



MEETING MINUTES

Tuesday July 23, 2024

I. Call To Order

Mr. Dumars called the Board meeting to order at 8:00 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, Director of Asset Management Diane Wilson, Resident Services Director Tavarous Parks, Jobs Plus Manager Clayon Melhado, YouthBuild Program Manager Stephanie David, Director of Procurement Jim Kijek, Jude Estime (Dir of Finance) Capital Improvement Manager Claude Delenda, Director of Real Estate Development Marcus Williams, HR Manager Josselyn Swindell, Quality Control Manager Nicole Aiken, Legal Counsel Kaye-Ann Baxter, 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 (June 25, 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

Ms. Jones-Gilbert reported on the following:

- HUD Updates
 - On 7/15-7/18, HUD was onsite to complete its Comprehensive Compliance Monitoring Review/ SEMAP Review. Ms. Lewis headed the effort. The programmatic review was completed but Finance will be done at a later date because the HUD finance reviewer was not available. Ms. Lewis added that the HUD staff was amiable and gave good information that could be used in the future.
 - On 7/16, the agency received its shortfall approval letter to obtain \$88,000.00.
 - The agency also submitted an application yesterday for insurance costs. (Mr. Fuller attended the HUD insurance summit.)
 - The PBCHA Annual Plan and 5-Yr Plan were submitted electronically via the HUD portal on 7/18.
- Programs
 - The agency successfully relocated approximately 14 families to the

Woodbridge suites from the Drexel site. The venture went relatively well overall. The agency partnered with Meals On Wheels.

- On 7/8 Jim Kijek (Dir. Of Procurement), Jude Estime (Dir. of Finance) and Johame Pierre (Assistant Asset Manager/Dyson) joined our team.
- The Development Department submitted a PRICE Grant application on 7/10.
- Trainings and Events
 - The Public Meeting for the Annual Plan was held on 7/2. No members of the public were present, but the Resident Advisory Board meeting was largely attended (over 100 participants).
 - On 7/9, PBCHA led a presentation related to the Voucher Program to the Palm Beach County Board of Commissioners. All CEOs from other housing authorities were present. Ms. Jones-Gilbert was selected as the spokesperson and shared a presentation showing the economic impact of housing authorities (\$138 million put into the economy annually just by housing authorities, 244 people are employed by housing authorities). The ask was for a round of affordable housing only funding, to provide land, to give housing authorities a preference for funding opportunities, and for housing authorities to be included in discussions regarding affordable housing. It was a great collective effort.
 - Today, the PBCHA was advised that that the agency will receive the NAHRO Award of Merit.

VII. Assisted Housing

A. LIPH

- Programs:
 - Ms. Wilson reported that Occupancy was at a 97.2% average for June. There were 10 moveouts with a potential of 9 move-ins by the end of July.
 - Rent Collection: Averaged at 94% of June rents collected. Banyan is at 99.1%. Ms. Wilson gave a shoutout to Drexel 97% and Schall (0% in AR which speaks highly to Ms. Tenika's efforts).
 - Annual Recertifications: Several are past due. All LIPH must be at 100% by 7/31.
 - Work Orders: The on-time work order completion overall for June was 98.8%. Five properties were at 100%. Only four work orders were open at the end of June (not counting NSBV).
 - Unit Turns: Vacant unit turn time remained at 30 days. Six more recent vacants were completed in 30 days or less. Ms. Wilson gave a shoutout to Dyson for being one man short and still pulling off great numbers.
- Staffing:
 - There are two open maintenance positions (Dyson and NSBV). There is also one Housing Specialist position open.

HCVP

Ms. Thomas reported that:

- Units Leased: Numbers are up to 2,908 (11 EOPs and 24 applicant move-ins were processed)
- HAP: Is now at \$3,987,000.61
- PIC: Is at 93% and pushing very hard toward the 95% overall goal.

