

Housing Authority of the City of Daytona Beach

April 30, 2021 Special Board Meeting

- I. Call to Order** - The meeting was called to order at 10:10 AM by Commissioner Daniels.
- II. Roll Call** - Commissioners Jass, Jamison, Ivey, Brown Crawford and Daniels were present during the roll call.
- III. Invocation** - The invocation was led by Commissioner Brown Crawford. Attorney Gilmore reminded the board that the meeting is starting a little earlier than scheduled due to the previous meeting ending early and relayed that the full meeting will be available to anyone requesting it and stated in the future, the next meeting will start immediately after instead of a specific time.
- IV. Recognition of Visitors** - None. Commissioner Daniels stated he would like to strike items VI, VII, VIII, IX, X, and XI. Ms. Bates urged Commissioner Daniels to reconsider due to the May meeting being elections and items VI through XI require limited discussion.
- V. Rose Street Offer** - Ms. Bates relayed to the commissioners that a counteroffer was made for the lot of \$6,7000 and the offer needs to be accepted or a proposal of something else needs to be submitted. Attorney Gilmore mentioned a commissioner who had a concern about knowing the identity

of the bidder and wanted to let the board known once the offer comes in, it's public record. Ms. Bates stated the appraised value was \$11,000, the property assessors' value was \$7,500, the board requested \$8,500 and the counteroffer was \$6,700. Commissioner Brown Crawford made a motion that the board accept this offer. The motion was seconded by Commissioner Daniels and passed unanimously.

VI. Vacant Property M/N - Ms. Bates relayed to the board that the realtor verified there is a contract on the lot, but the persons who purchased the lot reportedly only want the commercial frontage, which couldn't be purchased with HUD money anyway. Ms. Bates invited the board to consider this as a possible use of the capital funds. Attorney Gilmore discussed a fellow housing authority who bought a property similar to this and provided the board their story. Questions and comments by the board were addressed.

VII. City Lots Revert

Ms. Bates stated Ms. Lennard has been researching the deeds on all of the lots and found writer reverter, which was issued in 2014 that says in the event that a certification of occupancy is not issued for completed construction within five years, the City of Daytona Beach has the right to have the property back. Ms. Bates urged the board to consider giving permission to give this

unbuildable lot back. Commissioner Brown Crawford made a motion to return the property Lot 21 parcel ID number 533866000210 back to the City of Daytona Beach Florida. The motion was seconded by Commissioner Ivey and passed unanimously.

VIII. Non-Profit Request -

Ms. Bates shared with the board a communication that came from Homes for Hope, saying they would like the board to consider allowing them to build on Vernon. Ms. Bates asked Homes for Hope to send a formal request, which will come to the May board meeting, but due to the large agenda, Ms. Bates wanted to bring the board's attention to this now.

IX. Procurement Procedures for New CEO -

Commissioner Brown Crawford brought to the board's attention details regarding Ms. Bates contract not being renewed. Commissioner Brown Crawford asked if another director from another housing authority could help to oversee this process. Commissioner Daniels recalled the process the last time they were selecting a CEO, considering six candidates and interviewing three, in which the process was conducted without a director. Ms. Bates stated when she left her last housing authority, HUD contacted her and made a recommendation for an interim,

which was shared with the board who agreed, and the board hired that person two or three months before Ms. Bates left, ensuring continuity of business. Commissioner Daniels stated procurement doesn't seem to be a problem for the board, as Ms. Bates is conducting work as she always has. Commissioner Jass expressed Ms. Bates brought valuable people to the staff, who should be considered as CEO as they have been trained by Ms. Bates. Commissioner Brown Crawford expressed she would like to see that the next director would have already been through RAD and development experience, while allowing the staff to be a part of the process. Commissioner Brown Crawford asked the board who the search team is, which Commissioner Daniels stated an RFP will be utilized. Attorney Gilmore stated any procurement needs to run through the normal process and traditionally does not involve the staff. He stated the procurement process needs to run through the housing authority. Ms. Bates relayed to the board she never received any responses and asked the board if that is the procurement that they want to go out or if they want to review it again. Commissioner Brown Crawford stated the board seems to be in agreement to go forward with the process, and that's all she was seeking to know.

