



MEETING MINUTES

Tuesday March 26, 2024

I. Call To Order

Mr. Dumars called the Board meeting to order at 8:01 AM on March 26, 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, HCVP Director Carlisa Thomas, Deputy HCVP Director Yvette Bemby, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Jobs Plus Manager Clayton Melhado, YouthBuild Program Manager Stephanie David, Director of Procurement Rick Little, Contracts and Procurement Manager LaQuavial Pace, Capital Improvement Manager Claude Delenda, Legal Counsel Kaye-Ann Baxter, HR Manager Josselyn Swindell, Executive Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, 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 (February 27, 2024)

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

V. Public Comment

There was none.

VI. Moment of Silence (For Charlie Fetscher, Former PBCHA Commissioner)

Ms. Jones-Gilbert stated that a brick was laid at the front of the main office in honor of Mr. Fetscher's years of dedicated service to the agency. Ms. Choy sent acknowledgements to the family on the Board's behalf.

VII. Report of the CEO

A. Training and Events

- Ms. Jones-Gilbert reported that on March 5th, a meeting was held with Families First. Issues being addressed on the 2nd floor include new flooring. New A/C and roof are needed in the back building (Children's Home Society).
- March 18th: VA released notice that housing authorities no longer need to contact VAs in order to sign up as Veterans Assistance Supportive Housing (VASH) service providers.
- March 21st: HUD held the Southeast Network, Region 4 Public Housing Conference. Ms. Jones-Gilbert met the upper echelon of HUD across the southeast area. The agency is exceeding HUD's goals for utilization across this region. Ms. Jones-Gilbert was able to ask questions about our eminent domain properties and NSPIRE score.

- Mr. Fuller and Ms. Jones-Gilbert attended the Gans & Gans Financial Training program in Atlanta. Cyber security and increasing revenue sources were discussed.
- Public Housing Waitlist is due to HUD on March the 21st. This is required by the new HOTMA Act.
- Ms. Jones-Gilbert will attend the NAHRO Washington Conference on the Hill on May 8th -10th.

B. HUD Updates

- On March 7th, HUD notified the agency that the Monitoring Review was cancelled due to not being able to travel (appropriations). It will tentatively be rescheduled to the first week in June.
- On March 11th, HUD Secretary Marcia Fudge announced her decision to step down from her top post in the Biden administration.

VIII. Assisted Housing

A. LIPH

Ms. Wilson reported on the following:

- Programs:
 - Dyson Playground Incident Reported on March 16th : Photos of the burned playground were presented. An investigation is ongoing. The remaining pieces were torn down because it posed a hazard. It cost over \$60,000.00 to install the playground so this is quite a loss.
 - Occupancy: Banyan is at 99.3% with only 1 vacant. All Public Housing vacants are pre-leased with signed leases.
 - Rent Collection: For Public Housing is at 94.6% with Schall and Drexel leading in rent collection. Banyan is at 98.6%.
 - Work Order Completion: The on time numbers dropped due to REAC prep and the changeover in management. This has been addressed with staff.
- REAC:
 - The agency did not pass. The overall score was 63%. The agency will submit an appeal which may bump this up to a passing score.
 - REAC prep for Dyson has been underway, but no notice of REAC inspection has been received as of yet.
- Staffing
 - An assistant manager and a maintenance tech position are open. The floater maintenance tech started working yesterday.

B. HCVP

Ms. Bembry reported that:

- HAP: The department is seeing an increase in HAP due to new move-ins for Feb. Landlords are still requesting rental increases.
- Utilization and Units Leased: 55 applicants are set to move in. There are currently 110 new applicants on the street searching.
- PIC: There was a decline in PIC, however the department is still at 95% overall. Ms. Bembry met with staff to advise that on-time processing of recerts must be

completed. Staff is also preparing for audit occurring next week.

- Staffing: Carlisa Thomas has come on as the agency's new HCVP Director. The agency still needs an HCVP manager and one housing specialist.

C. Resident Services

- FSS: Mr. Parks reported that FSS has increased enrollment and is over the mandated numbers. A new FSS coordinator will start Monday. An FSS consultant is onsite helping the department to audit every single file.
- ROSS: The agency filed for renewal of this grant. It should arrive before May.
- Jobs Plus:
 - The department needs to have the JP workplan and budget fully approved (still pending grant manager approval).
 - Mr. Melhado reported that JP is currently excluding \$1.6 million between Seminole and Dyson – 85% of the residents on the program are working and the numbers are steadily increasing.
- Foster Youth to Independence: Mr. Parks reported that FYI is constantly getting referrals from Vita Nova. The goal is to get to 50 (participants) by the end of the year.
- YouthBuild:
 - Ms. Parks reported that YB has been working diligently to get the numbers up by doing presentations at high schools. Ms. David reported that 2 more participants enrolled as of this week. In addition, 2 participants have entered the Soup Kitchen and they are helping with food insecurities.

IX. Finance

Mr. Fuller reported that:

A. Departmental Highlights

- In Atlanta (Gans & Gans Financial Training) it was discussed how agencies are moving away from the cloud and into servers, even having more than one agency pulling together and sharing among agencies. The agency is currently paying about \$145,000.00 per year for IT.
- The auditors will be here April 1st. Kudos to HCVP because the agency didn't get list of items requested timely. HCVP had over 300 files to pull and did a great job.

