



MEETING MINUTES Tuesday February 25, 2025

I. Call To Order

Mr. Dumars called the Board meeting to order at 7:59 AM on February 25, 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, CDO Tammy McDonald, HCVP Director Carlisa Thomas, Deputy HCVP Director Yvette Bembry, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Director of Procurement Jim Kijek, Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HR Manager Josselyn Swindell, Legal Counsel Kaye-Ann Baxter, Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, Members of the Public Asnaldo Perez, Bianca Pinero, and Mileny Mir, 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 (January 28, 2025)

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

V. Public Comment

Public comment was made by Mr. Perez who advised the Board that the residents do not oppose a rent increase at Banyan Club Apartments, but it must be reasonable so that residents do not become displaced.

Mr. Dumars responded that he heard Mr. Perez' concerns, will take all under advisement, and then would notify him of the outcome. Ms. Jones-Gilbert thanked Mr. Perez for sharing the sentiments of the residents and said that she looked forward to sharing how the agency came to a decision to raise rents. She said she would also take his input under advisement.

In lieu of speaking, Bianca Pinero and Mileny Mir requested written comments to be included in the public record.

Ms. Pinero commented that the major increase would impact the community severely. She stated that Palm Beach County has a high rate of homelessness, and this rent increase would only cause the rate to go up. She stated that she is a hard-working single mom, and this would also impact her.

Ms. Mir commented that her family is struggling with the increase. Raising rents of almost 100% on 1/1 apartments and over 50% on 2/2 apartments is not affordable for her or her parents. She asked that the authority reconsider these changes in order to make homes more affordable.

VI. Report of the CEO

Ms. Jones-Gilbert reported on the following:

A. HUD Updates

1. On February 5th, Scott Turner was confirmed as the HUD Secretary.
2. On February 10th, notice was given that the Innovations in Affordable Housing Student Design Contest was cancelled as the new administration decided not to move forward with it. Twelve designs have been shared with PBCHA and the agency pledged to revive the effort.
3. On February 13th, the agency received notice that its REAC/NSPIRE appointment was cancelled because HUD terminated its contracts with consultants.
4. On February 17th, the agency received notice from HUD for an upcoming NSPIRE inspection at Dyson and Seminole.

B. Trainings and Events

1. A kickoff meeting for the Health Hazards Grant (air conditioners) was held at Dyson on February 13th.
2. Staff has a tour scheduled today with the Port of Palm Beach at 3:00 PM to see how the Legacy@45th Street units will be received.
3. NAHRO has appointments set up for Ms. Jones-Gilbert to meet with representatives in Washington during its conference on March 10th.

C. Programs

The agency received notice that its Voucher Management Systems audit is going well with very few discrepancies. There has been good feedback so far.

VII. Financial Report

Mr. Fuller prefaced his report by stating that the agency needs to monitor cash and expenditures, especially seeing that there is no set budget coming into the new year and no surety about the continuing resolution.

A. Financials

1. Unrestricted Cash:
Mr. Fuller stated that previous internal discussions included that the agency self-imposed a requirement to have at least \$1 million in unrestricted cash set aside.
2. Cash in the Programs:
The cash in HAP reserves shows \$1 million in the negative. The agency contacted the Financial Management Center who gave another \$693,000.00. The Net Restricted Assets will be recalculated by HUD.
3. LIPH and Banyan: The agency issued \$1 million for insurance costs and \$130,000.00 in PILOT in January, so there was a significant decrease in cash.
4. Service Reimbursed Programs: Drawdowns have been updated as of Friday. \$188,000.00 was finally released for Jobs Plus JPEID. The agency is still waiting for the FSS 2025 calendar year grant to be in the system. The central office is paying for those salaries and benefits and is waiting to get reimbursed.

B. Audit

The VMS audit is going extremely well. Considering that it's about \$45 million going out the door, the voucher population is at 2,500, and there were only questioned costs for about 12 people, with that's very good.

VIII. Development Report

A. Opportunities:

1. Ms. McDonald reported that staff met with partners for Palm Beach County in order to establish a strategic plan and address items included in the whitepaper mentioned previously. They will go back to the Board of Commissioners regarding the bond allocation issue.
2. Yesterday, Ms. McDonald received an email from Related asking the agency to partner with them by giving vouchers to a project for the elderly. Ms. McDonald told them that due to uncertainty with HUD and agency shortfall, vouchers are not being issued at this time.