X. Naming Final Phase - Board Review

Ms. Bates brought to the board's attention resident meetings regarding plans and specs, names of family sites and the results of these meetings with the names. She stated the BGC marketing team wanting the board to consider the Meadows for Palmetto Park, the Monarch for Walnut Oak, Coral Breeze for Caroline Village, Sage Harbor for new construction, Royal Palm for Northwoods, and Queen Palm for Northwoods II and they would like to begin the rebranding process. Ms. Bates wanted to bring this to the board's attention to see if the board has any objections to any names. Ms. Bates described the process which took place during these meetings regarding coming up with names. Commissioner Brown Crawford suggested letting the residents move forward and seeing if they run into any objections, duplicates, etc.

XI. Commissioners Comments - Ms. Bates stated the next meeting is the board's annual meeting, which includes election of officers, then a meeting of each affiliate. Commissioner Daniels expressed if ever in this position again of needing a new director, having a frank conversation on the record was suggested to keep everybody informed. Commissioner Brown Crawford stated whoever is coming in as CEO, a paragraph regarding disciplinary actions should be included

in the contract. Ms. Bates suggested to the board considering a process in the bylaws for disciplinary action involving the CEO. Ms. Bates suggested the board consider that her current employment agreement does not include affiliates and to think about this moving forward. Commissioner Ivey stated in researching, he has been impressed with the way Riviera Beach Housing Authority conducts their business and requested of the board to consider using their director and consultant team to help the board. He also expressed to the board he would be interested in moving funds over so they can get started on projects. Ms. Bates stated the funds are not currently being used for salaries. She detailed \$150,000 was committed to home ownership. Ms. Bates stated before a motion can be made to move the money, there has to be an approval by the board for the purpose. She stated an application can be put in for a lot because that is what the board has approved currently; additional lots will need to be dealt with in a resolution. Commissioner Ivey expressed his desire to make a resolution to transfer the lots on Rose Street over to Vernon Street. Ms. Bates stated the motion should be to transfer the lots at Vernon Street from the housing authority formally. The board discussed how the lots got where they currently are and the formal

motion and resolution process regarding these lots. Ms. Bates stated the \$124,000 is already approved; a loan instrument can be made to open the bank account and put that money into a different account. Ms. Bates stated she will prepare a resolution identifying the lot information and bring that to the board to approve a transfer of those lots from the housing authority to the development corporation, and a compatible resolution on the development corporation side will also be made to accept the lots. Questions and comments regarding the process by the board were addressed by Ms. Bates. Attorney Gilmore announced he had to leave the meeting. Ms. Bates summarized for the board that the board would like to have a housing authority meeting, the affiliate meeting, and the development board meeting, allowing the development board to accept the lots. Commissioner Daniels stated there is a two-hour window to have the next meeting. Commissioner Jass asked if an additional special meeting could be included instead of a long meeting. Ms. Bates stated she will find out what works for everyone and report back. Commissioner Ivey asked Ms. Bates to follow up on the pilot funds to see if they will release it now that there is a plan to start building. Commissioner Brown Crawford asked what was the outcome from the previous meeting. Ms. Bates stated the cities, states,

or housing authorities are the responsible entity for signing off on Part 58 environmental. She stated the City of Daytona Beach relayed that they did not have the capacity to be the responsible entity and this issue is still pending. Ms. Bates stated the city attorney will have to work with the staff to see if it's possible to sign off. Commissioner Brown Crawford expressed the desire to have the staff informed on their role in the meetings and the board discussed the previous meeting and improvements that could be made. Commissioner Ivey asked a question regarding leasing Hope IV properties. Ms. Bates stated the process includes finding out who owns the lots and then considering blocking off the area. Commissioner Daniels thanked the staff present at the meeting. Ms. Bates relayed to the board Career Source renewed the \$180,000 grant and expressed gratitude to the staff for the loans received during the past two years. Commissioner Daniels thanked the commissioners for the productive special meetings.

XII. Motion to Adjourn - Commissioner Jass made a motion to adjourn the meeting. The motion was seconded by Commissioner Daniels and passed unanimously. The meeting adjourned at 11:41 AM.