



MEETING MINUTES

Thursday March 27, 2025

I. Call To Order

Mr. Dumars called the Board meeting to order at 7:57 AM on March 27, 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, 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, Legal Counsel Kaye-Ann Baxter, and Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap 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 (February 25, 2025)

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

V. Public Comment

There were no public comments.

VI. Report of the CEO

Ms. Jones-Gilbert prefaced her report by congratulating Commissioner Choy for winning her race for Jupiter Town Council. She then reported on the following:

A. HUD Updates

1. On February 28th, the agency received a notification that its obligation and expenditure end date was being extended (November 17th) for the Health and Safety grant.
2. On March 3rd, HUD published the Affirmatively Furthering Fair Housing Final Rule taking away the requirement for housing authorities to do analysis of impediments. The rule also discussed changes the definition of “fair” housing.
3. On March 4th, President Trump named Ben Hobbs as the HUD Assistant Secretary.
4. On March 5th, HUD training for FY2025 Capital Fund Emergency and Disaster grant was attended. The agency submitted an application.
5. On March 6th, HUD published an End of Funding Timeline for Emergency Housing Vouchers. The agency received 85 EHV's that were to be funded until 2035 but has now been advised that funding will last only until 2026. The agency can possibly fund through 2027, but after that, these would not be able to be rolled into tenant-based vouchers because the agency is in shortfall.

6. HUD advised the agency of frontloading of shortfall funding in the amount of \$449,488.00 on March 10th.
7. On March 11th-14th, PBCHA VMS Data Validation was done remotely by HUD.
8. The agency received shortfall funding of \$1.4 million for the HCV program on March 14th.
9. On March 14th, a continuing resolution was passed that would keep the government funded until September 30th. Of great significance is that there will be level funding for the Public Housing capital fund, operating fund, and Choice Neighborhoods, but a \$3.654 billion dollar increase in funding for the Housing Assistance Program (HAP, HCVP). FSS and Admin stayed level. There was an \$80 million increase for project-based rental assistance programs. This ensures that private landlords get paid for the vouchers the agency puts out there.
10. A new deputy assistant HUD secretary was named on March 14th.
11. PBCHA's SEMAP Corrective Action Plan was submitted to HUD on March 14th.
12. On March 17th, HUD published the new Admin Fee rates for CY2026.
13. The agency received shortfall funding of \$787,165.00 for the Mainstream program on March 18th.
14. On the 24th, The HUD secretary announced an MOU with DHS to end illegal alien exploitation of housing programs. Housing programs do not provide assistance to the portion of families that are not legal residents.
15. On March 25th, the PBCHA VMS Data Validation exit conference was held.
16. The agency received notice yesterday that it will be in the third wave of the Electronic Voucher Management System (EVMS) . PIC data has to be absolutely correct because funding will be based only on PIC. An April training session will be attended in order to learn more about what the new process entails.

B. Trainings and Events

1. On March 4th, Carrier Enterprise gave a presentation regarding the air conditioning project. Procurement is working directly with them.
2. On March 5th, Ms. Jones-Gilbert attended a Valley Bank baseball training event for partners and friends (SPECTRA bank and Legacy @45th funding partner).
3. Ms. Jones-Gilbert attended the NAHRO Conference in Washington D.C. on March 10th-12th. On Hill Day, she advocated for the agency's programs and advised representatives of the financial impact of Florida housing authorities have as they pour \$1.3 million into local economies. It was mentioned that HUD intended to shutter 65 field offices including the Miami field office.
4. On March 13th, the Housing Development Law Institute (HDLI) had their first meeting of their legal working group. Ms. Jones-Gilbert participated.
5. On March 18th, Ms. Jones-Gilbert and Mr. Williams attended a county meeting regarding the LaQuinta project. It was a very lively discussion, and the county voted to go forward with supporting the project. Found Care and residents of Century Village were in attendance. Ms. Mejia asked if vouchers would be used for the project. Ms. Jones-Gilbert responded no, the county will invest about \$2.8 million to renovate the property into single resident occupancy units. PBCHA will manage the property.
6. A Homeless Advisory Board meeting was attended on March 20th. Bobby Powell is the new Chair.
7. A Community Action Board meeting was also held on that day.

8. On March 22nd, Schall had a kickoff meeting for the Health Hazard Grant (installation of air conditioners). Most of Seminole and scattered homes are completed.
9. On March 26th, several meetings were held with Commissioners Powell, Woodward, and Weiss detailing the Legacy @45th project.
10. An Agency-Wide meeting was held on March 26th which included lively discussion regarding the agency's financial trends and a team activity involving the agency's S.W.O.T. analysis. The HR Manager also provided ICE training to inform staff of the agency's approach should immigration agents contact staff or residents.
11. The agency will have a conference with the Capital Fund Emergency Disaster grant personnel to try to persuade them to approve the application for \$2.8 million in order to address possible asbestos. This is needed to move forward with HVAC installation.
12. The Quiet Waters deal will be closing tomorrow.

