



## MEETING MINUTES

Tuesday June 25, 2024

### I. Call To Order

Mr. Dumars called the Board meeting to order at 7:59 AM on June 25, 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, COO Cheryl Lewis, 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 Clayton Melhado, YouthBuild Program Manager Stephanie David, Contracts and Procurement Manager LaQuavial Pace, Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HR Manager Josselyn Swindell, Quality Control and Compliance Manager Nicole Aiken, Legal Counsel Kaye-Ann Baxter, Temporary Staff Maquisha Encarnacion, 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 (May 21, 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:

- HUD Updates
  - Hud has delayed the deployment of the Housing Information Portal (HIP, new software platform) with no definitive date for release.
  - Also delayed is the Housing Opportunities Through Modernization Act (HOTMA). The agency addressed the HOTMA updates in annual plan meetings because of major changes to deductions..
  - NSPIRE was also delayed. Was to become effective 10/1/2024 but will be in effect in 2025.
- Programs
  - On 7/11, Ms. Jones-Gilbert had an all-day site visit of NSBV. Walked through all 11 vacant units. Concerns with vacancy. Ms. Wilson is working with the staff to move this property forward. Ms. Choy asked about the

timeline to move forward. Ms. Jones-Gilbert responded that the property need to have the vacancies leased up by end of August the latest. Rent collection will also be looked at between Ms. Wilson and Ms. Lewis.

- The ROSS grant renewal was received at \$237,000.00.
- **Trainings and Events**
  - Ms. Jones-Gilbert attended the CEO Roundtable in Columbus, Ohio. Visited the Columbus Housing Authority, possibly the most innovative housing authority. Their CEO promises to add 1,000 units to the portfolio annually. They have built up their market rate portfolio. She visited a community for victims of human trafficking and another community for foster youth aging out of foster care. CEOs for Chicago, Las Vegas, and King County were also present. Columbus HA has \$42 million in non-federal reserves and they are able to issue \$200 million in bonds annually. They market their brand. They are willing to bring their toolkit to work with PBCHA. They have a 98% employee retention rate.
  - On 6/3, Ms. Jones-Gilbert and Ms. McDonald went back to the County Board of Commissioners. Their agency was not able to get the leveraging to the 15% cap, however partners stood and presented the facts and a clip of Ms. Jones-Gilbert speech was broadcasted in the news. After the presentation, Verdenia Baker asked the agency to present on the voucher program. That will occur on 7/9. Housing authorities countywide are putting together a collective PowerPoint presentation and Ms. Jones-Gilbert will be the spokesperson.
  - A Resident Advisory Board meeting was held on 6/12 with overwhelming attendance (over 100 people were in the room). The annual plan and HOTMA changes were discussed. Most feedback received on the intent to change the occupancy standards. Head of households will get their own room and the rest of the family will be 2 heartbeats per room. This should help clients to get a better Payment Standard and to get leased up quicker. The annual plan is on line with all changes to Admissions and Continued Occupancy Policy (ACOP) and Administrative Plan. Will be submitted by 7/18. Also will be on the PBCC agenda for approval. Public Meeting will be held 7/2. This will be the first year that this will be submitted completely online through the HUD portal.
  - The agency met with Boynton Beach regarding changes to be made to the scattered sites. Burn units were discussed. Mr. Delenda has been doing a lot of work to get them addressed.
  - A Public meeting was held last night to discuss the PRICE Grant. The grant relates to manufactured housing.

## **VII. Assisted Housing**

### **A. LIPH**

#### **1. Report**

- **Programs:**
  - Rent collection for public housing is at 93.7%. We are 95% for May and this is the highest percentage collected since May of last year. Banyan is 99.1%.
  - Occupancy for public housing is at 98.2%. Dyson has 7 vacants in May. There are 0 vacants at the scattered sites.