B. Capital Improvement:

Ms. McDonald commended Mr. Delenda for doing a great job with the Health Hazard Grant. She stated that he set up a training program that had not previously been done.

Ms. Choy asked for any LaQuinta updates. Ms. McDonald replied that there were no updates as the item was pulled from the county agenda.

Mr. Delenda reported that FY23 had been fully obligated. He briefly explained the training that will come with the air conditioning agreement at a high level.

C. Resolution 1059 To Enter into Contracts for PBCHA-IFB-2024-12 (Floor Covering Replacement)

Mr. Delenda advised the Board that this resolution is for another standardization effort that the department is working to achieve. Ms. McDonald added that one item in the Cap funds is to upgrade units. She added that scattered homes have been in disrepair and this would help to address those issues. The HHG grant is for all sites as needed.

Ms. Choy motioned to approve Resolution 1059. Ms. Mejia seconded the motion. All were in favor.

D. Resolution 1060 To Enter Into Contracts for Housing Related Hazards Grant

Ms. McDonald advised the Board that this resolution is to approve contracts relating to air conditioning for Dyson, Schall, and Scattered sites and at \$403,844.00, rises to the Board approval threshold.

Ms. Choy motioned to approve Resolution 1060. Ms. Mejia seconded the motion. All were in favor.

IX. Procurement

Mr. Kijek thanked the Board for understanding the need for standardization and for approving the resolutions. He reported on the air conditioning awardee (Carrier) and advised the Board that many smaller projects are upcoming (including Payroll and IT). Mr. Kijek also shared actual contracts information from his report.

X. Assisted Housing

A. LIPH

Ms. Wilson reported that there were previous issues with the reporting process for inventory, but now there has been dramatic improvement. Seminole is at 45 days, Dyson is at 96, and Banyan is at 46. Staff is pulling inventory and reporting as required.

B. HCVP

1. Ms. Thomas reported that the department is needing to look at spending and come up with more ways to lower the HAP payouts. Fraud, holds, and abatements are being looked at as part of that effort.³

2. The department is showing an increase in new admissions being leased up (total 3,021). Staff is diligently working on Project Based property lease ups.
3. PIC reporting went down a bit, but the department is working on getting pending annual recertifications completed.

C. Resolution 1061 Approving the Reallocation of Tenant-Based Veterans Affairs Supportive Housing (VASH) Vouchers from the Housing Authority of the City of Fort Myers to Palm Beach County Housing Authority

Ms. Jones-Gilbert advised the Board that HUD did not allow the transfer of VASH vouchers requested in 2022 because the agency was in troubled status. The agency is no longer in troubled status, and with this resolution, the agency would receive 30 vouchers. Fort Myers will also have a Board resolution and then the agency will submit the request in July. The agency may look to project base these vouchers in LaQuinta or Windsor Arms.

Ms. Choy motioned to approve Resolution 1061. Ms. Mejia seconded the motion.

D. Resident Services

1. FSS: Mr. Parks reported that there was one graduate from the program this month (Mr. Porter). The department is still waiting for funding to be available (\$157,200.00).
2. Jobs Plus: Budget has finally been approved.
3. Youth Build: The department has submitted an amendment to the Department of Labor asking that the zip codes be stretched out to accommodate youth in other zip codes. There are currently 12 kids on the waitlist.
4. NAHRO Competition: The department is assisting 30 children to participate in the “What Home Means to Me” calendar project.

XI. Closed Session

The Board announced movement into the Banyan Board in order to accommodate any further public comments regarding the Banyan rent increases. After properly convening and adjourning the Banyan Board meeting, the Board moved into a closed session for PBCHA at 8:45 AM to discuss pending legal items, then re-entered into an open session.

XII. Commissioners’ Remarks

There were no further remarks.

XIII. Adjournment

Ms. Mejia motioned to adjourn the meeting. Ms. Choy seconded the motion. Mr. Dumars adjourned the meeting at 9:18 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its March 27, 2025 meeting