VII. Financial Report

Mr. Fuller reported on the following:

A. Audits

1. The HUD VMS audit was done remotely. The agency provided all the items, so they did not have to come in person. There were no findings but there were some concerns. Some clients were zero HAP (paying full rent) and should have been terminated from the program after six months. The HCVP department has cleared up those items. There were six or seven people that were improperly coded as special purpose vouchers. They have been corrected. There were some port outs that moved to other jurisdictions but were not showing correctly due to an error in the Yardi software. A formal report will be issued after it goes through the Miami Field Office.
2. New South Bay had their audit. It was a clean opinion. Tax returns are being completed.
3. The Banyan Club REAC Owner certification was submitted.
4. The Unaudited FDS for the housing authority was accepted and approved.
5. Clifton Larsen Allen (independent third-party auditors) will be here next week to test the single audit of the housing authority and Banyan Club Apartments as well as the Yellow Book Audit of The SPECTRA Organization.

B. Trainings and Events

Mr. Fuller will attend a Yardi Executive Briefing and PHA Forum in Nashville on April 8th -11th. Issues and best practices will be discussed for the software system.

C. Financials

1. Cash Balances: Need to be built back up as most of the cash goes out of the door at the beginning of the calendar year. The central office non-federal has about \$901,000.00 but due to other accounts having a negative cash balance, it counteracts that. Non-federal is at \$450,000.00 roughly.
2. Unrestricted Public Housing Balances: In January, the balance was \$115,000.00 and \$301,000.00 in February. There is still room for monies to come in as outstanding receivables are pending.

3. Cash Balances for Voucher Programs: The agency has received all of the shortfall funding it requested and has covered all shortfall for the 2024 calendar year. Ms. Jones- Gilbert added that the bill (continuing resolution) gives HUD the authority to use funds from tenant protection vouchers, the admin fee account, the new HUD VASH voucher account, and FYI to offset shortfall. Usually, they wouldn't touch admin fees reserves. They can give the funds to other housing authorities.
4. Budget to Actual Expenditures – Public Housing: Will be reevaluated as there is overspending at some sites (plumbing issues, growth issues).
5. Resident Services Budget to Actual: Jobs Plus is good because it got all money required back. The new FSS award started January 1st, but was not available until March 4th. The agency only ended up giving back \$1,600.00 on the 2024 FSS grant which is significantly better than what was done in the past.
6. 401a and 457b Retirement Plan Administrator: An awardee has been selected and has been sent to Ms. Jones-Gilbert for approval.
7. Value of Plan Assets: An internal committee has been created to go over the retirement plan documents and to ensure service commitments are met.
8. Five-Year Trends:
 - a. Revenue improved by \$19.1 million over the past five years. This is mostly due to the new grants coming into the agency. Tenant rents increased by about \$2 million because SPECTRA purchased the main office building and rents are coming in.
 - b. Expenditures increased \$23.7 million (HAP and salaries). Salaries and benefits five years ago reflect the agency averaging 36 employees but the agency now averages 58 employees.
 - c. Revenues are 89% reliant on the federal government. The agency needs to focus on other sources of revenue.

Ms. Jones-Gilbert added that taking on Windsor Arms will be an opportunity for revenue as it will be property management. Mr. Fuller stated that the agency is working on removing the guarantor at NSBV.

VIII. Development Report

A. Opportunities:

1. Quiet Waters: Ms. McDonald reported that the agency had been getting supervisory management fees. With the sale of the property, the agency should be receiving \$60,000.00 for a flat fee and the MOU indicated that the agency would be third in the cashflow for distribution. The supervisory management agreement was sent to Ms. Jones-Gilbert yesterday for signature prior to tomorrow's closing, but had the agency at the 8th position. Ms. Jones-Gilbert sent it to the attorney to push back.
2. Legacy @45th Street: The cost per unit on apartments in Pahokee is \$319,815.00. It is less expensive to build out there. The county is approving substantially higher cost per unit for traditional construction. The cost per unit for Legacy is lower than \$400,00.00.

The agency met with four commissioners to discuss additional funding needed. This will be on the April 8th agenda. The term sheet was signed.

3. Drexel: HTG received conceptional approval for the Drexel project (188 units are

projected). They also have approval for SAIL funding. The agency has asked them to come back with a pro forma.

4. Ms. McDonald mentioned that County Administrator Verdenia Baker was discussed at the March 11th meeting. She stated that many people showed up to the meeting and spoke in support of her. Ms. Mejia added that Ms. Baker is a hard worker and is the type of public servant that the county needs.
5. Windsor Arms: The agency was supposed to meet with the city on March 26th but it was rescheduled. Armando Fana and Jennifer Ferriol will meet with commissioners to see where they are with their support today.
6. Ms. McDonald and Mr. Williams attended the Partners For Housing PBC Strategic Planning Session (a partnership group). The next session is planned for April 14th. One of the goals is to carve out niches to try to develop a mechanism to get the funding that is needed for housing.

