised the board that Commissioner Sachs has been holding sessions with entities that have land. She wants to see the tiny houses concept embraced. Ms. Jones-Gilbert added that there was a December 10th meeting with all of the housing authorities where they were being asked for land. The county is interested in home ownership, but the consensus is that housing authorities are not in the home ownership deal. Ms. Mejia expressed concern that the housing authority would not be able to create more multifamily or increase density without use of its own land. Ms. Jones-Gilbert agreed.
4. Lake Worth Towers: Ms. McDonald reported that Mr. Fuller received an email from Related stating that the final equity payment is being advanced for the \$350,000.00 developer fee that is coming due. The agency should be seeing its 2.5% percentage coming in about January.

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

Ms. McDonald reported that for the FY 2024 capital funds, the agency has obligated 77% to date. The 90% obligation end date is May 2026 and the agency is in a good position. Capital Fund 2025 is at 18% obligated and the agency has until May of 2027 to meet that end date.

1. Health Hazards Grant: 93% has been obligated. For three units at Seminole, the exhaust discharge fan was not passed initially. It passed yesterday after modification and the agency will progress to modify all other units there. Schall permits were held up in the County but are now being released slowly on a

weekly basis. A/Cs will begin to be installed at Schall on January 5<sup>th</sup>.

The City of Boynton Electric Department approved the submission for the scattered sites, but electric experienced delays. Ms. Jones-Gilbert advised the board that there's an issue with the vendor contracted for this project. She added that he is severely behind on this project and the agency must hold its vendors accountable to complete work in a timely manner.

Dyson maybe between 90-100% impacted. Funding from future Cap Funds allocations may need to be utilized for funds overrun, 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.

2. FY25 Emergency Safety Security Grant: This was for the asbestos abatement. The remediation company should start after the first of the year.

## **XI. Procurement**

Mr. Kijek reported that the rain gutters/downspouts (pressure washing) project for New South Bay Villas was resolicited to get a better selection of vendors. It should be awarded by Thursday. The post-abatement project bids are due tomorrow and the arborist tree trimming project will be back on January 27<sup>th</sup>.

He mentioned that air quality monitoring went out late last night and is expected back in on the 23<sup>rd</sup>. The splash pad project is currently in the phase of gathering information for the scope of work. All other items are pending for the first of the year.

## **XII. Resolution 1075 (Procurement Policy Revision – Vendor Pool)**

Mr. Kijek advised the board that the resolution establishes a vendor pool. This is a more efficient method for solicitations as it diminishes the department's need to resolicit.

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

## **XIII. Assisted Housing**

### **A. LIPH**

Ms. Wilson reported on the following:

1. Occupancy: The average for public housing was 95.8% (18 vacants).
2. Account Receivables: Was at \$74,523.00.
3. Rent Collection: 92.5%
4. Maintenance: 238 new work orders were created with 15 remaining at the end of the month. Retraining on the system is needed.

### **B. HCVP**

Ms. Bemby reported on the following:

1. HAP: \$2 million in shortfall funding was received.
2. UML (Unit Months Leased): There were 10 move-ins. There are 25 vacant Project Based Voucher units: Quiet Waters had ten (they are pre-leased), Covenant Villas had five (one is pre-leased), but the goal is to be at 100% occupancy by the 31<sup>st</sup>. There is a struggle with the Belle Glade area – even with incentives (\$800.00 toward lease).
3. PIC reporting: 101.84%
4. Staffing: The department needs one more housing specialist (a specialist is out on maternity leave).

Ms. Jones-Gilbert explained to the board that the push for December 31<sup>st</sup> is because HUD

is taking a snapshot at that time. Priority is being placed on Quiet Waters as a tax credit and then the agency will shift focus to NSBV and Covenant. Westgate occupancy remains steady.

### **C. Resident Services**

1. Ms. David reported that for Jobs Plus, the JPEID Rent for November was \$33,226.00. 199 residents are currently enrolled with 137 working residents.
2. ROSS: Partnered with the FSS program for holiday assistance where they were able to drop off food packages at Dyson, Seminole, and Drexel. Emergency utility intervention was provided for three Drexel residents. Drexel also had a successful Thanksgiving event.
3. YouthBuild: Has 37 enrolled participants. The no-cost extension request that the agency applied for is not being considered, so the youth are not able to be on a worksite. Nevertheless, the department is working on making sure that all youth get placed and finish their education.
4. FSS: PH has 27 enrollees, HCVP has 93, and is currently seeking sponsors for an upcoming toy drive.

Ms. Jones-Gilbert added that the thanksgiving event was the hit at Drexel. Resident Services did a great job and gave out 80 turkeys on Thanksgiving at Drexel and Dyson. Former Commissioner Phyllis Choy and friends will be at the Drexel Christmas event on the 19<sup>th</sup>.

### **XIV. Closed Session**

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

### **XV. Commissioners' Remarks**

Ms. Mejia wished all a happy holiday.

### **XVI. Board Chair's Remarks**

Mr. Dumars wished everyone happy holidays and gave a heartfelt thank you for the work done in 2025. He stated that it was a banner year for the authority and he's looking forward to development, expansion, and all that the agency has planned.

### **XVII. Adjournment**

Ms. Mejia motioned to adjourn the meeting. Mr. Dumars seconded the motion. All were in favor and the meeting was adjourned at 9:17 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The board at its January 27, 2026 meeting