



MEETING MINUTES

Tuesday, June 24, 2025

I. Call To Order

Mr. Dumars called the Board meeting to order at 8:01 AM on June 24, 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, 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, HR Manager Josselyn Swindell, HCVP Deputy Director Yvette Bembry, AMA Consultant Kylie Desire, Legal Counsel Kaye-Ann Baxter, and Executive Administrative Assistant Maxine Gayle

III. Approval of Agenda

Ms. Jones-Gilbert requested that the agenda be revised to include a presentation of the FY2026 Draft Annual Plan. Mr. Dumars called for a motion to include the Draft Annual Plan as part of the agenda. Ms. Choy motioned to approve the revised agenda. Ms. Mejia seconded the motion. All were in favor.

IV. Approval of Minutes (May 27, 2025)

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

V. Public Comment

There was no public comment.

VI. Report of the CEO

Ms. Jones-Gilbert reported on the following:

A. HUD Updates

1. On June 3rd, Banyan scored 85% on its NSPIRE Inspection.
2. The Resident Advisory Board meeting for the FY26 Annual Plan was held on June 17th at Drexel. Mr. Parks' team created QR codes to aid with the advocacy effort.
3. The public meeting for the FY26 Annual Plan is scheduled for June 26th.

B. Trainings and Events

1. On June 4th, the agency met the new YouthBuild team (new Federal Program Officer and staff) and discussed the dissolvment of Job Core and what it may mean to the future of YouthBuild. Funds will continue to be dispensed.
2. On June 6th, the agency accompanied the county to a meeting at Century Village to discuss property management at La Quinta. Every effort will be made to ensure that there is no disruption to the Century Village property.

3. Ms. Jones-Gilbert, Ms. McDonald, and Mr. Williams attended the Council of Large Public Housing Authorities (CLPHA) meeting in Atlanta from June 11th-13th. The Innovations in Affordable Housing Design competition winner was the team from Berkely. They presented their model. The group also toured the Atlanta Housing Authority who is a major collaborator on developments (closing 12 deals).
4. Another La Quinta meeting with the county is scheduled for today.

VII. Financial Report

Mr. Fuller announced that the agency would be going electronic for all tenant payments as of July 1st. As of October 1st, the agency will no longer receive rental payments at the sites. The agency is also working on going to electronic work order requests. Mr. Fuller reported on the following as well:

A. Financials

Not much has changed. The department is monitoring cash and expenditures.

B. Audit Report

Mr. Fuller discussed all aspects of the PBCHA audit and stated that the programs did well overall. Reports came back unmodified from a financial aspect with no findings. There was a material weakness in the HCVP cluster (eligibility).

1. Financial Audit: Unmodified.
2. HCVP: Even with the HCVP material weakness, there is a marked improvement in HCVP compliance (eligibility moved from 82% error to 53%). Inspection errors also got a lot better (80% error to 53%). PIC errors showed a significant decrease (from 40% to 5%).

There was an 22% increase in HAP over the last two years.

HOPWA had one significant deficiency and there was none last year.

3. LIPH: 4,985 units were leased last year. The working capital has gone down by 1.8% this year. The reason it has gone down is due to using reserves (the cost of insurance and the cost for maintenance of the units have gone up).
4. New Pronouncements: Statement 103 will affect PBCHA next fiscal year. What is deemed as required supplemental information is now restricted to five subject areas. Statement 104 addresses disclosure of capital assets and will also affect PBCHA next fiscal year.

Ms. Choy remarked that this was a good job on audit findings. Mr. Dumars asked for a motion to accept and approve the Financial Audit, and the Single Audit for PBCHA FYE 2024 as stated. Ms. Mejia moved to accept and approve the audit as presented. Ms. Choy seconded the motion. All were in favor.

VIII. Development Report

A. Opportunities:

1. Waterview: Ms. McDonald reported that the closing date is the end of July for bonds.
2. Drexel: The counteroffer was received from HTG and would be discussed in closed session.
3. COC Builds Grant: Will be for La Quinta.
4. Windsor Arms: The owner placed the property for sale without notifying the agency or the city.

B. Capital Improvement:

1. Health Related Hazards Grant: Mr. Delenda reported that the agency will start installing exhaust fans and air conditioners at the scattered sites this week. Ms. Jones-Gilbert added that the agency submitted an application for \$1 million in emergency disaster funds for mitigation at Dyson prior to the installation of air conditioning. Ms. McDonald informed the Board that Mr. Delenda took Capital Fund Specialist training offered through Nelrod and scored 98%.

Ms. McDonald was presented with the Woman Of Impact award this weekend by the ICABA organization. ICABA is a Broward and Palm Beach County based company that connects and empowers accomplished black professionals, entrepreneurs, and community leaders.

IX. Procurement

Mr. Kijek reported that his department is working on the Emergency Removal and Abatement of Asbestos project and it's ready to be released. The Low Income Public Housing Kitchen Upgrades is due today. The HQS Inspections Services RFP is out there. It did not make it to this Board report because approval was received after the report was compiled.

Mr. Kijek shared DemandStar reporting and stated that it's a challenge to get more than five bids. There's another event coming up to interface with the public and he will attend to market the agency and provide information on how to do business with PBCHA. Ms. Choy stated that continuing to be proactive is a great tool.

