



## **MEETING MINUTES**

**Tuesday, July 22, 2025**

### **I. Call To Order**

Mr. Dumars called the Board meeting to order at 8:00 AM on July 22, 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, and Digna Mejia

Other attendees present were CEO Carol Jones-Gilbert, 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, HCVP Deputy Director Yvette Bembry, Legal Counsel Kaye-Ann Baxter, and Executive Administrative Assistant Maxine Gayle

### **III. Approval of Agenda**

Ms. Gayle requested that the agenda be changed to include a discussion on the composition of the PBCHA Board. Mr. Dumars accepted the change and called for a motion to include the discussion of the PBCHA Board. Ms. Mejia motioned to approve the revised agenda. Mr. Dumars seconded the motion. All were in favor.

### **IV. Approval of Minutes (June 24, 2025)**

Ms. Mejia motioned to approve the minutes. Mr. Dumars 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. The agency received official notice of shortfall status and held a shortfall prevention meeting on June 26<sup>th</sup>. They are projecting a \$5.5 to \$6 million shortfall for the voucher program. Approximately 293 PBCHA families could be terminated due to HUD budget cuts. The agency has immediately suspended the issuance of vouchers and has asked other housing authorities to absorb vouchers that are porting out.
2. July 1<sup>st</sup> is the HOTMA effective date for public housing programs. There are some Section 102 and 104 concerns because HUD software has not been updated yet to support the changes.
3. On July 2<sup>nd</sup>, HUD rescinded their voter registration notice. HDLI (Housing Development and Law Institute) said that housing authorities can still undertake voter registration activities under the National Voter Registration Act.
4. The Big Beautiful Bill Act was passed on July 4<sup>th</sup>. The bill provides for a

permanent 12% increase in the 9% allocation of LIHTC credits.

5. On July 10<sup>th</sup>, the HUD Continuum of Care grant was submitted for LaQuinta.
6. On July 13<sup>th</sup>, the House released its draft fiscal year (FY) 2026 Transportation, Housing and Urban Development (THUD) appropriations bill. The HCV (HAP) renewal account would be flat funded but will have a 28% reduction in admin fees for HCVP. There will be a \$914 million cut to the Capital Fund, a \$16 million decrease to FSS, and a \$5 million decrease to ROSS. There was a \$637 million increase to Project Based Rental Assistance and a \$38 million increase to Tenant Protection Vouchers.
7. On July 15<sup>th</sup>, the agency's annual plan was submitted to HUD before the July 18<sup>th</sup> deadline. It is pending HUD approval.

## **B. Trainings and Events**

1. On June 30<sup>th</sup>, the agency received the final report from AMA Consulting and elected not to receive further service from AMA.
2. On July 8<sup>th</sup>, a specially called PBCHA Board meeting was held to approve the submission of the PBCHA FY2026 Annual Plan and to discuss Drexel Business Modification. Also on this date, Ms. Jones-Gilbert attended the County Board meeting as the Annual Plan was on the agenda. The Certificate of Consistency was approved. Also discussed at that meeting was impact to Tri-Rail (\$90 million expense) and the vetoed homeless services appropriation.
3. On July 9<sup>th</sup>, the agency held an operations budget meeting for La Quinta. It is on the Palm Beach County Board agenda for approval on September 19<sup>th</sup>. The agency will be the property management company.
4. Ms. Jones-Gilbert and Ms. McDonald took a site tour of the new Found Care Center in Riviera Beach on July 15<sup>th</sup>. The agency will partner with them to see that voucher holders and LaQuinta residents have an opportunity to utilize their services. Ms. Wilson visited LaQuinta to see if what laundry services are needed.
5. Ms. Jones-Gilbert attended her family reunion in Memphis on July 17<sup>th</sup>.
6. On July 17<sup>th</sup>, a HUD letter requesting emergency funds in order to remediate asbestos at Dyson Circle was submitted.
7. Also on July 17<sup>th</sup>, HUD notified the agency that it would be receiving a new short fall analyst.
8. On July 21<sup>st</sup>, HUD advised that there would be \$34 million available for additional VASH vouchers. The agency will reach out to the local VA. Ms. Jones-Gilbert added that agency has not been able to get a letter of support from the local VA in the prior two or three years.
9. Also on July 21<sup>st</sup>, Ms. Jones-Gilbert attended a CLPHA (Council of Large Public Housing Authorities). The THUD bill was discussed.

## **VII. Financial Report**

### **A. Unrestricted Cash, Non-Federal:**

Ms. Jones-Gilbert reported that COCC maintains most of the cash balance represented and provides cash for the admin account, as they have a negative balance of \$653,000.00. Additional cash was issued to SPECTRA from PBCHA (loan) in the amount of \$1.75 million to pay costs related to Legacy at 45th Street. A payment was made for the Legacy project in the amount of \$420,000.00 in August, \$383,000.00 in October, and \$669,000.00 in December. Increased cash for April is a result of the sale of vacant Boynton land.

### **B. Unrestricted Cash, Public Housing**

Public housing remains about the same. Normally in December and January the properties

see significant cash flow reductions due to PILOT, garbage assessment and property/liability insurance. Cash inflow will occur after February.

### **C. Restricted Cash, Vouchers**

The agency is in shortfall. The department has identified the shortfall termination language needed for the HCVP Administrative Plan.

### **D. Budget to Actual**

1. Public Housing: Plumbing issues at Drexel have impacted on the budget.
2. Resident Services: Due to a vacancy in FSS, the agency may have to return a portion of the funding. The grant is now available for draw down. Jobs Plus funding become flat. The YouthBuild grant ends December 31, 2026.

