

Daytona Beach Housing Authority

October 15, 2021 Board Meeting 10:00 a.m.

- I. Call to Order** - Commissioner Sally Jass was elected as temporary chair by the commissioners due to Chair Kelvin Daniels and Vice Chair Hemis Ivey not being present at the start of the meeting. She called the meeting to order at 10:00 a.m. Attorney Gilmore stated that there is a quorum present.
- II. Roll Call** - Commissioners Jass, Irma Browne Jamison, Kim Brown-Crawford were present for roll call. Commissioner Ivey joined the meeting at 10:12 a.m.
- III. Invocation** - Invocation was led by Natalie Smith-Wells.
- IV. Recognition of Visitors** - None.
- V. Public Comments** - No public comments.
- VI. Approval of Minutes**
 - A. Special Board Meeting - September 16, 2021 -**
Commissioners Present: Jass, Jamison, Brown-Crawford, Ivey. Commissioner Absent: Daniels - Commissioner Jamison made a motion to approve the minutes of the special board meeting of September 16, 2021. Commissioner Brown-Crawford seconded the motion. Unanimously approved.

B. Regular Board Meeting - September 17, 2021 -

Commissioners Present: All - Commissioner Brown-Crawford made a motion to approve the regular board meeting minutes dated September 17, 2021. Commissioner Jamison seconded the motion. Unanimously approved.

C. Special Board Meeting - September 17, 2021 -

Commissioners Present: Jass, Jamison, Brown-Crawford, Ivey. Commissioner Absent: Daniels - Commissioner Jamison made a motion to approve the special board meeting minutes from September 17, 2021, as written. Commissioner Brown-Crawford seconded the motion. Unanimously approved.

D. Special Board Meeting - October 1, 2021 -

Commissioners Present: All - Commissioner Jamison made a motion to approve the special board meeting minutes of October 1, 2021, as written. Commissioner Brown-Crawford seconded the motion. Unanimously approved.

VII. Approval of Agenda - Commissioner Jamison made a motion to approve the agenda as written. Commissioner Brown-Crawford seconded the motion. Unanimously approved.

VIII. Consent Agenda *(Matters included under the consent agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one motion. If discussion is desired by any member of the Board, then that*

item will be removed from the consent agenda and considered separately.)

A. Resolution 2022-11 Housing Choice Voucher Payment

Standards. Recommendation: HCV Manager Venkisha Haynes

recommends approval. Commissioner Jamison made a motion to approve the consent agenda as written.

Commissioner Brown-Crawford seconded the motion to approve Resolution 2022-11 Housing Choice Voucher Payment Standards. Unanimously approved.

IX. Updates

A. BGC Advantage - Ms. Fannie Brown provided an update for BGC Advantage. Ms. Brown discussed the scope of work for Maley and Windsor.

Ms. Brown stated that there were successful meetings with the residents in September and she believes the residents understand what's happening with the relocation plans and what their rights are.

Ms. Brown discussed Daytona RAD Family. Caroline Village has 55 two-bedroom and 45 three-bedroom units, for a total of 100 units.

Palmetto Park has 74 two-bedroom, 32 three-bedroom, and 20 four-bedroom units for a total of 130 units.

Northwood Village I has 12 one-bedroom, 30 two-bedroom, 15 three-bedroom units for a total of 57

units. Northwood Village II has 12 two-bedroom and 16 three-bedroom units for a total of 28 units.

Walnut Oak has eight one-bedroom, eight two-bedroom, and four three-bedroom units for a total of 20 units.

New construction will be at Halifax, which will include 20 three-bedroom units.

Ms. Brown discussed the scope of work. She also provided a development update. They are awaiting RCC, and financing is underway. The equity partner is Redstone, and the lender is Citibank. General contractor is Gibraltar Construction. The tentative closing date for family site is December 28th.

Commissioner Brown-Crawford asked Ms. Brown what is holding up the closing of the WM. Ms. Brown stated that HUD needs to sign the package that they received. She hopes HUD will sign the package next week, but then there's a 15-day waiting period before closing. Commissioner Ivey believes there should be another workshop on the family sites because he has a lot of questions that have not been answered.

B. Greenberg Traurig LLP - Jean Wilson with Greenberg Traurig provided an update. Mr. Wilson told the commissioners that they have been waiting for the credit underwriting report for a while, but he

reported that AmeriNat now has everything they need to finalize the credit underwriting report and the report should be released today. Any comments will be finalized next week, which will then allow Mr. Gilmore to release the document, which will facilitate the financing team to move forward with the pricing of the bonds.

