



## **MEETING MINUTES**

### **Tuesday February 27, 2024**

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

Mr. Dumars called the Board meeting to order at 8:00 AM on February 27, 2024 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, Deputy HCVP Director Yvette Bembry, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Jobs Plus Manager Clayon Melhado, YouthBuild Program Manager Stephanie David, Director of Procurement Rick Little, Contracts and Procurement Manager LaQuavial Pace, Legal Counsel Kaye-Ann Baxter, HR Manager Josselyn Swindell, Executive Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, SVP of Development for HTG Bryan Finnie, 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 23, 2024)**

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

#### **V. Public Comment**

Bryan Finnie expressed that his company was interested in partnering on projects with PBCHA or SPECTRA. He continued by providing a brief overview of the Union Baptist Church project. Mr. Dumars responded that the Board would take the comment under advisement and requested that supporting documents be submitted. Ms. McDonald stated that she would work with Mr. Finnie at the Board's desire to see what the path going forward would be and would report at the next Board meeting. Mr. Finnie shared a possible concern with a date on the project timeline occurring prior to the next Board meeting. Ms. Jones-Gilbert responded that the agency could possibly commit itself contingent upon Board approval.

#### **VI. Report of the CEO**

##### **A. Training and Events**

- Ms. Jones-Gilbert reported that Legacy @45<sup>th</sup> Street ground-breaking ceremony held on 2/26 was a huge success. Ms. Dumars congratulated the team for pulling off the event. Ms. Jones-Gilbert thanked the Board for their support and attendance and stated that the entire CNTNR team from Monterrey, Mexico was in attendance.
- On 1/16, the first notice of inspection for Seminole was sent. Seminole's inspection was held on 2/22. This was the first time PBCHA was inspected under the new

NSPIRE standard.

- On 2/1 The agency met with Dan Waleskey regarding Waterview Apartments.
- On 2/5, The Valley Bank Reception was attended.
- On 2/7, Commissioner Mejia and Ms. Jones-Gilbert attended the Invest Palm Beach Luncheon.
- On 2/9, NAHRO released their Legislative and Regulatory Priorities for 2024.
- The Legacy @45th Street groundbreaking event was held on 2/26.
- The Annual Plan Kick Off is scheduled for 2/27. A milestone calendar will be shared with the Board.
- The agency hosted a Community Action Advisory Board meeting in the PBCHA main office on 2/20.

## **B. HUD Updates**

- The HUD Notice of Compliance with Limited English Proficiency was received on 1/31. Changes will be made to the LIPH ACOP and HCVP Administrative Plan.
- The agency received an EHV over-leasing notice on 2/5 (although the agency is not over-leased).
- On 2/8/2024, the agency received a Compliance Monitoring Review Notice from HUD (one was done in 2018). HUD has asked for a library of documents and will be onsite from 3/11/2024 – 3/15/2024 to do their extensive review.
- On 2/8/2024, the agency received a 90-Day Watchlist Warning regarding Capital Funds.
- On 2/14/2024, the agency received a SEMAP Corrective Action Plan from HUD which is due today. The agency received a Troubled score that's really due to a 95% PIC score. The agency is currently at 98%.
- On 2/15/2024 the agency's FSS program had an annual report survey.
- On 2/16/2024, the agency received a Designated Housing Plan denial letter. HUD requested a renewal request in 2022 and the agency's request was submitted in 10/2022, the agency never heard anything back. HUD then requested the information again on 2/7/2024 stating that the plan expired in 2013. HUD subsequently asked for the 2007 approval letter.
- On 2/21, the agency met with HUD Headquarters staff and The Children's Bureau as PBCHA is noted as an FYI innovator. HUD asked for PBCHA's best practices and Ms. Jones-Gilbert has been requested to sit on the national panel. The agency has been approved for an additional 17 FYI vouchers. Mr. Parks and his team will work with the new vouchers.
- A training on HOTMA Final Rule for Over-Income Families was attended on 2/21.
- On 2/22, HUD announced FSS renewal awards (the agency received \$151,120.00).

## **C. Staffing**

- Initial interviews have begun with a strong potential candidate for HCVP Director. She has extensive housing experience.

Ms. Choy asked if there was a reason why PBCHA has received so many inquiries from HUD. Ms. Jones-Gilbert responded that she is not quite sure but would speak with HUD regarding her concerns when she attends the PIH Conference on 3/19 - 3/21.

