



MEETING MINUTES Tuesday May 21, 2024

I. Call To Order

Mr. Dumars called the Board meeting to order at 8:00 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, CDO Tammy McDonald, HCVP Director Carlisa Thomas, Deputy HCVP Director, Yvette Bembry, HCVP Deputy Director Carlisa Thomas, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Jobs Plus Manager Clayon Melhado, YouthBuild Program Manager Stephanie David, Contracts and Procurement Manager LaQuavial Pace, Capital Improvement Manager Claude Delenda, HR Manager Josselyn Swindell, Movico Loop Principal Byron Jones, Legal Counsel Kaye-Ann Baxter, Member of the Public Alquanna Smith, Administrative Assistant/Compliance Officer Toryn Mathews-Dunlap, 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 (April 23, 2024)

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

V. Public Comment

There was none.

VI. Report of the CEO

Ms. Jones-Gilbert reported on the following:

- Rent Calc training was held onsite with Nan McKay. Staff needed to score 80% or better on the exam. 100 training hours are required for frontline staff, 200 for managers and directors, and 300 for executive staff.
- On May 7th: The PBC Commissioners meeting was attended. The agency had three projects on the agenda for the housing bond applications. The agency's Annual and 5-yr Plans went on public review and were also submitted to the County for review.
- Ms. Jones-Gilbert, Mr. Fuller, and Ms. Bembry will attend a Yardi Forum and Ms. Jones-Gilbert will sit on a panel to improve Yardi functionality. Ms. Jones-Gilbert was chosen to sit on the panel due to the agency's success with Yardi Resident Services.
- Ms. Jones-Gilbert thanked Ms. Choy for attending the public meeting for the disposition of the two eminent domain properties on May 20th.
- The office will be closed on Monday, May 27th for Memorial Day.

- On May 13th, Ms. Jones-Gilbert attended an onsite tour of 50,000 square feet near Jupiter. The County is looking at utilizing the property for homeless services and possibly having container housing at the adjacent lot.

VII. Assisted Housing

A. LIPH

1. Report

- Programs:
 - Work Orders on time completion averaged 98.1% (excluding South Bay).
 - Rent Collection: After counting late payers, for public housing is at 91.5% overall with Banyan at 99.7%. The other properties are doing well.
 - Occupancy: Overall is at 97% for public housing. Seminole, Drexel, and Scattered have 1 vacant. Dyson has 7 vacants.
- Staffing:
 - One assistant asset manager is needed and one maintenance tech is needed.
- HUD Updates:
 - Notice of NSPIRE inspection for Dyson was received for June 5th and June 6th.
 - The agency is pending a response regarding its appeal for a change in the previous REAC score.

2. Resolution 1049 (Approving New Utility Allowances for PH)

Ms. Wilson advised the Board that utility allowance increased and it would result in a slight decrease in the residents' rents. She asked the Board to approve the new Utility Allowances for Public Housing.

Ms. Choy motioned to approve Resolution 1049. Ms. Mejia seconded the motion. All were in favor.

B. HCVP

Ms. Bembry reported that:

- HAP declined in April.
- Units Leased for the Month: Showed a slight increase. The agency received 17 of the 75 referrals for the Mainstream program and will have an additional 25 coming from the County. The department pulled off of the waitlist for Covenant Villas (23 vacants).
- PIC: Showed a slight increase. Ms. Bembry spoke with staff to ensure they will purge files. The amounts of files previously processed (15-18 per day) is now down because of the needed purging.
- Staffing: Staff attended rent calc training. Hopefully all did well. There was a lot of new information related to HOTMA.
- Ms. Thomas reported that the recent cleanup is going well with continued assistance from FSS and Public Housing. She found that a lot of "late" recerts were actually due to incorrect next re-exam date and no inspection noted on Yardi.

