



MEETING MINUTES

Tuesday, September 23, 2025

I. Call To Order

Mr. Mejia called the Board meeting to order at 8:10 AM on September 23, 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, YouthBuild Manager Stephanie David, 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, Legal Counsel Kaye-Ann Baxter, and Executive Administrative Assistant Maxine Gayle

III. Approval of Agenda

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

IV. Approval of Minutes (August 19, 2025)

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

V. Public Comment

There was no public comment.

VI. Report of the CEO

Ms. Jones-Gilbert prefaced her report by displaying pictures from the first ever Resident Services graduation ceremony held at our agency. The ceremony was held on September 16th and included conferrals, a speech from the valedictorian and a special guest speaker. Family and agency staff came to support the 16 graduates from the YouthBuild and FSS programs. Ms. Mejia asked for pictures to be forwarded to her.

A. HUD Updates

1. On September 2nd, HUD's 2026 inflationary and passbook rates were posted.
2. On September 3rd, the registration of interest for VASH vouchers was submitted.
3. HUD released its semi-annual regulatory agenda on September 4th.
4. On September 5th, HUD released its CoC Builds Grant with added certification language. Direction will be needed from the board on how the agency should proceed going forward.
5. On September 9th, the HUD Innovations in Housing Showcase was held on the National Mall in Washington, D.C., spotlighting innovative housing solutions aimed at addressing the nation's ongoing housing challenges.

6. HUD announced the delay of the implementation of NSPIRE for the voucher program on September 10th.
7. On September 16th and 18th, Congress was not able to reach an agreement on a continuing resolution and is therefore facing government shutdown.
8. On September 18th, SF424 was posted. It changes how HUD distributes the operating fund grant for 2026 and how authorities manage the funding.
9. Also on the 18th, a HUD Statewide Affordable Housing Summit was held.

B. Program and Events

1. The agency met with the Housing Authority of the City of Fort Myers on September 22nd. Approval has been received to transfer 10 of their VASH vouchers to PBCHA.
2. The county held an explorative discussion regarding prefabricated homes. The county asked if the agency had any interest in having them to purchase prefab homes for infilled lots. Other housing authorities were present.
3. A groundbreaking ceremony will be held today for Blue Heron Commons (Riviera Beach Housing Authority).
4. Ms. Jones-Gilbert will attend the FHARMI (Florida Housing Authorities Risk Management Insureds) annual meeting tomorrow.
5. BDO Nuts & Bolts of HUD Accounting training starts for the agency tomorrow.
6. The 2025 NAHRO National Conference & Exhibition in Phoenix, AZ will be attended on September 28th-30th.
7. The CLPHA (Council for Large Public Housing Authorities) Fall 2025 meeting will be attended on October 24th-26th.

C. Legal and Compliance

1. On September 11th, a mediation was attended for the Housing Authority.
2. There has been an uptick in FOIA (public records requests regulated by the Freedom of Information Act) requests. They mostly refer to how the agency operates within the programs or how it awards its procurements.

VII. Budget Presentation

Mr. Fuller prefaced his presentation by presenting the holiday schedule for board approval. He advised the board that the agency will have about 63 employees in the year. Staff members that are not on probation and have achieved a satisfactory rating on evaluations will be eligible to receive a 1.5% incentive. There will be no increase in salaries.

A. Operating Budgets

Mr. Fuller stated that the operating budget was all based on 2023 and 2024 actuals.

1. Public Housing Sites
 - a. JPEID will be going away, so there will be a decrease in tenant rents for sites with residents participating in that grant (includes Dyson).
A 5% increase is anticipated for insurance costs at the sites.
Scattered sites experienced an increase in income due to the sales related to the FDOT project.
Schall will request a PILOT waiver. Mr. Fuller will speak with the tax assessor this year.
Drexel doesn't make money, and expenditures are up due to insurance.
 - b. Cash Equity in Public Housing:
AMP 6 will take a large drop because Marshall Heights is phasing out. There is \$3.7 million in revenue. 52% from dwelling rents and 42% from the federal government.

A five-year trend was done for the six NSP single family homes. Rent increases will bring the agency into alignment and also increase revenue.

c. South Bay Villas:

There is a 6% interest revenue on the \$3.6 million notes payable that is due at the end of the tax credit compliance period (another 10 years). SBV is skewed because of the \$3.6 million note. Equity is on the books but is not cash since it will be held until the 15th year.

