



MEETING MINUTES

Tuesday December 17, 2024

I. Call To Order

Ms. Choy called the Board meeting to order at 8:01 AM on December 17, 2024 at 3333 Forest Hill Blvd., West Palm Beach, FL and virtually on the Zoom platform

II. Roll Call

Board Members present were 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, 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, 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 (November 26, 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. On December 5th, the agency received a review notice from HUD OIG regarding an assessment of improper payments to landlords. PBCHA was one of 14 agencies selected for this review and HUD requested only one file from PBCHA.
2. Also on the 5th, the agency received two letters from HUD: Forecast for HCVP funding and payment standards. The agency will anticipate less than full funding for HAP in 2025. HUD advised that most housing authorities are entering 2025 with limited reserves and funding cuts are upcoming. The payment standards are at about 125% of FMR. The agency is looking at doing 100% to ensure it is not overspending.
3. On December 13th, the agency received a notice for HUD's new 30-Day Notice Rule taking effect in January 2025. This is related to non-payment of rent. Ms. Wilson will be looking into each regulation and will work with the managers to ensure compliance.

B. Trainings and Events

1. The agency submitted its COC Build grant on December 5th. PBCHA will collaborate with Palm Beach County Human Services and others and La Quinta will be rehabbed into senior efficiency apartments.
2. Ms. Jones-Gilbert attended the Community Action Advisory Board Retreat on December 6th.
3. Ms. Jones-Gilbert and Ms. Choy attended the 2024 Securing Our Future Economic Mobility Summit on December 9th. Attendees included Suzanne Cabrera, Wendy Tippet, private developers, and three other housing authorities.
4. The agency participated in the PBC Housing Workshop regarding housing bond allocations on the 10th. The concern is how to build public housing with large funding gaps. The bond currently does not meet that need. Mr. Finnie from HTG attended as well as Timothy Wheat.
5. On December 12th, the Partnership for Housing in PBC was attended. The housing plan for all was shared. The agency spoke of concerns regarding affordable housing versus workforce housing.
6. Ms. Jones-Gilbert will attend the Palm Beach County Development Housing Bond and Allocation Process 2nd Stakeholder Meeting on January 8th.
7. The agency-wide holiday luncheon will be held on December 17th after the Board meeting.

VII. Financial Report

A. Training and Events

Mr. Fuller reported that the department is working on closing out the Fiscal Year. He advised the Board that HUD is looking at reducing revenues to all programs. The agency will be monitoring all cash balances. Certifications must be done timely. The FMC gave \$600,000.00 extra but it's not enough to cover the HAP. There are a lot of rent increases coming in.

The department needs to set a minimum threshold with cash and reserve. The agency needs to have \$1 million in cash (not federal) in reserve in order to take over the guarantor for Covenant Villas.

Mr. Fuller stated that he presented the financial report when there were only four days of December to post. He advised the Board that the report was subject to change.

B. Financials

1. Resident Services: FSS had only one month left of the grant cycle. In previous years, the agency gave back \$30,000.00. It's great that this year the agency is not giving back anything.
2. LIPH: Finance has concerns with the amount of inventory.
3. HCVP Receivables: The department is working on getting the monies that are owed. Clients move out, but landlords are not reporting it. Ms. Mejia asked if it is difficult to recoup the money. Mr. Fuller responded that it is difficult if the landlord doesn't have current clients. He added that the software is assisting with the recoup.

VIII. Development Report

A. Opportunities:

Ms. McDonald presented her report and advised that there were no new updates.

B. Capital Improvement:

Mr. Delenda reported that the agency is 82% obligated on the 2025 Cap funds. Ms. Jones-Gilbert added that the agency received notice of being on the HUD 90-day watchlist. Strategies have been put in place to ensure full obligation. Mr. Delenda stated that the Health Hazard Grant is at 83% obligation. 77 units have been tested so it is well under way.

IX. Resolution 1056 Proposed CFP FY 2024 Annual Statement/Budget and Five-Year Action Plan

Ms. Jones-Gilbert advised the Board that \$1.47 million have been award for the 2025 Annual Capital Funds Budget. The Budget and the 5-year plan were presented at a public meeting and at a Resident Advisory Board meeting. Ms. McDonald added that the agency is ready to submit the plan in the EPIC system and it has been shared with the Board in prior months' packets.

