



## MEETING MINUTES Tuesday April 23, 2024

### I. Call To Order

Ms. Choy called the Board meeting to order at 8:05 AM on April 23, 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, HR Manager Josselyn Swindell, Movico Loop Principal Byron Jones Member of the Public C. Ealy, 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 (March 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

#### A. Training and Events

- Ms. Jones-Gilbert reported that April is Fair Housing Month and the 56<sup>th</sup> Anniversary of the Fair Housing Act.
- April 8<sup>th</sup> - 10<sup>th</sup>: The NAHRO Washington Conference on the Hill convened. Insurance and HOTMA changes were two of the major topics.
- On April 18<sup>th</sup>, the county's advisory board on affordable housing was attended to address the challenges authorities face. A Housing Advisory Board meeting was also attended on that day. The Point In Time survey was released that showed homelessness is up. The Supreme Court is deliberating a case on arresting the homeless.

The PBCHA was made aware that it was not recommended for funding for the Drexel property and the Union project.

- Ms. Jones-Gilbert and Ms. McDonald attended a Partners For Housing brunch. The CRA and Adapt a Family also participated.

## **B. HUD Updates**

- On April 10<sup>th</sup>, HUD released its proposed rule for applicants with criminal records. This relaxes screening requirements.
- On April 16, HUD sent a notice on admin fees for the Veterans Assisted Housing Program (VASH). PBCHA has 15 VASH vouchers and has applied for more.
- HUD senate hearings were held on April 16 and HUD formed internal working groups to address the rising housing costs (property insurance and taxes).
- On April 16<sup>th</sup>, the FSS mandatory training was released. Staff must complete training by July 31<sup>st</sup>.
- HUD published the FYI competitive notice on April 22<sup>nd</sup>. It plans to make 20 awards. Wendy Tippet is a champion for PBCHA and verbalized that PBCHA provided 75 Mainstream vouchers so that families would not be displaced. She is excited to partner with PBCHA on this effort.
- The agency received notice that it is on an 18-day watchlist for capital funds.
- A meeting is scheduled with Linda Odom to discuss greater collaboration with the City of West Palm Beach and to make sure communications being sent are accurate.
- The agency will meet Wingate (Quiet Waters buyer) on April 25<sup>th</sup>.
- On April 26<sup>th</sup>, one or two residents will be sent to training in Birmingham, Alabama to help them build capacity to have resident councils.
- Nan McKay Rent Calculation training will be held onsite on April 30<sup>th</sup>. It will also include HOTMA training for calculations.

## **VII. Assisted Housing**

### **A. LIPH**

Ms. Wilson reported on the following:

- Programs:
  - She attended a HOTMA training conference two weeks ago. The changes are extensive.
  - Rent Collection: For Public Housing is at 96.3% overall with Banyan, Schall, and Drexel leading at 100%. Scattered and Seminole are at 93% and 93%.
  - Occupancy: Overall is at 96%. Banyan is at 99.3% with only 1 vacant. Ms. Jones-Gilbert added that HUD is pushing vacancy. Ms. Choy asked what has been hindering the agency (in that regard). Ms. Jones-Gilbert replied that it's insurance and rehab costs. She stated that Mr. Delenda has walked through the properties and Ms. McDonald added that the agency will solicit a general contractor very soon.
  - Ms. Wilson stated that she met with staff to discuss unit turnover. Several units require repair and she is expecting several move-ins by the end of the month. A conversation ensued regarding the Health Hazards grant (central air conditioning).
  - Work Order Completion: The on-time performance is at 100% at two sites. Scattered sites numbers brought the overall score down. All other sites are doing well.

### **B. HCVP**

Ms. Bembry reported that:

- Voucher Utilization: terminations for April and tenants that are unhoused while searching are included in the numbers.
- Units Leased for the Month: 30 new applicants moved in. There were 7 End of Programs (EOPs). Of the total EOPs, 14 were for prior months. That number should continuously increase.
- PIC: There was a decline in PIC (94.41%). It's almost where it should be and there is a strategy in place.
- Ms. Thomas reported that there is a strategy to get late recertifications cleaned up. As of yesterday, January 2020 to May 2024 shows 560.
- Staffing: Carlisa Thomas has come on as the agency's new HCVP Director. The agency still needs an HCVP manager and one housing specialist. The department will work backwards to ensure that they do not get further behind. Some information in the system is incorrect (next re-exam date). Ms. Choy asked how long it would take. Ms. Thomas responded that she is pushing towards 60 days. Ms. Jones-Gilbert added that the department has been contacting clients to advise that the recerts are required.
- Waitlist: Ms. Jones-Gilbert announced that the waitlist for Covenant Villas will be open May 10<sup>th</sup> – 17<sup>th</sup> for online applications.