NSP is required to give program income back to the county, but there is an agreement to have the agency hold it for repairs. The budget for SBV and NSP (combined for HUD grant reporting purposes - CDBG) is about \$372,000.00. After expenditures, it's about a \$66,000.00 profit.

2. HCVP

a. Mainstream HAP: The agency will continue to be in shortfall. The spreadsheets showed how many clients were served at the per unit cost (between \$1,100.00 -\$1,675.00).

b. EHV: The five-year trend shows that we will have enough funds to support 72 people on the program this year. Ms. Jones-Gilbert added that HUD is looking at this and wants housing authorities to absorb EHV into voucher programs, but our agency can't because it's in shortfall.

c. HOPWA: There are concerns because there wasn't enough in grant authority to reimburse the TBRA program. It's currently at \$1,400.00 per month per client. 250 people were served in 2015 but the agency can only serve 200 currently.

d. Admin Vouchers: In admin costs, HCV has excess cash available and HUD could take away admin cash.

e. HAP Cash and Equity: Has taken a hit because per unit costs continue to rise.

f. Voucher Admin: 77% of revenue comes from HUD. 8% from Mainstream. In expenditures, \$1.2 million is salary and benefits.

g. HAP Budget: Faud recovery is reported as income. 83% is coming from the HCV program.

3. Resident Services

a. The Jobs Plus grant ends on December 31st. It is overspent in the JPEID category. The staff did a great job. Kudos to them. Ms. Jones-Gilbert added that PBCHA has done so well, it has been a success story for the entire program. The Jobs Plus HUD rep called her to tell the department to request a regulatory waiver (to continue the program).

4. Central Office

a. Expenditures are mostly related to salary, benefits, and overhead costs.

b. For development, the housing authority provides management services for SPECTRA management. The admin doesn't have money coming in because most of development is a one-time hit. There was a loss this year, but the agency just received Westgate (usually \$40,000.00) at \$100,000.00. Ms. Jones-Gilbert added that Covenant Villas used to have a high vacancy but it is now down to five.

5. Property Management

a. Mr. Fuller reported that revenues are coming in for salary and

management fees. This budget includes NSBV, Banyan, NSP, and Windsor. Next year it will include Waterview, LaQuinta, and Isles of Pahokee.

- b. The agency anticipates making \$100,000.00.
6. Non-Federal
 - a. Equity is up because of Brighten sale. There is still some reserve, but the agency needs to work on non-federal cash.
 - b. There is \$2.8 million in revenue (fees for services at \$1 million [salary reimbursements]) with expenditures at \$2.8 million.
7. Total Budget: Anticipating \$72.3 million in revenue. 87% of that is from HUD. 6% from other income sources. Expenditures are \$71.6 million (80% are for salaries and benefits). Without HAP costs, the budget is \$11 million in revenues, and \$10.4 million in expenditures. Most of the revenue comes directly from the voucher program that the agency operates.

B. Resolution 1067 (Approving FY2026 Operating Budget)

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

VIII. Development Report

A. Opportunities:

1. Waterview: Ms. McDonald reported that the closing is due the first week of October.
2. Drexel: The MDA was sent to legal.
3. An on-site visit with Florida Housing Coalition will be scheduled for October.
4. Ms. McDonald and Mr. Williams attended the Florida Housing Conference. There is a push to get more involvement with businesses as it relates to housing.

B. Capital Improvement:

Mr. Delenda reported that the Emergency Safety and Security grant expects to be completed with installation of security cameras on October 9th.

IX. Procurement

Mr. Kijek reported that the rekeying of properties has been awarded. Tree-trimming was also awarded for NSBV.

The Jobs Plus Grant Writing project is pending. The Asbestos Removal project is in the evaluation phase. The Fungal Remediation should be evaluated soon. The Pressure Washing at NSB, HQS Inspections, and Environmental Review Services have all been awarded.

X. Closed Session

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

XI. Commissioners' Remarks

There were no further remarks.

XII. Board Chair's Remarks

There were no further remarks.

XIII. Adjournment

Ms. Mejia adjourned the meeting at 9:35 AM.

Minutes submitted by: Maxine Gayle

Minutes approved by: The board at its October 28, 2025 meeting