



MEETING MINUTES

Tuesday, August 19, 2025

I. Call To Order

Mr. Dumars called the Board meeting to order at 7:59 AM on August 19, 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, 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, HCVP Deputy Director Yvette Bembry, Contracts and Procurement Manager LaQuavial Pace, HR Manager Josselyn Swindell, Legal Counsel Kaye-Ann Baxter, and Executive Administrative Assistant Maxine Gayle

III. Approval of Agenda

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

IV. Approval of Minutes (July 22, 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. On July 24th, the Senate Committee on Appropriations approved the Fiscal Year (FY) 2026 Interior, Environment, and Related Agencies Appropriations Act. The “Road to Housing Act” was supported by CLPHA (Council of Large Public Housing Authorities).
2. On August 1st, HUD posted its annual Inflationary Adjustment. The inflationary adjustments for 2026 include changes to asset limitations, income thresholds, and passbook rates, effective January 1, 2026.
3. On August 11th, The agency received notice of \$4.7 million in shortfall funding for HCVP.
4. Also on August 11th, HUD released the Registration of Interest for VASH vouchers due September 10th.
5. The agency held a Five-Year Action Plan meeting on August 11th at Dyson.
6. The agency was just advised that it had \$148,000.00 of supportive service dollars

that needed to be expended by August 19th. The County has \$2 million in LIHEAP funds that need to be expended.

7. On August 12th, HUD announced a new Job Plus Grant (\$21 million). The application is due October 27th.
8. HUD has extended the compliance date to 2/2/2026 for NSPIRE standards.
9. On August 25th-27th, Ms. Jones-Gilbert, Ms. McDonald, and Mr. Williams attended the 38th Annual Statewide Affordable Housing Conference (FHC) in Orlando.
10. PIC certification for Cap Funds FY2026 is due on the 29th.

B. Trainings and Events

1. On July 31st, the agency held its first management interview with CREA (Syndicator to approve PBCHA management of Isles of Pahoee).
2. August 1st is the Advocacy Month Kickoff for NAHRO. This entails five weeks of advocacy with week five focusing on preserving public housing for the future. There are major cuts to public housing.
3. On August 5th, Ms. Jones-Gilbert attended the Yardi Executive Briefing in Boston. Discussions included the economy, tariff increases, inflation, and use of AI.
4. Also on August 5th, the agency hosted its National Night Out event at Schall.
5. Ms. Jones-Gilbert attended a Community Action Advisory Board meeting on August 11th.
6. A shortfall progress meeting is scheduled with HUD for August 28th.
7. The agency participated in its first Windsor Arms Transition meeting on August 13th. The agency is not interested in purchasing.
8. Ms. Jones Gilbert attended the CEO Roundtable in Tampa as guest of the Tampa Housing Authority. Best practices were shared. The Tampa CEO and COO have been together for 28 years. The housing authority owns a chiller plant that provide a/c for all of their unites. The housing authority invited PBCHA leadership and Board to come up for a tour.
9. On August 20th-21st, staff attended grievance hearing training provided by HDLI.
10. On August 21st, the Leadership Team attended a training session "Manager as Mentor" provided by GetUpEducation.

Ms. Mejia asked if the August 19th deadline will be met (expenditure of supportive services funds). Ms. Jones-Gilbert replied that the agency will submit for an extension.

VII. Financial Report

Mr. Fuller prefaced his report by stating that the Banyan audit report is complete and will be presented next month in the Banyan Board meeting. He also stated that BDO (Nuts & Bolts of HUD Accounting) training will take place in September.

A. Unrestricted Cash, Non-Federal:

Mr. Fuller reported that the COCC maintains most of the cash balance represented (\$757,000.00). COCC provides cash for the admin account, as they have a negative balance of \$641,000.00. The agency is still waiting on Westgate's cash flow but it looks like NSBV is going to have cash flow by the end of the year.

B. Unrestricted Cash, Public Housing

There are only two months left to build up cash balances. A PIH (HUD) notice came out that deals with new reporting requirements to ensure expending total federal revenue requested in the five-year period. There are also changes to interfunds, but that has no impact to this

housing authority. Ms. Jones-Gilbert advised the Board that the industry is also pushing back on this notice.