### **C. Resident Services**

- FSS: Mr. Parks reported that all files have been audited. The department had a lot of turnover so they wanted to ensure that all corrections were made.
- FSS training is required to be completed by the end of May.
- ROSS:
  - The agency is still waiting to hear back on the renewal of the grant. HUD is to inform by May 31<sup>st</sup>.
  - PBSO reached out to the ROSS coordinator about putting on a flag football tournament for Dyson.
- Jobs Plus:
  - This program has a year and half left. The agency has been communicating this to the residents.
  - Mr. Melhado reported that for March, JPEID Disregard- \$50,047.00. The agency dispersed about \$225.00 worth of bus passes to participants.
  - A community coach has enrolled in Kaiser College and the department will reimburse that tuition. A Dyson resident (who had not worked in over 10 years) has also enrolled to get her HHA. Another Dyson resident secured employment at Pediatric Associates.
- Foster Youth to Independence: Mr. Parks reported that FYI is still getting referrals but it's difficult to get the participants housed. The housing navigator will be helping them.
- YouthBuild:
  - Ms. Parks reported that the YB Job Developer has started employment and the Housing Success navigator has been out in the community and in Belle Glade.
  - A drone event was held at Seminole partnered with StaarTech. A certified drone operator gave a demonstration and children received drones. Mr. Melhado especially thanked Fabie Moleon for coordinating the event. Ms.

McDonald added that the Resident Services department did a great job with this event.

## VIII. Finance

Mr. Fuller reported that:

### A. Departmental Highlights

- The operating subsidies (from HUD) came back last week and it reduces AMP 2 and AMP 6 by \$60,000.00. There was miscommunication (JPEID takes into account the reductions). This was discussed with HUD, HUD is in agreement and corrections were made.
- The NSBV audit is complete and was released. The \$140,000.00 expenditures were mostly due to insurance. When cash flow is received, monies will be given to each partner to pay some of the deferred developer fee interest. This must go to R4 for approval. The annual fees was not paid to R4 and will not be paid until there is cash flow. Rent amounts were also being looked at.
- Banyan Club's audit report is being worked on now. The auditors were on site the first week of April.
- PBCHA had their audits as well. The agency will continue to have the same findings because it was already 9 months into the year when the agency got the report. The agency was able to locate all files.
- 5 interviews are set this week for the Director of Finance position.

### B. Operational Highlights

- Unrestricted Cash in Public Housing: In March, this finally came out of the red. Will continue to have that cash grow.
- Unrestricted Cash Future Affordable Housing: Cherry Hill sale and Marshall Heights has \$3.1 million in the account.
- Restricted Net Position Vouchers: This is \$393,000.00 short. This is what HUD owes the agency for HAP monies (per unit costs going up). The numbers are reported a month behind.
- Revenue Vs. Expenditures in Public Housing: Most of the public housing properties are doing as anticipated with the exception of Seminole and Scattered. Scattered sites have a lot of work that needs to be done.
- Cost Reimbursement Programs: This is for the FSS, YouthBuild, Jobs Plus, and ROSS programs. The agency has not been able to draw down any money from FSS because it's not received in the eLOCCS. About \$40,000.00 in FSS monies should be available next month. For YouthBuild, the agency is still fighting with the Department of Labor because they kicked back the deposit form. It should be available this week. The ROSS grant is getting read to end in 3 months. \$60,000.00 is still in the grant so there is a need to ensure that an FTE was charged throughout the grant period.
- Inventory: Values are extremely high at the sites. A meeting was held with management and maintenance staff to discuss expectations, cleaning up inventory, and purchasing.
- Aged Receivables-Vouchers: Is a revolving door- as soon as collections are made, more outstanding receivables are found. Letters are still being sent and accounts are being sent to collections.