Ms. Mejia motioned to approve Resolution 1056. Ms. Choy seconded the motion. All were in favor.

X. Procurement

Mr. Kijek reported that the Kitchen and Bathroom Remodel solicitation was partially awarded. The Exterior Painting for Scattered Sites project was awarded at \$89,700.00. The Auctioneer Services Bid (to sell land) will be awarded by end of January to early February. The Floor Covering Replacement is scheduled for about the third week in January.

Mr. Kijek stated that he is streamlining the reports to have different KPIs (Key Performance Indicators) around the dates (concept to the award) in order to find out root causes.

Mr. Fuller added that the agency will be going out for retirement plan administrators as well.

XI. Assisted Housing

A. LIPH

1. Ms. Wilson reported that for occupancy, the average is 98.5% (not including six offline units) and Banyan it at 100%.
2. PIC reporting is at 99.2%.
3. Rent Collections: Banyan is at 100%. Drexel is at 98.5%. Scattered is down. Ms. Choy asked why it went down so dramatically. Ms. Wilson responded that there were evictions, Scattered goes up and down, and it has a lot of high rent payers.
4. Work Orders: Overall completion is at 97.6%. Banyan has 100% on-time completion.

The focus for 2025 is inventory, maintaining good numbers, and finding creative ways to save money in light of HUD funding cuts. Ms. Jones-Gilbert added that to be at 98% occupancy and 96% rent collection is unheard of, so kudos to the staff for this accomplishment.

B. HCVP

1. Ms. Thomas reported that there was not much change to the Vouchers Leased numbers. Currently on the street as of Monday, there are 22 pending move ins and 52 RFTAs have been submitted for inspection. The department is focusing on Project Based Voucher lease ups.
2. PIC reporting is at 98.76%.
3. The department is having an increase in repayment agreements due to unreported tenant income. Ms. Thomas is focusing on the OIG file request to make sure

everything is ready for review.

4. Ms. Jones-Gilbert added that the agency is looking forward to increased auditing and assessing from HUD due to the transition to the new administration.

C. Resolution 1057 Establishing a Separate Waiting List for Mainstream Vouchers

Ms. Jones-Gilbert advised the Board that HUD put out guidance regarding housing authorities separating out waitlists. The guidance allows the housing authority to target a specific demographic so the agency can get through its list quickly. There are currently 295 Mainstream vouchers, and they are not all utilized. The agency is giving the required 60-day notice before this new process can start in February 2025.

Ms. Mejia motioned to approve Resolution 1057 and Ms. Choy seconded the motion. All were in favor.

D. Resident Services

1. Mr. Parks reported that FSS specialists attended FSS training in Houston in the first week of December. He also stated that two more participants graduated from the program with escrow payments totaling \$230,000.00.
2. JPEID (Jobs Plus Earned Income Disregard) participants attained \$38,000.00 JPEID funds for November. The goal is to apply for the grant again for Schall and Scattered sites.
3. The Jobs Plus program encountered a hiccup. The agency needs to have HUD unlock the reserve bucket in order to receive the year four allocation.
4. FYI (Foster Youth to Independence) has a December goal to get 100% leased up. The department will request seven more vouchers.
5. The YouthBuild Program currently has 23 enrollees. The focus is on enrollment.
6. On December 23rd from 1:00 PM to 4:30 PM (or until supplies last), a toy drive will be held at Schall. This event is in partnership with Palm Beach Sheriff Office.
7. Ms. Jones-Gilbert added that the agency will welcome 19 YouthBuild participants to enjoy the agency-wide holiday meal with staff. Ms. David stated that the YB participants will be acknowledged for milestones (certifications and GED).
8. Ms. Jones-Gilbert stated that Rackelle Hutchins (Jobs Plus Community Coach at Seminole) has been recognized as the longest running community coach in Jobs Plus history (not just at PBCHA, but in general).

XII. Closed Session

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

XIII. Commissioners' Remarks

Ms. Mejia thanked the staff for all that they do and stated that next year will be challenging. She wished everyone happy holidays. Ms. Choy remarked that next year would be long and arduous. She acknowledged the 2025 Board meeting dates. Ms. Gayle advised that the dates would be as stated on the agenda except for March 5th being changed to March 25th.

XIV. Adjournment

Ms. Choy adjourned the meeting at 9:21 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its 1/28/2025 meeting