C. Restricted Cash, Vouchers

Mr. Fuller reported that the department is still positive in voucher HAP cash, but is still seeing increased costs. There was an issue with HOPWA (Housing Opportunities for People with Aids). There were short of what the budget allows. They will front load from next year's budget.

D. Revenues/Expenditures – Non-Federal

Revenues include non-cash transactions from NSBV for interest on Deferred Developer Fees (\$48,350.000) and NSBV management fee to be collected upon positive cash flow of \$38,552.00. In April 2025, the Boynton land was sold, creating a gain on sale of real property of \$2.5 million.

E. Revenues/Expenditures – Vouchers

Revenue exceeded expenditures within the voucher administration portion. This is due to increased admin fee proration.

F. Budget to Actual Expenditures – Resident Services

The agency has to give back FSS funds due to the vacant position. YouthBuild is on track. Jobs Plus is a little short. They will do a budget revision. ROSS is on trend for spending.

VIII. Development Report

A. Opportunities:

1. Waterview: Ms. McDonald reported that the agency is working with legal counsel for Waterview in preparation for a mid-September closing.
2. Drexel: Documents are being prepared for underwriting. Currently waiting for the MDA.
3. Windsor Arms: The agency is not pursuing purchase.
4. Catalyst Program: The agency is approved for the program. This is to assist in looking at strategies for repositioning.
5. Legislative Update: Florida approved House Bill 943 and Senate Bill 1730. "Yes, In God's Backyard" allows local governments to use faith-based lands for affordable housing.

B. Capital Improvement:

Mr. Delenda reported that lighting project at Seminole was almost complete. A solicitation went out for the asbestos remediation project for Dyson.

C. Resolution 1066 (Approving Submittal of the CFP Annual Plan for FY 2025 and CFP 5 Year Action Plan for FY2025-FY2029)

Ms. McDonald stated that a public hearing was held at Dyson for the 5-Year Plan. The plan had been posted as required and a presentation of the plan was made at the prior Board meeting.

Ms. Mejia motioned to approve the proposed CFP Annual Plan for FY2025 and CFP 5-Year Action Plan for FY2025-FY2029. Mr. Dumars seconded the motion. All were in favor.

IX. Procurement

Mr. Kijek reported on the following

A. Asbestos Removal and Abatement for Dyson

In process. Due September 16th.

B. HQS Inspections

Is in the evaluation process. An evaluation meeting is scheduled to make the selection.

C. Environmental Review Services

Five bids were received.

X. Assisted Housing

A. LIPH

Ms. Wilson reported on the following:

1. Occupancy: Average is 97.5% (does not include the seven offline units).
2. Accounts Receivables: Increased due to a \$15,000.00 charge to a Dyson tenant (kitchen fire).
3. PIC: 98.1% for July (due to late recertifications at Drexel).
4. Staffing: The manager at Drexel starts on August 4th. An LIPH Housing Specialist will also start on the 4th.
5. Maintenance: On-time workorder completions are at 99.2% (above KPI goal). Vacant unit turn time is 30 days due to employees taking vacation.

B. HCVP

1. Ms. Bembry reported that there was an overall increase in HAP payments. The department is still seeing landlords requesting rent increases.
2. For Unit Months Leased, Project Based Vouchers: There were two move-ins, 29 vacants (eight are required for renos), with fourteen prospects.
3. Waitlist: The waitlist is still open for Lake Worth Towers.
4. Staffing: Two specialists were hired; one had to leave. Searching for another.

Ms. Jones-Gilbert added that the waiting list would not be closed.

C. Resident Services

1. FSS: Mr. Parks reported that the department has finalized the action plan. An FSS graduate was awarded \$12,684.00. They are working on a master's degree and will use that money to buy down debt.
2. Jobs Plus: Quarterly reported has been submitted. Changes will need to be made to the ACOP due to new JPEID guidelines.
3. FYI: The voucher discrepancy has been corrected and the department is currently at 56 available vouchers for the program.
4. National Night Out: NNO was held on August 5th at Schall. Book bags, books, free haircuts, bounce house, and face painting were all provided.
5. Resident Council: Mr. Parks is organizing a resident council. An informational meeting is scheduled for Monday at the main office.
6. Staffing: An FSS Coordinator is in the pipeline.

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 approximately 9:15 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The Board at its September 23, 2025 meeting