Mr. Wilson stated that the bond documents are in excellent shape. He is coordinating with the bond council in terms of the documents that the authority will need to execute on the bond side and who will be executing on behalf of the authority will be talking with Mr. Gilmore and Ms. Smith-Wells to get it under control in advance of the closing. Mr. Wilson stated that things are finally moving towards a closing date on the bonds.

Mr. Gilmore asked Mr. Wilson to make himself available to Mr. Woodyard to give him an overview of how the transaction works and where the authority is at the time. Mr. Woodyard stated that he has met with Holly Knight of BGC Advantage and Martin Walsh of Reno & Cavanaugh. He asked staff to set up a conference call. Mr. Woodyard stated he will permanently be in Daytona Beach on November 1st.

Commissioner Ivey asked Mr. Wilson if the report will be distributed to the board. Mr. Wilson stated that he asked AmeriNat to send the report to staff who will then distribute it to board members.

C. Reno & Cavanaugh PLLC - Jonathan Flugstad with Reno & Cavanaugh provided an update for the commissioners. Mr. Flugstad stated that they've responded to all the questions that HUD's closing coordinator and the reviewing counsel have put forward. He is hopeful that the approval memo from HUD will go out today or the following Monday, then they will be at the signing table the following Thursday.

Once the signed documents are received from HUD, they'll be waiting on the rest of the transaction to come together for closing. Mr. Walsh stated that they're waiting on the credit approvals that are needed with the equity investor and their internal processes as well on the debt side. The bond piece must follow the HUD approval piece.

Mr. Walsh stated that about two to three weeks after the HUD approval gets issued, then closing will be anticipated.

Commissioner Brown-Crawford asked Mr. Flugstad when the last time was that HUD reviewed everything. Mr.

Flugstad stated it was the past Tuesday afternoon. Commissioner Brown-Crawford asked Mr. Flugstad if he hasn't heard from HUD that everything looks good. Mr. Flugstad stated that he's pretty confident because about two weeks ago, the only item that he was waiting on was for the legal description to be updated throughout the documents, which are minor changes, and that was the only comment outstanding at the time. Mr. Flugstad stated that based on his conversations with HUD counsel, he was just looking to plug in dates into his approval memo. Mr. Flugstad stated that as soon as he hears from HUD, he will let everyone know.

X. Old Business - Commissioner Brown-Crawford welcomed Mr. Woodyard to his first meeting.

XI. New Business - No new business.

Commissioner Brown-Crawford asked Ms. Smith-Wells how the meeting with the city hall went. Ms. Smith-Wells stated that the meeting went well. She stated that it was one of the holding points in moving forward to HUD. The two pieces were the antenna that's on top of Windsor and the pilot. Ms. Smith-Wells stated that the city and the county did get letters sent over.

XII. Information Items

A. 2020 Audit Results Letter - HACDB - FL007 - Ms. Smith-

Wells stated that any time any type of correspondence is received from HUD, she always makes that information available to the board. The letter that's presented in the board packet is from the 2020 audit results and showing the different areas. The letter was provided for the board's review.

B. CEO Strategic Plan - Mr. Woodyard stated that he's in

the discovery phase with the housing authority. He needs to understand how the board works with finances and development. The next phase is putting together a plan and a strategy for the first three, three and a half months.

Mr. Woodyard stated that he'd like to have a workshop/retreat with the board and counsel in November.

Mr. Gilmore told Mr. Woodyard that the workshop is a good idea. Mr. Gilmore stated that when the board has a workshop/retreat, there are some requirements. The workshop must be open to the public and they must keep minutes. Mr. Gilmore stated he will make himself available for the workshop.

The commissioners discussed possible dates for the workshop/retreat. Commissioner Ivey suggested November

12th. Mr. Woodyard stated he doesn't have a preference for the date because he will be available once he moves.

Mr. Woodyard stated that he was thinking about having two, half-day sessions. The commissioners discussed dates. The dates that were suggested were Thursday, November 11th, from 9:00 a.m. to 1:00 p.m., and then Friday, November 12th for the regular board meeting and continue the workshop. Mr. Woodyard stated he will discuss location with staff.

Mr. Woodyard asked Attorney Gilmore if it would be in violation of the Sunshine Law if he talked to each board member independently about what they'd like to see where they want the board meeting to be. Attorney Gilmore told Mr. Woodyard that he can speak to the board members individually. He stated it's two or more board members when Sunshine Law would apply.

Mr. Woodyard told the board that he pulled a resolution from the meeting today and also delved into the meeting minutes more and he understands the discussion and understands why there could've been some concern around the resolution. He stated that he recognized that the board has voted and made a decision about moving forward with RAD family based on

the previous CEO's recommendation and BGC's recommendation.