## **VIII. Development Report**

### **A. Opportunities:**

1. Waterview: Ms. McDonald reported that there are challenges with the Town of Mangonia. Dan Walesky met with the agency on July 1<sup>st</sup>. He and the Sun Foundation (developers) agreed to a voluntary PILOT, even though the Live Local Act does not require PILOT.

They have reached out to Jonathan Brown at the county to assist. It now appears that the developer will assert the Live Local Act in order to move forward. Closing has been moved again – looks like early September. They must break ground in October.

2. Drexel: A reasonable deal has been negotiated. The agency will start the SAC application very soon. Ms. Jones-Gilbert added that the approved increase in tenant protection vouchers will help with this project. The agency requested 100 tenant protection vouchers to ensure that current Drexel residents will secure their assistance. Ms. Jones-Gilbert added that it was discussed at the CLPHA meeting that there is no interest on either side (government) in maintaining public housing, this project is the first of the agency's opportunities to provide vouchers to previous public housing residents.

Mr. Williams added that Florida Housing Finance Corp has a Catalyst program for non-profits and government programs, so the agency went to them with ideas (Drexel was one). They will dive into details of the Drexel deal and look at the portfolio to see what the best next steps are.

3. Dyson: Ms. McDonald visited Dyson last month to see how things were going with the elevator. There was some flooding. The courtyard needs to be re-pitched.
4. The agency has joined the Gold Coast Builders Association as another means of having access to more vendors.

### **B. Capital Improvement:**

Mr. Delenda reported on the Health Hazard grant. Ms. Jones-Gilbert informed the Board that emergency funds were solicited to mediate the issues at Dyson to ensure that the Health Hazard project could move forward there.

### **C. Resolution 1065 (LIPH Units Kitchen Upgrades)**

Mr. Delenda informed the Board that the kitchen upgrades help to bring the Cap Fund 2024 obligation up to 79%. The upgrades will impact the scattered sites, Seminole, and Dyson.

Ms. Mejia motioned to approve Resolution 1065. Mr. Dumars seconded the motion. All were in favor.

## **IX. Procurement**

Mr. Kijek reported on the following

### **A. Asbestos Removal and Abatement for Dyson**

Solicitation has gone out.

### **B. HQS Inspections**

There will be a resolution presented to the Board.

### **C. Environmental Review Services**

Dates have been pushed to July 29<sup>th</sup> to get clarity to vendors.

### **D. LIPH Kitchen Updates**

This has been awarded to a contractor and will proceed on August 4<sup>th</sup>.

### **E. Tree Trimming**

Needs more bids. Solicitations receive an average of four bids. The department is being more strategic on where solicitations are being sent.

## **X. Assisted Housing**

### **A. LIPH**

Ms. Wilson reported that the occupancy rate for rentable units is at 98.5% (six vacants, all are pre-leased). The offline units are down from 13 to 10.

Rent collection is at 96.5%. That's the highest for this fiscal year. Drexel has two units that need repair. Clients have moved successfully.

The largest challenge to the department is staffing. One manager and one maintenance employee is off on long term leave. Drexel will have a new manager starting on August 4<sup>th</sup> and a Public Housing Specialist will also start on that date.

Ms. Jones-Gilbert and Ms. Wilson are having unscheduled visits at the sites. Ms. Jones-Gilbert remarked that as she speaks with residents, she notices that they have been paying attention to the public meetings and that they are advocating for housing.

### **B. HCVP**

Ms. Bembry reported that there was an overall increase in the HAP for June driven by the tenant-based vouchers. The department sent an email to landlords asking them to refrain from rental increases in an effort to assist with shortfall and proposed budget cuts.

**PIC Reporting:** is currently at 100%.

**The Waitlist:** opened on July 24<sup>th</sup> for Lake Worth Towers, Quiet Waters, NSBV and Drexel.

**Project-Based Vouchers:** occupancy rates remain about the same. The 18 vacancies include eight units at Quiet Waters that are being renovated.

**Repayment Agreements:** \$3,610.88 was collected for Fraud repayments. One half goes back to HUD.

**Staffing:** One new Housing Specialist has been hired to fill one of the three vacancies.

Ms. Jones-Gilbert added that the agency established a preference for people living in the Belle Glade area for NSBV and Quiet Waters. Since vouchers cannot be issued, she is looking at how EHV's can be transferred. The agency did a "Save My Spot" email. If applicants do not respond by August 1<sup>st</sup>, they will be removed from the waitlist.

### **C. Resident Services**

1. FSS: Mr. Parks reported that he has closed out the grant and submitted a renewal application.
2. ROSS: Continues to enroll. PIH had new funding that will be applied for.
3. FYI: The focus is to drive enrollment. 14 additional referrals were requested but HUD doesn't have the email. The financial analyst said it could still be in

processing.

4. Youth Build: The department partnered with the PBSO and the PAL program who donated basketball rims for Dyson. The YouthBuild team built bookshelves because the department received a donation of 100 books.
5. The department will host a National Night Out event on August 5<sup>th</sup> at Schall. Bookbags and shoes will be given away. PBSO and other community partners will be in attendance along with a food provided by a Mexican restaurant.
6. The department has applied for the Department of Justice grant (domestic violence against women).

**XI. Closed Session**

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

**XII. Commissioners' Remarks**

Ms. Mejia thanked the staff for their hard work.

**XIII. Board Chair's Remarks**

Mr. Dumars stated that the agency will continue (in its mission) in the face of the budget cuts.

**XIV. Adjournment**

Ms. Mejia motioned to adjourn the meeting. Mr. Dumars seconded the motion. Mr. Dumars adjourned the meeting at 9:16 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its August 19, 2025 meeting.