- Also for HAP, the agency requested additional funds from reserves. The Project Based Voucher HAPS are being reviewed and overpayments are being corrected. Ms. Aiken and Intake Specialists are having weekly meetings as it relates to vacancies and the need for prospects (PBV).
- Waitlist: The department pulled 750 from the waitlist. The goal is to lease up 625 families. Overall, vouchers were issued to about 36 applicants so far.
- Request for Tenancy Applications; Effective July 1st, RFTAs will now be processed online through the portal, eliminating the RFTA email.
- Recertifications. 506 Recerts were due. Thanks to Resident Services, Ms. Bembry, and others, as of today, there are 137 pending for 2024.
- Staffing: The department is interviewing for the manager and specialist position tomorrow (has 5 viable applicants).
- Lake Worth Towers: Ms. Aiken reported that the LWT Waitlist was open from 7/15-7/22. She is pulling numbers this morning to see how many people actually applied and is having weekly calls to review prospects.
- HCVP Waitlist: Ms. Aiken reported that 750 were pulled so far and an additional 500 will be pulled tomorrow.

Ms. Choy asked if the owners have proper insurance. Ms. Jones-Gilbert stated that the agency does not gather that information for the tenants. Ms. Choy added that the tenants are at huge risk. Ms. Jones-Gilbert responded by saying that's something the agency can look into. It is always recommended, but HUD does not allow the agency to mandate it.

B. Resident Services

- FSS:
 - Mr. Parks reported that the department is staying on top of enrollment. The main goal is to correct escrows in the system so clients can view the correct information.
- ROSS:
 - The agency is planning a Night Out event. The tentative date is August 20th. The goal is to bridge the gap between residents and the police department.
 - ROSS program has to give back under \$50,000.00 due to some (staffing) vacancies at the beginning of the grant. Will ensure going forward that the position is filled.
- Jobs Plus:
 - JPEID 40,286 will be refunded to us through HUD. Mr. Melhado stated that the program has at least two participants are in a higher learning program. The program is subsidizing \$450.00 just in bus passes alone to ensure clients can get to jobs and to interviews.
- Foster Youth to Independence: Mr. Parks reported that the agency recently put in for 4 new referrals. The goal is to get to 66 by end of the year. PBCHA has the most vouchers for FYI in Florida.
- YouthBuild:
 - Ms. David stated that the main goal is to increase enrollment.
- Staffing: The department is in need of a new FSS coordinator.

PBCHA's Resident Services Department won the NAHRO Merit Award for partnership connecting with FAA to get a drone event for PBCHA residents. Ms. Jones-Gilbert expressed her thanks to the Resident Services team for obtaining the 1st NAHRO award that the agency has ever won. Ms. McDonald added that the drone event was wonderful and that it was great that it was a STEM event.

VIII. Finance

Mr. Fuller reported that:

A. Departmental Highlights

- On Thursday, Mr. Fuller attended HUD's first ever Insurance Summit. He spoke with Acting Secretary Todman about rising costs. They are working on ways to get funds to assist housing authorities. An HAI representative stated that they would not write property insurance policies in Florida anymore. Resources are needed in Florida to help find companies to write policies.

B. Operational Highlights

- Unrestricted Cash Non-fed: Currently working with R4 to determine what's needed to remove guarantors. Unrestricted cash has been decreasing over past 6 months. The SPECTRA has been using cash for Legacy @45th. A percentage is reimbursable. Admin account is a development account which has a negative balance so there are a lot of receivables related to NSBV.
- Unrestricted Cash - Public Housing: Is getting better about increasing cash reserves. There is an additional \$88,000.00 coming into Amp 2. The agency will be getting enough available to hit the major expenses (insurance, PILOT, solid waste).
- Restricted Cash – Vouchers: The Voucher program continues to have negative restricted cash. The agency had a change in FMC and is asking for money all the time. HUD is not giving as much money because the agency is having rent increases and people being moving after the fact. The HUD funding cycle catches up about three months after. The agency has to constantly call to get the HUD-held reserves.
- Revenue vs Expenditure - Agency Wide: Revenues are under by \$261,000.00.
- Monthly Available Reserves: The department is watching non-federal. The central office is maintaining most of its reserves in the non-federal portfolio. The deferred developer fee is roughly \$1.2 for NSBV.
- Budget vs Actual Expenditures: The agency is building reserves back up again.
- Budget to Actual Expenditures – Housing: Most of the housing portfolio is either at or below budget except for Scattered and Seminole. Costs are related to the moisture and cabinet repair issues.
- Budget to Actual Expenditures - Resident Services: Resident Services had to give back monies because the required FTE was not met. FSS is finally available in ELOCCS to draw down. The ROSS grant is available for the agency to accept. JobsPlus and YouthBuild still have months left.
- Inventory Valuation: There is a lag in timing of closing out work orders and ensuring the inventory is on the work orders. Ms. Wilson has tasked an individual to get that rolled out on the staff's tablets.
- Aged Receivables - Public and Affordable Housing: There is an increase in total receivables except for Dyson. Collection loss requests were processed last month.