B. Capital Improvement:

1. Mr. Delenda reported that the bids came in for the Scattered Homes Kitchen project and he has currently solicited for the rest of the public housing communities.
2. Ms. McDonald stated that Drexel has lead pipes and they are having some trouble now. She is evaluating how capital funds can be utilized to repair them. Mr. Fuller explained that expenses will also include putting up residents in hotels during repairs.
3. Mr. Delenda reported that the Health Hazard grant training from Carrier is currently being organized (EPA training for maintenance staff).
4. Ms. McDonald added that the Schall paint job is completed and looks fantastic. She will try to get pictures. Ms. Jones-Gilbert stated that the agency is looking at adding landscaping to liven up the look even more.
5. Mr. Delenda reported that the Safety and Security grant (lights and cameras) is 75% completed. Cameras will be delivered shortly. This will be completed ahead of schedule and obligation date.
6. The Dyson Elevators project has been delayed by about seven days due to water intrusion.

IX. Procurement

1. Mr. Kijek reported that the Housing Quality Standards Inspections solicitation has been cancelled. The Plan Administrator is in the CEO's hands for approval. The Scattered Homes Kitchen Upgrades is in evaluation. LIPH Kitchen Upgrades will be reflected on the next report. That should be done by the end of April.
2. The solicitation data slide shows that average size of solicitation packages is now down from 126 pages to 94 pages with links. The average for completion should be 55 – 60 days, but Ms. Pace has been able to keep the average down to 36 days.
3. The Carrier deal has net 60 terms. This will save money for the agency. Also, for every \$50,000.00 spent, there will be a 5% rebate. This is a strategic opportunity to save agency funds.

X. Assisted Housing

A. LIPH

Ms. Wilson reported that the overall occupancy (excluding offline units) for February is 98.2%. Rent collection at the time of reporting was 92.8%, but today the actual is 97% for February rent. Banyan collected 100%.

Every property reported in at 100% for work order completion rate. For Vacant Unit Turn Time, (Banyan had 1) Drexel and Dyson exceeded 30 days due to the extent of repairs in the units.

A manager is still needed for New South Bay Villas. The assistant is doing a good job of holding things together there.

The fungal testing has been kicked off for Schall with a tenant meeting. Testing starts today. The temp units are being shifted over to Schall in an effort to avoid using hotels. There is a backup temp unit at Dyson.

Rent calculation testing has been completed. All managers passed with an 80% or better. There are two assistant managers that have until April to pass the test.

B. HCVP

1. Ms. Thomas reported that the department is over the allotted ABA (Annual Budget Authority). The market rents continue to be a big factor in the higher HAP payouts. Staff is focusing on making sure that rent increases and recertifications are processed timely and accurately.
2. The department has been making great efforts in getting Project Based Vouchers at 100% capacity. For February to date, 37 PBV's have been leased up. Quiet Waters has been the big focus. Ms. Jones-Gilbert added that Quiet Waters must be at 95% occupancy in order to get to project renewal. Many applicants are not willing to move out that far. Ms. Choy asked about the transportation. Ms. Jones-Gilbert stated that Palm Tran goes out there, but by bus, it's a three-hour trip with transfers. It's a 45-minute trip by car.
3. PIC was down at the time of reporting, but as of now, PIC is at 99.47% reporting for February. This is a big dent in the late recertifications.
4. Staffing: There is a possible loss of two specialists plus another specialist will be going out soon on maternity leave. There may also be a specialist going out on military leave.
5. Ms. Bembry reported that there were three staff members that did not meet the 80% requirements for the Rent Calculation exam. There will be a meeting today to discuss because one is eligible to retake the test. The department was at 100% staffing, but a downsize may take place.

C. Resident Services

1. FSS: Mr. Parks reported that an email was received from HUD today stating that the FSS funding should be available in ELOCCS (Electronic Line of Credit Control System). A drawdown request will be made today. Based on enrollment numbers, the agency should be eligible for grant renewal. One participant graduated in February. She has paid full HAP for 180 days and will be purchasing a home with the escrow monies.
2. FYI: The FYI MOU has been signed by ChildNet, Vita Nova, and the Homeless and Housing Alliance.
3. Youth Build: The department is still waiting on the FPO (Federal Project Officer) to approve the widening of the eligible zip codes. There is a meeting on this issue today.
4. NAHRO Competition: 30 submissions of the "What Home Means to Me" calendar project are being displayed outside of the main conference room. The department is waiting on the results.

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

XII. Commissioners' Remarks

There were no further remarks.

XIII. Board Chair's Remarks

Mr. Dumars thanked Ms. Jones-Gilbert for keeping everyone focused despite the daily changes with the current administration.

XIV. Adjournment

Ms. Mejia motioned to adjourn the meeting. Ms. Choy seconded the motion. Mr. Dumars adjourned the meeting at 9:29 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its April 22, 2025 meeting