X. Assisted Housing

A. LIPH

Ms. Wilson reported that not much has changed since the last report. Rent collection is at 93.7% and occupancy is about the same as the previous months. PIC reporting is at 98.4% with eight late recerts at Drexel. That was due to an issue in Yardi that is being corrected. There was a slight increase in total account receivables. On time work order performance is 98.7%.

Currently, one maintenance tech is on medical leave. There is one open maintenance position at Dyson and a manager position at Drexel.

Ms. Jones-Gilbert added that the agency has not received any notification of NSPIRE inspection for LIPH.

B. HCVP

Ms. Bembry reported that there was an increase in the HAP for tenant-based, mainstream, and Emergency Housing vouchers. The department continues to monitor this and a shortfall meeting with the HUD representative has been set.

Units Leased focus remains on the project-based vouchers. There are 24 vacancies with Project Based Vouchers (eight of those are Quiet Waters units unavailable due to renovations).

Waitlist: The agency is going to open the waitlist for Lake Worth Towers and New South Bay Villas because the waitlist at NSBV has been exhausted and there are vacancies. Ms. Jones-Gilbert added that the department will do a "Save My Spot" purge to ensure that applicants are still interested. She further added that the agency will establish a preference for properties in Belle Glade/South Bay to people who actually live in the area. The waitlist will be purged annually.

PIC Reporting: Ms. Bembry stated that PIC is at 101.3%. Ms. Jones-Gilbert remarked that the percentage was excellent. Ms. Bembry stated that that for May, the department was able to collect \$4,263.73 in fraud repayment agreements.

Audit: Good progress, but she is currently QCing eligibility files at 100%.

Staffing: The department is interviewing for the Housing Specialist position.

Ms. Jones-Gilbert stated that the team did a great job with the audit, and the use of technology really helped to increased accuracy. She saw the return on the investment of going to the Yardi platform. The workflows didn't allow staff to miss a step. This was truly leveraging human capital and technology for improvement and efficiency.

C. Resident Services

1. FSS: Mr. Parks reported that the renewal application is due on June 30th and the action plan is being updated.
2. ROSS: Hosted Fraud Prevention Bingo at Drexel. It was a success and a resident survey was sent for feedback.
3. Jobs Plus: A food drive was held at Dyson. People who were not even on PBCHA housing were there. The department is monitoring the budget and is spending down funds as appropriate.
4. FYI: The program is constantly getting referrals. There was a discrepancy with HUD where seven vouchers were approved, but fourteen were requested.
5. Youth Build: The department met with the new Federal Program Officer and discussed the issue of the previous FPO not submitting documents for the zip code expansion appeal.

The youngsters pitched an idea for building a shed for PBCHA. It is approved, so they will start on it. Ms. Choy asked where it would be placed. Ms. Jones-Gilbert stated that it would be portable, so it will be used to share information, take to public meetings, used as a marketing tool or pop up office.

Even though the YouthBuild audit was cancelled, Mr. Parks is still prepping as if it were to still happen.

6. The department is looking at applying for a Department of Justice grant (domestic violence against women).

XI. Annual Plan Presentation

Ms. Jones-Gilbert presented the PBCHA Draft Annual Plan for FY2026 and advised the Board that a Resident Advisory Board meeting was held and comments were received. The PowerPoint presentation to be shown at the public meeting scheduled for June 24th was shared with the Board. She advised the Board that the agency is actively working on ensuring that all presentations are interpreted into Spanish and Creole.

A major change that affects the annual plan is the Housing Opportunity Through Modernization Act (HOTMA) because it is a comprehensive overhaul of all programs (rent calculation, assets, dependent allowances, elderly allowance). The implementation date is July 1st. Another change is that agencies must list projects that would utilize project-based vouchers. Ms. Jones-Gilbert advised the Board that she encouraged residents at each meeting to advocate for housing programs.

Ms. Choy asked about the overall response. Ms. Jones-Gilbert said there was an overwhelming response regarding the impact of the HUD budget. She provided the residents with QR codes for advocacy.

XII. Closed Session

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

XIII. Commissioners' Remarks

Ms. Jones-Gilbert announced to all that this would be Ms. Choy's last Board meeting as a PBCHA Commissioner. She thanked Ms. Choy for her commitment to PBCHA and advised her that a brick would be placed at the front of the main office building in commemoration of her many years of service. Ms. Jones-Gilbert said she would never forget the support Ms. Choy provided to her from the very first day she began as PBCHA's executive director. She said the town of Jupiter had gained a jewel.

Ms. Choy stated that it was an honor to serve on the PBCHA Board of Directors for almost nine years. She said that it was a pleasure to watch the agency make a turnaround under Ms. Jones-Gilbert's leadership and Ms. Jones-Gilbert was a HUD superstar. She congratulated Ms. Jones-Gilbert and staff for a job well done. She asked the team not to count her out because although she would be taking on a huge task on the Town Council of Jupiter, she would continue to watch the journey and would provide support for the housing authority whenever possible.

XIV. Board Chair's Remarks

Mr. Dumars stated that Ms. Choy has been steadfast in her position day in and day out, and has always supported the residents. He added that she has impacted the community at large and he was proud to say that he worked with her. He continued by saying that he was sad to see her go, but Jupiter is gaining a dynamic person. He asked that Ms. Choy not forget about the agency, but continue in her advocacy.

XV. Adjournment

Ms. Mejia motioned to adjourn the meeting. Ms. Choy seconded the motion. Mr. Dumars adjourned the meeting at 9:23 AM.

Minutes submitted by: Maxine Gayle

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