- Maintenance has an on time work order completion rate of 98.6% . Banyan, Dyson, Seminole and scattered sites are at 100% for May.
- The NSPIRE inspection was sched for 6/5 for Dyson. It was cancelled the day of since the inspector could not download data from HUD. Staff was prepared.
- Staffing:
  - A maintenance tech position is open. An assistant manager position is open for Dyson with a possible candidate. A specialist position is also open.

Ms. Choy asked if Ms. Wilson saw the department getting better – we’ve got a few letter come in. Ms. Jones-Gilbert responded that most of those letters were related to the voucher program, not LIPH. Ms. Wilson replied that she rarely gets work order complaints. The staff is doing a good job of completing and are doing a better job of actually reporting completions.

## **B. HCVP**

Ms. Thomas reported that:

- HAP has been increased due to new move ins and landlord rental increase requests.
- Unit Months Leased, even though there were 35 End of Programs (EOPs), we did increase. For each of the properties, the department is submitting prospect lists and will be pulling from the tenant-based waitlist this week to increase utilization and move ins.
- For PIC reporting, the department is currently overall at 94% . for May, the recertification reporting was at 92%. Specialists are working diligently on the backlog of recertifications. Resident Services will be assisting this week and this should allow HCVP to be clear of the backlog this month.
- Ms. Jones-Gilbert added that the agency has a meeting today with HUD to talk about the 2-Year Tool. The department is at a 25% success rate, part of that is due to the market. The agency doesn’t want to flood the market but wants to increase the utilization by over 600 families.

## **C. Resident Services**

- FSS: Mr. Parks reported that the FSS renewal was received at \$151,410. Enrollments are still up. They are up to date up to October with all certifications. Focusing on clients with expired contracts. Hoping to complete prior to 7/10 (clients who are eligible to graduate).
- ROSS:
  - The grant was renewed for \$237,000.00. The agency wrote the grant themselves and did not hire grant writer. ROSS report due in August.
  - The department partnered with Anthony Williams (ROSS Technical Assistance) to get food for residents at Schall and Dyson.
- Jobs Plus:
  - Budget and workplan was approved by HUD. Disregard of \$42,000.00 is to be received from HUD. Mr. Melhado reported that the department had a partner meeting in May.
  - Wellness events for Mental Health were held in May with free screenings, therapists, massages, resources, and testing. 2 residents received certifications, updated resumes and headshots. One resident at Dyson received a bike (previously had bus passes).

- Foster Youth to Independence: Mr. Parks reported that FYI program is up to 36 vouchers. 4 new FYI referrals. Goal is to get to 66 vouchers by end of the year. The FYI coordinator attended a landlord recruitment at the County.
- YouthBuild:
  - The enrollment number is low. It is to be 32 but is at 9 right now. Doing bulk mail drop to the community. Upcoming presentation with Worthington High School and Palm Beach Lakes High School. 4 students have received construction site safety orientation certificates.
- Housing Navigator:
  - Housing success navigator is working with 14 clients to get them housed. Working out at Belle Glade primarily.

The department applied for a Walmart donation for ROSS and FYI (for back to school book bag drive).

## VIII. Finance

Mr. Fuller reported that:

### A. Departmental Highlights

- Staffing: Finance currently has only 3 staff members. The Director of Finance position has been accepted. The candidate expects to start on 7/8.
- Budgets: are due today to the Finance department for each property. They will be presented to Ms. Jones-Gilbert by mid-July, then to the Board at the August Board meeting.
- The audit is due on 6/30. Auditors CLA had a new hire, and groupings were done incorrectly. The agency will need to complete a corrective action plan. This will be done tomorrow. The Public Housing and HCVP cluster were tested. There were 2 findings for PH (eligibility and waitlist). HCV had 5 findings (eligibility, HQS, and rent reasonableness, waitlist, and PIC). There was a management letter item about journal entries (for the first 9 months of the year, there was no one to review CFOs journal entries).