Ms. Choy asked what are the top 2 concerns. Mr. Fuller responded receivables and

filling the director position ( 2 accountants will be gone after retiring next month). Still finding out at recertification time that some clients are not in the units. Those will be sent to collections.

## **IX. Procurement**

Mr. Little reported on the status of the following:

- Indoor Post Mediation Repairs: This rebid is pending response for a piggy back. Requested information should be received within 2-3 days.
- Exterior Painting of Residential Buildings and Leasing Office at Schall Landing Apartments: Closed.
- Schall Roof: Closed
- Seminole Circle Safety and Security Lights: Will close on May 6<sup>th</sup>. Was broadcast to over 1,000 vendors.
- Drexel Meter Stack and Circuit Replacement: Awarded.
- Dyson Elevator Professional Architectural & Engineering Services (A and E): had one bid in. Not awarded. m 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.

## **X. Development**

**A. Development Opportunities:**

- HTG: Ms. McDonald reported that HT provided 2 applications for the bond RFP to the county. They were not selected and they protested. The Union on Broadway will be selected for funding. They will ask for vouchers. The agency will receive developer's fee of no less than a million. The Drexel project was not selected. That was protested as well. The county wanted to select shovel ready projects. The zoning letter was not done and needed exceptions were not provided. Ms. Jones-Gilbert and Ms. McDonald will meet to discuss strategy for Drexel.
- Waterview Apartments: Dan Walesky is involved with this project. It was recommended for funding. The agency will attend the county meeting to provide support as needed.
- The agency was not selected for the HLC Housing Heroes award.
- Ms. McDonald met with Integral regarding revisiting the bond solution.
- The agency has asked TAAG to give the comprehensive plan on how to grow the agency's portfolio. This should come back over the next few months.

**B. Cap Funds**

- The agency is 18 days away from the obligation. Based on Mr. Little's report regarding the elevator, the agency will have over \$1.9 million and will meet the deadline.
- The Safety and Security grant must be obligated by September 2024. There are solicitations out regarding that (Dyson rear walls and major reno for the scattered

sites).

### **C. Staffing**

Ms. McDonald shared the numerous trainings attended by her and Mr. Delenda. Ms. McDonald is working to fill the Director of Real Estate position. Ms. Jones-Gilbert asked Ms. Swindell to give a brief report on staffing. Ms. Swindell reported that the agency is currently at 9 vacancies. The agency is seeing an increase in qualified candidates, but salaries and expectations are the obstacles. The agency has teamed up with AARP and will have two volunteers who will be contributing to the front office and HCVP program. Ms. Jones-Gilbert added that the AARP program is funded by the government and is a win-win. Ms. Choy added that it is great to have seniors that still want to participate in the work environment.

### **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**

Mr. Dumars circled back to the Public Comment as a member of the public joined virtually after the public comment period had passed. Ms. Ealy had a question regarding an interim recertification that needed to be processed. Her information was taken for the staff to contact after the Board meeting.

Ms. Mejia thanked Ms. McDonald for representing the agency at the Mayor's Ball. She remarked that it is important to continue to form partnerships as support is needed from all agencies.

### **XIII. Board Chair's Remarks**

Ms. Choy thanked the staff on the behalf of Mr. Dumars and stated that the team should make sure that the staff knows the value that they bring to the organization. She also remarked that Ms. Swindell is an asset to help the agency bring in the staff it needs. thanked the staff.

### **XI. Closed Session**

The Board went into closed session to discuss pending litigation.

### **XII. Resolution 1046 (Approving Certain CFP Grant Contracts Exceeding \$100,000.00)**

The Board entered into open session and Ms. Choy adjourned the PBCHA meeting at 9:47 AM. while Mr. Dumars reconnected to attend the meeting electronically.

Once all were reconnected, the PBCHA Board meeting reconvened at 10:27 AM. Ms. Jones-Gilbert presented Resolution 1046. Ms. Choy had questions regarding the Schall doors. Ms. Choy also asked if the Dyson elevators were new. Ms. Jones-Gilbert responded that they were. Ms. Mejia asked if there was a guarantee of maintenance for a period of time in the contract. Ms. Jones-Gilbert responded in the affirmative.

Ms. Mejia moved to approve the resolution. Ms. Choy seconded the resolution. All were in favor.

### **XIII. Adjournment**

Ms. Choy adjourned the meeting again at 10:30 AM

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its May 21, 2024 meeting