B. Operational Highlights

- Unrestricted Cash in Public Housing: Negative cash is related to the \$880,000.00 insurance paid in January. Ms. Jones-Gilbert added that at the conference in Nashville, the rise in insurance was a major topic. The agency can apply for an operating subsidy waiver next year.
- Unrestricted Cash Affordable Housing: Dropped from December due to insurance. Any excess cash \$200,000.00 was able to be backed out of insurance proceeds from the 2018 hurricane. For the Banyan replacement reserve account, the agency closed on the 223F loan in September of 2014. It's been 10 years, so the agency needs to reevaluate and come up with a plan. \$617,000.00 is in that account to date. It's used for replacement reserves.
- Negative Cash:
- Restricted Net Position Vouchers: In January, it was over \$1 million in the hole. In February, it was brought up, but not enough (\$373,000.00 in the hole).

- Revenue and Expenditures in Public Housing: In February a lot more revenue came in – about an extra \$100,000.00 more in operating subsidy.
- Revenue and Expenditures voucher- HAP: \$4.5 million came in revenue, but there was \$3.7 million in expenditures was spent to house residents in our area and it's still not enough.
- Budget to Actual Expenditures Public Housing: Most of the 7 properties are on track. Seminole and Scattered need a lot of upgrades (contract costs and landscaping at scattered sites).
- Resident Services. PBCHA was awarded for the 2024 year, but the agency is not able to draw down as of yet. Gave back about \$19,000.00 due to the timing of staffing. The agency has to wait to draw down from ELOCCS. \$21,000.00 needs to get reimbursed. Waiting on YouthBuild because they are having trouble with their systems. The agency needs to draw down about \$100,000.00.
- Aged Receivables-Vouchers: Still finding out at recertification time that some clients are not in the units. Those will be sent to collections.
- Staffing: There are two accountants whose retirements are effective this coming June.
- Capital Funds: The agency received \$5,000.00 more than what was awarded for the 2022 grant.

Ms. Mejia asked if more manpower is needed as the agency is preparing for the audit. Ms. Jones-Gilbert replied that the main thing is to have the files pulled. Mr. Fuller added that it's a financial audit and a compliance audit. The finance audit has already been done. HCVP, Mainstream, and Public Housing will be tested and next year, capital funds will be tested.

Ms. Mejia asked if there was some type of software that could help to determine when clients move out of the unit. Mr. Fuller responded that there are controls that are in place – but manpower is needed in that regard for reports and inspections. Ms. Jones-Gilbert added that the notification has to come from the landlord or the participants. That's why the agency has to put some teeth in the recapture to enforce repayment. Landlords must be held to the HAP contract. Participants must comply with their agreements. Ms. Bembry stated that when the agency receives inspection reports from McCright, if they notice that the client is not in the unit, HCVP puts a HAP hold on that.

X. Procurement

Mr. Little reported on the following:

- The Indoor Fungal Mitigation has been awarded.
- Indoor Post Mediation Repairs did not receive any bids and will be rolled up under the Construction Manager Solicitation.
- Construction Management and General Contracting Services has been awarded.
- Exterior Painting of Residential Buildings and Leasing Office at Schall Landing Apartments: Awarded.
- Dyson Elevator Flooding Mitigation Repairs: Awarded.
- Seminole Circle Office Building Roof Replacement: Awarded.
- Drexel Meter Stack and Circuit Replacement: Re-bid and closed.
- Professional Architectural & Engineering Services A and E: Got no bids. Extended

until April 1st. Reached out to vendors. Vendors don't want to do the paperwork for HUD. Ms. Jones-Gilbert added that there is a lot of work out there and non-housing authorities pay more. Part of the problem with that is housing agencies are not getting competitive pricing. The agency may need to do surveys, educate people on the process, and reach out to minorities. The new Capital Improvement Manager will work with staff to try to improve the amount of responses. Mr. Little added that on the Drexel solicitation, he communicated to 125 vendors and there was not one response. Ms. Jones-Gilbert stated that Mr. Little is good at tracking the amount of responses and many other authorities are facing the same challenges.

XI. Development

A. Development Opportunities:

- HTG: Ms. Jones-Gilbert reported that a meeting is scheduled with Brian Finnie of HTG today to revise the Letter of Support for the Union on Broadway project.
- Waterview Apartments: The agency would manage this property and receive a million-dollar payout in addition to a management fee. Answers to questions posed in Ms. Choy's email will be forthcoming.
- Quiet Waters: No updates on the Wingate Group at this time. The purchase is not complete.
- Eminent Domain (FDOT Project): Involves 2 parcels (full taking and a partial taking). There was difficulty in submitting the SAC application (the portal did not allow attachment of documents). Jane Hornstein of the Special Application Center at HUD stated to get full replacement value (not market value). The agency may go back to ask for more money.

B. Cap Funds

- The funds must get to 90% obligation. The agency is working diligently to reach that mark. For next year, ¼ of the grant will be obligated every quarter. The team has assured us that we will reach the obligation by May 11th.
- Claude Delenda introduced himself as the new Capital Improvement Manager with 15 years of construction experience. (PBCHA is still working to fill the Director of Real Estate management position.)
- The CEO of Chapman Partnership offered 9 empty shipping containers to PBCHA. The YouthBuild program will use space at Dyson for construction lab. The program is working with Mr. Hatcher (GC for Legacy project) on the construction space.

XII. 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.

XIII. Commissioners' Remarks

The Commissioners thanked the staff and advised Ms. Gayle to notice the May Board meeting for May 21st (due to Memorial Day weekend and various scheduling constraints).

XIV. Board Chair's Remarks

Mr. Dumars thanked the staff.

XI. Adjournment

Ms. Mejia moved to adjourn the meeting. Ms. Choya seconded the motion. Mr. Dumars adjourned the meeting at 9:12 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its April 23, 2024 meeting