### B. Operational Highlights

- Maintenance: Several units have moisture detected in them.
- Public Housing: The agency applied for an appeal for shortfall money for public housing. HUD needs to back out the Cherry Hill Lots. The agency also appealed on basis of insurance costs. Mr. Dumars questioned if the disposition application would take care of that (for Cherry Hill). Mr. Fuller replied that the issue is that it was under Amp 2, and HUD required it to remain in that pot of money because it's public housing cash and needed to be presented there.
- Cash Flow:
  - The agency received \$39,000.00 in supervisory management fees from McCurdy Senior Housing this month. It goes into the Admin account and is less than the agreed upon amount due to vacancies.
  - \$82,000.00 was received in cash flow from SPECTRA Covenant Villas for first quarter 2024. The drop was related to vacancies and their increased costs (insurance).
  - The agency needs to finalize guarantors information for South Bay Villas. The guarantors needs to be released by end of the year and the agency has the amounts needed as a whole.

- HUD Reimbursements and AR reimbursements: The auditors were going through what the agency collected, and the HCV program ended its 9/30 year with \$915,000.00 uncollected receivables. The auditors were going to put that in a management letter, but Mr. Fuller showed them that the agency collected \$342,000.00 of that within the first 9 months. Mr. Dumars asked what the collections process looked like. Mr. Fuller responded that when Mr. George was here, he was calling landlords and writing letters. Mr. Dumars said that it was about a 33% collection rate, and that he should send to collections and pay them. He added that it's not about the (small amounts of) money, it's about the reinforcement. Ms. Choy asked if when tenants leaves do they let the department know. Ms. Bemby responded that clients do not always let us know that they moved. They are required to notify us. If they don't after 6 months, they are terminated.
- Resident Services: The ROSS grant has been renewed for June 1<sup>st</sup> but is not available for draw down. FSS was awarded effective January 1<sup>st</sup>, and it just became available from HUD. The prior year FSS grant was closed out with HUD 2 weeks ago. The YouthBuild grant is good now with \$191,000.00 received for expenditures owed to the agency. The department is going through and ensuring the escrow balances are accurate for FSS.
- Yardi: The agency has 5 systems that need to be implemented by staff (procure pay, rent collections online, background checks, fixed asset, inventory and work order)
- Property Management: The agency needs to reevaluate management agreements within NSP and Banyan. HUD approval is needed for management of Banyan Club to be moved under SPECTRA.
- Banyan Club: A review of rents for Banyan Club and a market study showed that market rents are \$1,000.00 higher. Rents have not been increased since 2017.

Ms. Choy mentioned that insurance renewals are coming in 10-15% higher. Mr. Fuller stated that the agency did a 45% increase for the properties in the budget and will shop the rates.

## **IX. Procurement**

Ms. Pace reported on the status of the following:

- Indoor Post Mediation Repairs: Was awarded.
- Fire Alarm at Drexel and Dyson: Has not come in yet.
- Seminole Security Cameras and Security Lighting: 10 people came to the pre-bid conference, but the agency did not receive any bids. Ms. Pace is strategizing with a contractor on how to get this done.
- Ms. Pace reported to the Board that she is working along with contractors awarded on PBCHA projects to engage the 9 students enrolled in the agency's YouthBuild program. As the agency hires the contractors, she indicates which students would be participating in the projects. One of the contractors (Newsome) is also providing some training for the students. This is a win-win as it also helps to meet Section 3 requirements.

## **X. Development**

Ms. McDonald began her report by introducing the agency's new Director of Real Estate Development, Marcus Williams. Mr. Williams briefly summarized his experience in development and affordable housing.

Ms. McDonald continued by saying that developments had just occurred that were not on the report. Stated that the agency was trying to acquire Windsor Park Apartments. St Ann's Place (homeless support) looked at the site and wanted to purchase the office building without the housing units. Jennifer Ferriol at the City of WPB indicated that they would appreciate the partnership to help St. Ann's move to this location. The agency may have a framework of a deal and is looking at putting vouchers at the units (maybe FYI and Mainstream). A pro forma will be put together. The city will put in cash. ARC dollars will be provided.