\$100,000.00 is outstanding and another \$20,000.00 that will need to be written off. These will be reported to debts owed.

- Aged Receivables- Vouchers: Mr. Fuller is working on getting all documented to be sent over for legal collections. Working on judgements. Should take about two months to get the packet sent over to the attorneys. There was a decrease of \$20,000.00 from last month, so still working on collections.
- Call History: Mr. Fuller added a new slide to his report “Call History”. The agency receives an average of about 800 -1,100 calls on a daily basis.

IX. Audit Presentation

- The Banyan audit is being worked on as well. (Due 9/30.)
- There were three management letter items:
 - Internal Control concerns (CFO preparing journal entries not reviewed by another person). Controls are now in place for review of journal entries.
 - Cash Reconciliation: The agency had one bank account that had outstanding checks. It was sent to unclaimed properties and was missed last year because it was a bank account that the agency no longer uses.
 - Accrued Liabilities: Two invoices that were received after closeout totaled \$13,000.00 . Mr. Fuller is working with staff to ensure that the invoices are put in the proper period and paid. Two invoices came in after the fact.
- The Financial Statement Audit, Federal Compliance Audit (voucher cluster and LIPH), agreed upon procedures for REAC, and Data Collection Form were audited.
- No findings were found for Financial Statements. Public Housing was unmodified. The audit showed four material weaknesses for HCV (same findings from 2017: eligibility, HQS enforcement, rent reasonableness, waiting list selection) and three significant deficiencies. Public Housing had weaknesses in eligibility and waitlist selection.
- Economic Dependence. Agency relies on HUD for 85% of its revenue.
- Banyan Club and SPECTRA are blended component units of the housing authority. Financial performance includes them. Total liabilities increased almost \$9 million in long term debt (purchase of Forest Hill campus). Reporting on the leases for this campus (CHS, FF, PBCHA) about \$3.2 mil in deferred resources (lease payments). Operating revenue had a \$4 million increase from HUD (10% increase). HAP payments were about \$6.4 million more. There was a \$1.2 million loss in change of net position – where HUD forced the agency to use reserves.
- There was a 20% increase in the expense per voucher (this reflects rent increases).
- Public Housing analysis shows the occupancy rate of 97% and the majority of expenses are administrative or maintenance.
- GASB Announcement: GASB 100 changes the way that any accounting or management makes error corrections. Beginning balances must be restated correctly. GASB 102 is for certain risk disclosures. If federal funds decrease, the agency will have to disclose what the housing authority would do.
- Mr. Fuller asked the Board for approval to accept the audit as presented. Ms. Choy moved to accept the audit. Mr. Dumars seconded the motion. All were in favor

X. Procurement

Mr. Kijek reported on the status of the following:

- Seminole Security Cameras and Security Lighting both are cancelled. Ms. McDonald added that since the agency did not get responses to the solicitation, PBCHA is in the process of working on a contract to piggyback. Ms. Jones-Gilbert stated that this is the second time the agency has put this out. She added that HUD also spoke about issues with not getting enough responses. It's possible that maybe some of the solicitations are lengthy, so PBCHA is looking at reducing the length and looking at obligating by September of this year. The same project was done at Dyson. Mr. Kijek will work with us on how to increase the vendor outreach.

Ms. McDonald said that potential contractors showed up to the pre-proposal meeting. Mr. Kijek stated that his idea is to use the Procurement Portal to use docs that are standardized so that vendors can just sign off that they acknowledge the requirements. This should reduce the length dramatically. Ms. McDonald stated that Mr. Kijek is also working on an outreach event to increase the number of interested vendors.