## **VII. Assisted Housing**

## **A. LIPH**

Ms. Wilson reported on the following:

- Programs:
  - Rent Collections: Average LIPH collection was 91% for Jan; this is a slight decrease over prior month.
  - Occupancy: Public Housing averaged 96.4% occupied; Banyan was 99.3% occupied.
  - Work Orders: Drexel, Dyson, and Schall all reported that 100% of work orders created (last month) were closed on time. This is a huge improvement in reporting and in maintenance effort. Banyan, Drexel, Dyson, NSP and Schall all exceeded Key Performance Indicator of 98%; Seminole showed much improvement.
  - PIC Submission: December's 2023 PIC submission rate 97%;
- Staffing: Almost all managers were rotated to allow Dyson, Seminole, and Scattered Sites to have stable, experienced managers.
  - One assistant manager was promoted from within to manager.
  - The new manager that was hired on the 22<sup>nd</sup> is strong and will take over Drexel.
  - Two maintenance positions are still open.
- REAC: Only 7 days' notice was given. 29 units were inspected. HUD rules regarding the valves for the water heaters were changed and all of the water heaters failed the inspection. It is almost certain that the agency will fail the REAC inspection. Ms. Choy asked for clarity on the valves and Ms. Wilson responded that it's actually an easy fix, but it will take some work over 428 units. She added that a meeting is scheduled for this Thursday with a plan to address this at Dyson before REAC comes there. Smoke detectors are also being replaced in the bedrooms now. Ms. Jones-Gilbert stated that staff has been trained for the new NSPIRE standard and the agency is looking at the capital improvements needed to address these issues.

## **B. HCVP**

Ms. Bembry reported that:

- HAP payments have increased. This is reflected by more lease ups.
- 39 new applicants moved in and there were 6 End of Programs. 124 new applicants are out searching (20 of those are Mainstream and 4 are VASH).
- Ms. Bembry was pleased to report that PIC scores were at 98.18% with the PIC delinquency report (above 95% HUD goal).
- The department is prepared for the 3/11 HUD visit. Staff have pulled requested files.
- Another Housing Specialist has been hired. An HCVP Director is close to being hired. Current vacancies are 1 manager and 1 housing specialist.

Ms. Jones-Gilbert added that the agency is waiting for approval from HUD for the transfer of VASH vouchers from Fort Myers.

## **C. Resident Services**

- FSS: Mr. Parks reported that the focus is on recertifications and enrollment for public housing clients. The department will be hiring another FSS Coordinator.

- ROSS: The ROSS report was submitted and the department is awaiting the ROSS renewal grant. Mr. Parks is working with Career Source to put together an employment forum.
- Jobs Plus:
  - Mr. Melhado reported that Jobs Plus hired a community coach from Dyson.
  - A food drive was held at Dyson and Seminole.
  - JPEID for January was \$38,858.00.
  - The Year-Three Workplan was submitted and is conditionally approved.
  - An LIPH resident is now a certified medical assistant and the department is helping her to get employed.

Ms. Jones-Gilbert applauded Mr. Melhado and the Resident Services team for their efforts in improving the turnout to the public meetings. She mentioned that the agency had never had so many people turn out the meetings at Schall and Seminole. There were so many people that the meetings had to be split into two separate sessions.

- FYI: Mr. Parks reported that FYI is getting referrals from partners, and they continue to grow the program. He is also looking at a new grant from the County for supportive services. He will attend the pre-proposal meeting on Thursday.
- YouthBuild:
  - Ms. David reported that the youth have passed the first stage of mental toughness (7 participants). Another mental toughness event is upcoming so that she can get more youth to sign up for the program. Restoration Bridge brought the youth back for another food drive since they assisted so well with the drive at Seminole.
  - The program is getting donations for the Miami-Dade College, Curtis Memorial, and Judy's Jewels, LLC to help with transportation and food.
  - The quarterly report is completed and the YouthBuild council is in effect (they're the ones that assisted with the parking at the groundbreaking event).
- Staffing: Mr. Parks reported that the Housing Navigator position is filled and they will start on Monday. He still needs a Job Developer and another FSS Coordinator. Ms. Choy asked what the Housing Navigator does. Mr. Parks responded that they help EHV, VASH, and other special vouchers to find housing, they will compile lists of landlords with housing, and they will also provide services to the Belle Glade area.

## VIII. Finance

Mr. Fuller reported that:

### A. Departmental Highlights

- The external auditors will be at the agency on April 1<sup>st</sup> (Procurement was able to find a way to piggyback off of the current contract).
- NSBV audit and tax return have been completed. Banyan and SPECTRA are due by 3/31.
- The agency used a \$1 million cash flow loan from Valley Bank and \$500,000.00 of its own money to pay off the \$1.5 million Fort Myers loan (including the \$50,000.00 interest payment).