**A. Meetings:**

- Ms. McDonald and Ms. Jones-Gilbert met with City of Boynton Beach officials to advise that the agency is working on scattered homes. Ms. Wilson has been working on the violations. The Brighten land came up. They will have a meeting to see what's going on as it relates to annexation.
- On 6/4, Ms. McDonald and Ms. Jones-Gilbert had a meeting with county commissioners along with Jonathan Brown and his team. It was a collaborative effort with HTG and Dan Walesky's group. At the end of the meeting, they started to soften on the 15% gap. They advanced most of the projects. Mr. Dumars asked if anyone stood and asked the question about the rule making process. Ms. McDonald responded that she asked the question. They told the public that the money was to be used for workforce and affordable housing. There was nothing that said that it was to be spread out over 7 years. Other items were mentioned at the meeting that were not a part of the RFP. Mr. Dumars asked what an educational meeting with the County would accomplish and stated that there is a continuing lobbying effort. The agency needs to match that effort. Ms. McDonald replied that the cone of silence is in effect. Ms. McDonald stated that she is writing a white paper as a means to lobby as a group.

**B. Development Opportunities:**

- Waterview Apartments and Isaiah Clark are moving forward and the agency is working with those developers.
- Quiet Waters: They are moving forward with credit underwriting. Proposing that the agency enter into an Asset Management Agreement. The purchaser already has a property manager. The value of the asset management fee is \$1.2 million.
- FDOT Eminent Domain: HUD wants the agency to go back to FDOT and ask for reimbursement for the relocation process. HUD is holding up the approval based on this.
- PRICE NOFO: HUD is realizing that manufactured housing needs to be included as an option. The agency will apply for this grant.

**C. Capital Funds**

- Mr. Delenda reported that capital funds were 40% obligated will be 90% by November 18<sup>th</sup>.
- He will be starting the Drexel project on 7/8 and the roofing at the Seminole community building starts this week. He also met with City of Boynton Beach and discussed their requirements and forms. They were receptive. They will have open communication regarding submitting paperwork for permits. The Home Hazards grant and burn units were also discussed. Received a preliminary cost for the burn units. Ms. McDonald added that there would be a challenge in locating hotels for the time of the relocation. The department will work with Resident Services to look at this issue. The city also provided

a suggestion (a hotel that's being renovated).

- The department has started to implement standardization so that all projects are streamlined for the Housing Hazards grant and for the Boynton Beach burn units project. All sites will have same purchases for all components of the housing units and this would reduce overhead costs.

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

The Director of Real Estate and Development should be starting on June 10<sup>th</sup>.

Mr. Fuller introduced Cheryl Lewis as the new COO. She has over 17 years of nonprofit experience and 10 years of housing authority experience. Ms. Lewis also stated that she her background includes Director of Finance. Mr. Fuller introduced Nicole Aiken as the new Quality Control and Compliance Manager for the HCV Program. Ms. Aiken stated that she has been in affordable housing for about 30 years and has project based, Section 8, and experience in compliance with state agencies.

#### **XI. Resolution 1050 (Cap Funds Contracts for Housing Hazards Grant)**

Ms. McDonald advised the Board that due to the largeness of the grant, this resolution is presented as a blanket resolution to enter into contracts related to this grant (some already entered into and some not). Some of the contracts exceed \$100,000.00.

Ms. Choy motioned to accept the resolution. Ms. Mejia seconded the motion. All were in favor.

#### **XII. Resolution 1051 (Asset Management Agreement for Quiet Waters)**

Ms. McDonald advised the Board that the agency would not enter as part of the ownership, but only a contract that is consistent with the term of the HAP contract (20 years).

Ms. Choy motioned to accept the 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. Choy thank you for all hard work is appreciated

Ms. McDonald advised the Board of a pre-application meeting regarding Drexel that was scheduled for June 5<sup>th</sup> 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 welcomed the new members and was glad to have them on board.

#### **XVI. Adjournment**

Ms. Choy motioned to adjourn the meeting. Ms. Mejia seconded the motion. All were in favor. Mr. Dumars adjourned the meeting at 9:42 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its July 2025 meeting