XI. Development

A. Development Opportunities:

- Ms. McDonald reported that projects submitted to the County for the bond program are moving forward: Waterview Apartments, Isaiah Clark Apartments, and Drexel Road Senior Apartments for conceptual approval.
- Ms. McDonald drafted a white paper on behalf of the PBC Partners 4 Housing non-profit developers consortium to the BCC regarding affordable housing issues.
- HTG is moving forward with their application, but PBCHA must rehouse all the residents in the 100 units.
- Quiet Waters is moving forward. The agency made modifications and got all the asks.
- The Windsor Arms appraisal came back at \$5.8 mil. They are asking for \$7.1. In the process of evaluating if this will move forward or not.
- Prime Company does Midwest and west coast development and wants the authority to issue bonds to build units in Northwood.
- FDOT is frustrated by how long the process is taking for HUD to approve the eminent domain properties. Ms. McDonald sent an email to the Miami Field Office asking for contact info to be provided to the FDOT representative.

B. Capital Funds:

- Mr. Delenda reported that the Department has 44% obligated for the FY2023 CAP fund. The deadline is February, and he is working to reach 90% by November. For the Safety and Security Grant, the agency had two solicitations to go out. Mr. Delenda met with contractors last week. Pricing should come in this week and be finalized. The town of Lake Clarke Shores will be putting in a new forced main that will run through PBCHA properties. He is reviewing to see the possible impacts.
- The relocation at Drexel is complete. Palm Tran assisted. The residents got back into their homes last week. The project went very well except for issues with FPL.
- Dyson is on point for elevator replacement. The Seminole roof replacement has commenced. Schall landing door replacement is underway. The painting project is delayed because it must be done after the door replacement.

C. Meetings and Trainings:

- Ms. Jones-Gilbert, Mr. Williams, and Ms. McDonald will attend the Florida Affordable Housing Conference from 8/26- 8/28. Ms. McDonald will be one of the panelists.
- Ms. McDonald reported that the County is looking at the \$75 million that HUD put out for homelessness through the Continuum of Care.
- The NAHRO conference this year is in Orlando. Mr. Fuller stated that the Board meeting falls within the FAHRO and Yardi conferences. Ms. Jones-Gilbert suggested that the August 2024 Board meeting be held virtually or postponed due to these multiple scheduling conflicts.

XII. Update to Resolution 1048 (PBCHA Loan to SPECTRA)

Mr. Fuller advised the Board that updates were needed to the Board approved Resolution 1048 for the following reasons;

- The resolution needed to specify that the loan amount is not to exceed 2.5 million.
- The resolution needed to define when interest would be due (at stabilization) and paid off (no less than 7 years).

Ms. McDonald defined stabilization and presented the modifications for the PBCHA loan to SPECTRA for the Legacy @45th Street project.

Mr. Dumars called for a motion to approve the resolution. Ms. Mejia moved to approve the resolution. Ms. Choy seconded the motion. All in favor.

XIII. Resolution 1053 (Development Agreement with Waterview Partners)

Ms. McDonald advised the Board that a development agreement was provided for 140 units with senior preference. The agency will provide 56 Project Based Vouchers valued at over \$28 million. It will be a 20-year HAP. The agency will get 25% of the cash flow and will have first right of refusal. Ms. Choy asked where the dollar value (of the voucher) was on the resolution. Ms. McDonald responded that for the resolution, that amount could change and could be different by the time we signed the HAP agreement.

Ms. Choy moved to approve the resolution. Mr. Dumars seconded the motion. All were in favor.

XIV. 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.

XV. Commissioners' Remarks

Ms. Choy remarked that she is happy to see new staff and to see the agency connecting with the community.

XVI. Board Chair's Remarks

Mr. Dumars remarked that he was glad to hear that the agency continues to hire qualified people to fill the vacancies.

XVII. Adjournment

Ms. Choy motioned to adjourn the meeting. Ms. Mejia seconded the motion. All were in favor. Mr. Dumars adjourned the meeting at 10:01 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its September 24, 2024 meeting