## **B. Operational Highlights**

- Mr. Fuller stated that there is some concerning information related to the \$179,000.00 in cash (Insurance PILOT, Garbage).
- Restricted Cash: Affordable Housing (Banyan and NSP) dropped due to repairs on NSP homes and insurance.
- Restricted Cash Vouchers: Is at \$643,000.00. The agency received an influx of a \$1 million, but for January, it was in the negative.
- Unrestricted Net: Equity is \$31,000.00. Tenant ARs are outstanding.
- Affordable Housing Unrestricted: No major issues there.
- Restricted Voucher: Equity is \$927,000.00. Was initially not reported accurately because of accounting processes during the NSBV management takeover. The snapshot had to be retaken.
- Revenues and Expenditures: Expenditures were at \$718,000.00 for January and over \$500,000.00 was just for insurance. Ms. Choy asked if there were any non-renewals coming up. Mr. Fuller responded yes and added that he talked with Valley Bank who may have people that can assist. The agency will go out for a new broker next year.  
Ms. Choy and Mr. Dumars discussed insurance brokerage for the CNTNR project.
- Budget to Actual:
  - Seminole and Scattered have increased maintenance costs.
  - Resident Services – the FSS program had to give back \$21,452.00 because staff was not on hand. Mr. Fuller will meet with Resident Services this week to ensure that this expense is monitored.
- Aged Receivables Voucher: Finance is continuing to make calls to landlords who are owing. HOPWA receivables for the last 3 months weren't as high but a majority of those costs were collected.
- Capital Funds: Mr. Fuller is working on closing out a few of the grants for the audit.

## **IX. Procurement**

Mr. Little reported on the following:

- Construction Management and General Contracting Services: Has been scored and ranked. 2 will come in for oral presentations.
- Exterior Painting of Residential Buildings and Leasing Office at Schall Landing Apartments: Pre-bid meeting was held on 2/20 and 7 vendors showed.
- Dyson Elevator Flooding Mitigation Repairs: Closes today.
- Seminole Circle Office Building Roof Replacement: Pre-bid was 2/21. 4 vendors attended.
- Indoor Post Remediation Repairs: Only 1 proposal was received. It will be put back out.
- Drexel Meter Stack and Circuit Replacement: Closes on 3/1.

## **X. Development**

Ms. McDonald began her report by thanking the staff for doing a phenomenal job with the groundbreaking event. She said that Angela Rozier from Channel 25 featured her father in a previous story for Black History Month, heard about the project, and sent a crew to the

groundbreaking. The crew did a great job with the media coverage. The link to the news story will be sent to the Board. She added that Jim Walker (Sr. loan Officer, Florida Community Loan Fund) sent a communication that the PBCHA team are all stars.

**A. Development Opportunities:**

- HTG: Ms. McDonald referred to Mr. Finnie’s comment about HTG’s desire to partner on the Union Baptist Church project. HTG is in PBCHA’s developer pool. A letter of support is what may be expected at this time.
- Tre-Bell Project: An email has been received from the Palm Beach County School District for the old Adult Education Building. The opportunity will continue to be investigated.
- Quiet Waters: Wingate Group is working to clear the fatal flaw cloud on the Quiet Waters land use.

**B. Cap Funds**

- Ms. McDonald is looking for a replacement Capital Improvements Manager.
- The agency meets weekly to ensure that funds are obligated. Ms. McDonald shared a slide with the timeline for obligation. As of the date of the slide, the agency obligated \$374,472.00, however, over the last few weeks an additional \$35,800.00 has been obligated.
  - The Dyson elevator project has been moved up to an emergency situation.
  - The exterior doors for Schall will be more expensive than initially thought.
  - The total amount the agency plans to obligate is \$1,789,982.00, which is more than the actual grant (the agency’s strategy is to over-obligate). \$189,781.00 would then roll over into the next year.

**C. Development Consultants**

The agency has procured TAAG and Concourse. TAAG is preparing an RFP for a solicitation to reposition Drexel. Ms. Jones-Gilbert and Ms. McDonald met with John Bitten to discuss possibilities to grow the portfolio. Ms. Choy stated that Drexel has opportunity there. Ms. McDonald agreed and said that she would present plans to increase density to the Board. Ms. Swindell has sourced a Director of Real Estate Development and the agency is moving toward a second interview.

Ms. McDonald discussed a meeting with Dan Walesky regarding Waterview Apartments. A rendering of the project was shared. It is in a qualified opportunity zone. 56 Project Based Vouchers would be utilized. The deal would be favorable to the agency. The financial details will be shared with the Board. Mr. Dumars stated that a letter of support would be appropriate at this time. A discussion ensued.

**XI. Closed Session**

Ms. Baxter asked to move into a closed session to discuss pending legal items. Pending legal matters were discussed. The Board re-entered into an open session.

**XII. Commissioners’ Remarks**

The Commissioners thanked the staff.

**XIII. Board Chair’s Remarks**

Mr. Dumars thanked everyone for the outstanding job at the groundbreaking and asked that they continue to take the organization into the next stratosphere. He also thanked staff for the service that they continue to provide to the community.

**XI. Adjournment**

Ms. Choy moved to adjourn the meeting. Ms. Mejia seconded the motion. Mr. Dumars adjourned the meeting at 9:52 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its March 2024 meeting