C. Resident Services

- FSS: Mr. Parks reported that the department has identified about 14 participants that need to be off the program. The participants need to bring in supporting documents. The department is constantly enrolling public housing and HCVP participants.
- ROSS:
 - The agency is still waiting to hear back on the renewal of the grant. The financial report is due on August 24th. All monies were not spent for the grant. Did not expend all funds (salary or training).
- Jobs Plus:
 - JPEID is constantly rising. Mr. Melhado stated that \$40,000.00 in rent were excluded for tenants at Seminole and Dyson.
 - A STEM event was held in April. Drones were demonstrated and provided to the children.
 - Two residents (at both sites) are enrolled in secondary institutions.
 - An additional two residents are in the Dress For Success Employment Readiness program.
- Foster Youth to Independence: Mr. Parks reported that 27 are housed, 6 are in searching, and 3 are in intake. The department's goal for FYI is to have 66 housed by the end of the year.
- YouthBuild:
 - Ms. Parks reported that the department is focused on enrollment. Commitment from students is an issue. Ms. David reported that 11 are enrolled. Two students graduated from the Lift Up Soup Kitchen program (culinary track).
 - YB Report was submitted on May 15th.
- Housing Navigator:
 - Received 28 referrals in April. 15 are searching. The navigator is constantly connecting with landlords.
 - The navigator updated all New South Bay Villa resident's emails and makes her contacts with clients through the TAAG system.

VIII. Finance

Mr. Fuller reported that:

A. Departmental Highlights

- The audit report should be completed by next Board meeting. There should be a finding in HCVP and in public housing.
- Joseph George retired early (last week) and Melinda Rodriguez will retire on June 13th. Two top candidates have been narrowed down for Director of Finance.

B. Operational Highlights

- Mr. Fuller reviewed the financial report and stated that for Non-Federal Cash: Is steadily declining. There is not a lot of revenue coming in from Admin/Development (supervisory and management fees – McCurdy and Westgate). The agency needs to find ways to beef up that revenue.
- Cash in Public Housing: Is steadily growing back up again. The department needs to concentrate on collecting rents owed. There could be \$100,000.00 more in cash if (all) rents were collected.

- **Restricted Net Position Vouchers:** There is an increase in per unit costs. The agency just received the HUD Notice of Funding. In 2024, it was \$36 million just for the voucher program itself. HUD pulled back some because the agency had too much in reserve. It is very hard for people to find available units even with a voucher. The agency will advise HUD that it takes about 9 months sometimes to find a unit.
- **Revenue Vs. Expenditures Non-Federal:** The last time the agency received cash flow (from Covenant Villas) was in December.
- **Revenue Vs. Expenditures Public Housing:** In April, the agency drew down capital funds monies.
- **Revenue Vs. Expenditures Vouchers:** For the admin function, the agency is bringing in more in revenue that was spent out. Three vacancies are causing variances for the department.
- **Budget to Actual Resident Services:** The agency had meetings with its property managers to go over budgets, but did not meet with other departments on an ongoing basis. This will be done going forward.
Mr. Parks stated that at issue is the fact that Resident Services was down by one staff member at the beginning (of the program year) He added that Resident Services will give back \$40,000.00 in ROSS funds. Mr. Fuller pointed out that Jobs Plus isn't bad.
Ms. Choy asked if Mr. Fuller was able to get back into meeting with managers considering the staffing situation. Mr. Fuller responded that it must be done – even if it's a 20 minute call.
- **Inventory Valuation:** Protocols are in place to fix external issues. Maintenance is working on this as well. Ms. Wilson stated that standardization meetings with managers will start today. Mr. Fuller continued by saying that if anyone has excess, it can be transferred to other sites.
- **Aged Receivables Vouchers:** Finance is trying its best to collect. The HCV department has been diligent about flagging tenants on hold when a Notice to Vacate is received. Ms. Choy asked what the success rate was for recouping funds. Mr. Fuller responded about 20%.

IX. Procurement

Ms. Pace reported on the status of the following:

- **Dyson Elevator Professional Architectural & Engineering Services (A and E):** The solicitation was cancelled.
- **Drexel Meter Stack and Circuit Replacement:** Awarded
- **Exterior Doors at Schall:** Awarded
- **Seminole Circle Safety and Security Lights:** Cancelled and reissued separately.
- **Indoor Post Mediation Repairs:** A favorable pre-bid conference was held.
- **Exterior Painting of Residential Buildings and Leasing Office at Schall Landing Apartments:** Closed.
- **Fire Alarm at Drexel and Dyson:** Solicitation has gone out.
- **Safety and Security:** Has been separated out. Should be received June 18th.
- had one bid in. Not awarded. m Got no bids. Extended until April 1st. Reached out

challenges.