Mr. Woodyard stated that when the board votes on a resolution and when they vote on anything that's coming up that it's a recommendation from him. He stated he has a fiduciary responsibility to the housing authority and in order to exercise that, he will go through his normal review and due diligence process.

Commissioner Ivey concurred with Mr. Woodyard. He stated he would like to give Mr. Woodyard time to get abreast of what's going on with the agency to see how he would like to make some changes and recommendations on everything that the board is doing.

Mr. Woodyard told the board that the housing authority has assembled a top-flight team, in Reno & Cavanaugh and Attorney Gilmore, in which he has the upmost confidence. Mr. Woodyard stated that he brings a fresh perspective and asked for a little time.

Commissioner Brown-Crawford stated that she called Mr. Woodyard about the resolution, and they had a long talk about it. She stated she was very impressed and happy that Mr. Woodyard wanted to take the time to look at the items. Commissioner Brown-Crawford stated

that the board needs to know that the CEO has looked at everything and that he agrees with the recommendations.

Commissioner Ivey recommended to the board members to have a discussion with Mr. Woodyard and let him know their thoughts and how they feel they would like to see the agency move forward.

Ms. Smith-Wells thanked the board for the opportunity that was given to her in the last 100 days. She thanked the board for their support and patience. Ms. Smith-Wells recognized Kara Lennard for stepping up in areas she didn't have to and picking up a lot of areas. She thanked Mr. Woodyard for including her as he's transitioning in. Mr. Woodyard told Ms. Smith-Wells that her assistance has been invaluable.

Commissioner Jass thanked Ms. Smith-Wells for stepping up at a hard time. She thinks things have been better since Ms. Smith-Wells stepped up.

XIII. Monthly Departmental Reports

- A. Finance Report -**
- B. Housing Choice Voucher Report -**
- C. Development and Business Management Report -**
- D. Affordable Housing Reports -**
 - a. Caroline Village**

b. Maley

c. Palmetto Park

d. Windsor

E. Chief Operating Officer (COO) Report -

XIV. Commissioners Comments - Commissioner Jass stated that she's glad that they're getting into RAD now. She stated that as a tenant commissioner, she hears all the rumors. Commissioner Brown-Crawford stated that their decision in getting a new CEO was more rapid than she thought. She's looking forward to seeing some changes and making things happen in the city. Commissioner Brown-Crawford stated that she wants to work with staff as a team and wants to see something positive happen for the residents. She asked if the housing authority could send something to Holly Knight due to the loss of her mother.

Commissioner Jamison stated that she ran into a Palmetto Park resident and the resident said she heard about the reconstruction and all the changes. The resident stated she has packed up her things because she was preparing to move during the reconstruction. Commissioner Jamison told the resident to unpack as it's not here yet. The resident insisted on leaving her things packed.

Commissioner Jamison mentioned the arrival of the Mary McLeod Bethune statue in the city of Daytona Beach. She encouraged everyone to visit the statue.

Commissioner Jamison made a note that the meeting ran very smoothly.

Commissioner Jass stated that the great grandson of Mary Bethune lives in Windsor.

Commissioner Jamison told the board that she was not aware that Mary Bethune went and asked for the property of Daytona State College. Mary Bethune was responsible for getting the acreage to build the college, which was Volusia County Community College then.

Attorney Gilmore stated he learned about Mary Bethune.

Attorney Gilmore mentioned that when the classic happens in Daytona Beach, everything else is secondary. Attorney Gilmore echoed previous comments that Ms. Smith-Wells has done a wonderful job as interim CEO. Ms. Lennard has done a wonderful job as well. Attorney Gilmore stated that they're at an exciting time.

Mr. Woodyard's conclusionary comments are that the items that he laid out in the memo in his last interview with the board were not just for interview purposes. He asked the board to hold him accountable to the things he said in the memo are actual things he's doing on the ground now.

Mr. Woodyard discussed employee development. He stated he's working with employees to do that. Mr. Woodyard told the board to feel free to ask him about what he's doing to support what he said he was going to do in the interview. Commissioner Ivey reminded the board that it is breast cancer awareness month. If the board knows anyone who's been impacted by cancer to pray for them.

Commissioner Ivey stated that he's glad that the board is willing to give Mr. Woodyard the time to get himself adjusted. He thanked Ms. Smith-Wells. Commissioner Ivey stated that the board needs to stay in their place and let Mr. Woodyard make changes that are needed to help the housing authority move forward.

XV. Adjournment - Commissioner Jamison made a motion to adjourn the meeting. Meeting was adjourned at 11:07 a.m.

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