X. Development

- Ms. McDonald reported that she and Ms. Jones-Gilbert attended the May 7th PBC BCC meeting. Seven projects were recommended for funding. 983 units were recommended. 324 were approved. The agency met with Jonathan Brown last week to discuss what happened at the meeting. There is a possibility of educating newer commissioners at the June 4th BCC meeting regarding all the components that go into the stack.

Mr. Dumars asked if when they discussed the 50% cap and did they adopt a rule at that meeting. Ms. Jones-Gilbert replied that they gave a directive to staff to go back to developers to get to 15% down. Ms. McDonald added that for affordable housing, it needs to be higher. Mr. Dumars asked what were the rules to expend the monies. Ms. McDonald responded that the rules have some ambiguity. She added that HLC adopted a Housing For All Plan that was not adopted by the BCC. The agency will make its case on June 4th.

Ms. McDonald stated that the agency will meet with HTG, Dan Walesky, and the Waterview Group to strategize as developers in collaboration. Mr. Dumars advised all that a lot of nursing homes and senior facilities were closing due to property insurance and other costs.

- Quiet Waters: Ms. McDonald met with the Wingate Group. The agency may want to go in another direction (not ownership, but management). The management structure would have \$1.2 million guaranteed. It would allow for third position in the waterfall. The negative however, is that the agency would have very limited control, no sharing of net income, and substantial investment of vouchers. She recommended to enter into an asset management agreement.

Ms. Choy stated that she needed more information to make a decision. Ms. McDonald said she would need to get back to the partners as soon as possible because they would have to find a replacement if the agency was not involved.

A. Cap Funds

- Mr. Delenda was pleased to report that FY2022 was fully expended as of April 29th (before the May 11th deadline). The Seminole project was slightly delayed due to permits pending from the County.
- \$638,000.00 has already been obligated for the 2023 Cap funds. About \$800,00.00 to go before February 16th, 2025.
- Weekly GC meetings are ongoing for the Housing Health Hazards grant.
- For the Drexel Meter Stack project, the GC is now within the 145-day requirement.
- Ms. McDonald stated that she met on May 14th with the Business Equality Office (small business arm of the City) along with the school board. This is an effort to increase vendor pool so the agency can have enough proposals.
- The 2024 Cap Fund award has been received for \$1,443,750.00. The department will start the process of that Cap fund budget.

B. Staffing

Ms. McDonald shared that she and Mr. Delenda attended EPIC training.

The Director of Real Estate and Development should be starting on June 10th.

XI. Resolution 1047 (Acquisition of Properties by the FDOT)

Ms. McDonald advised the Board that the agency got FDOT to come up to the appraised

value for the partial taking on one of the properties related to the FDOT I-95 Widening Project. Both properties have now gone through all HUD processes and would now need Board approval to be sold as related to eminent domain.

Mr. Dumars motioned to approve Resolution 1047. Ms. Choy seconded the motion. All were in favor.

XII. Resolution 1048 (Loan from PBCHA to TSO for Legacy)

Mr. Jones advised the Board of the that there was a need for a loan related to the Legacy project. He provided details for a loan of \$2.5 million at 4.5% for a 7-year term. Ms. McDonald asked the Board to approve the resolution and requested that the amount be increased to \$2,615,000.00. Ms. Choy moved to approve the modified resolution. Ms. Mejia seconded the motion. All were in favor.

XIII. 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.

XIV. Commissioners' Remarks

Ms. McDonald advised the Board of a pre-application meeting regarding Drexel that was scheduled for June 5th at 2:30 PM. She requested that at least one of the Board members be available to meet with Housing Finance Corp. Mr. Dumars and Ms. Choy stated that they were both available. Ten points would be given on the application if at least one Board member was in attendance.

XV. Board Chair's Remarks

Mr. Dumars had no further remarks.

XVI. Adjournment

Ms. Choy motioned to adjourn the meeting. Ms. Mejia seconded the motion. All were in favor. Mr. Dumars adjourned the meeting at 9:33 AM

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its June 27, 2024 meeting