

Housing Authority of the City of Daytona Beach

September 15, 2023, Board Meeting 10:00 a.m.

I. Call to Order - Meeting conducted by Vice Chair Sandy Murphy.

II. Roll Call - Commissioners Sally Jass, Kim Brown-Crawford, Sandy Murphy were present for roll call. Chair Kelvin Daniels was not present at roll call. He arrived late and joined via Zoom. Commission Irma Browne Jamison arrived on time but had to leave prior to roll call due to an emergency. She returned at 10:19 a.m., prior to the Business Action Items portion of the meeting.

III. Invocation - Invocation by Commissioner Brown-Crawford.

IV. Recognition of Visitors - None.

V. Public Comments (limited to 3 minutes each) - None.

VI. Approval of Minutes -

1. **Regular Board Meeting - June 16th, 2023 - Commissioners**

Present: Daniels, Murphy, Brown-Crawford, Jamison, Jass. -

Motion by Jass. 2nd by Brown-Crawford. Passed unanimously.

VII. Changes to the Agenda - None.

VIII. Discussion - New staff recognized: Human Resources Assistant, Juane Griffin; Director of Resident Services & Community Engagement, Tamara Johnson.

IX. Consent Agenda - (Consent agenda items are not expected to

require review or discussion. Items will be enacted by a single motion. If discussion is desired by a member of the Board, then that item will be considered separately). -

None.

X. Real Estate Development - Mr. Woodyard introduces private-sector partners, Mark Watts. Mark Watts is the land entitlement attorney for Brentwood. Mark Watts is joined by Jessica Dow. Mr. Woodyard states a decision was made to move forward with Smith & Henzy as a developer partner, but no contract has been signed yet. HUD awarded Choice Neighborhood Planning Grant. Mark Watts speaks on land entitlements processes and status. Darren Smith speaks on behalf of Smith & Henzy about the partnership.

Mr. Woodyard states the grant is \$500,000, which is the maximum allotted. The City of Daytona Beach will also allocate \$500,000, and the Housing Authority will match the city, so over \$1 million in local funding as well for planning and development.

XI. 10:35 a.m. Business Action Items

1. Resolution 2024-01 Adoption of new 2023 Flat Rent

Schedule for the Affordable Housing Program. - Kara

Lennard announces new utility allowances and new flat rents. Nelrod will perform a utility allowance study.

The adoption will not impact Windsor Maley because they do not pay utilities. Flat rents only come into play for

the public housing developments, not for the Housing Choice Voucher Program.

Motion by Brown-Crawford. 2nd by Jamison. Passed unanimously.

2. Resolution 2024-02 Updating 2023 Utility Allowances for Affordable Housing Properties. - Motion by Jamison. 2nd by Brown-Crawford. Passed unanimously.

3. Resolution 2024-03 Approval of Change Order Increasing the Contract Amount for GLE Architecture and Engineering Services Contract for Additional Work Needed for Capital Fund Obligations. - Kara Lennard explains the resolution. Motion by Jamison. 2nd by Brown-Crawford. Passed unanimously.

XII. Old Business Items - Commissioner Daniels asks about Picerne properties. Mr. Woodyard states Stephenson and Moore are doing a great job with improving the curb appeal and grounds of the properties. Previous issues have all been resolved.

XIII. Monthly Performance -

1. Customer Satisfaction

a. Family Self Sufficiency (FSS) Monthly Progress Report (separate report) - FSS report given by Director of Resident Services & Community Development, Tamara Johnson, who referenced new employee, FSS Coordinator Terika Scatliffe. There are 14 enrolled in the program. Four are

requesting to be graduated out of the program, and that's in review. Local goals are to increase overall employment rate, have 100% employment for individuals in LIHTC properties, and revitalize network neighborhood centers.

2. Housing Solutions -

a. Public Housing Reports - Reports by Yvonne Gonzalez.

i. Northwood Village, Walnut Oak & Northwood II - According to the report for maturity, for collections, Northwood Village and Walnut Oak have a total of \$3,596, for 0-30 days; \$0.00 for 31-60 days, and \$1,995.70, for 61-90 days. For collections, Northwood II has \$1,424.70 for 0-30 days; \$0.00 for 31-60 days; and \$1,489.60, for 61-90 days. For legal, there are eight files that have been forwarded to counsel; one pending eviction; and three families that have been served with eviction notices. The department is working on completing annual certifications. They are continuously interviewing for an Occupancy Specialist, and the waiting list priority has been merged successfully. Under the Occupancy portion of the report, there are three vacant units at Northwood and Walnut Oak, for an occupancy rate of 97%, and three vacant units at Northwood II, for an occupancy rate of 86%.

ii. **Caroline Village, Palmetto Park** - The department is projected to recover \$21,795.60 in debts owed. Six families are pending with legal. Five families are pending processing for eviction. All units at Caroline Village haven been mold tested and a schedule for remediation of the units with elevated mold spores has begun. Currently 17 units are occupied at Caroline. There are 83 vacant units at Caroline Village, with 18 readies. At Palmetto Park, there are 13 vacant units and 7 readies. Three transfers from Palmetto Park have been conducted for reasonable accommodations. A memo from Attorney Ric Gilmore regarding maintenance personnel concerns will be shared, but the Housing Authority does not manage that.

b. **Housing Choice Voucher Report** - Report given by Housing Choice Voucher Program Supervisor, Venkisha Haynes. SEMAP scores were submitted to HUD. The score was 65% in 2022 to 82% now. Hummingbird Consulting came in for a week to audit the department. In May, 333 applicants were selected from the waiting list. As of Wednesday, an additional 500 applicants have been pulled. The goal is to pull all applicants by the end of the year, to have new vouchers out by January 1, 2024. Of the 333 applicants selected from the waiting list, 224 failed to respond. There are 1,222 vouchers under Housing Assistance Payment

(HAP) contracts, 182 Project Based Voucher units occupied at the WM on the River. There are no more Emergency Housing Vouchers. Vouchers are still being accepted through HUD-VASH Program.

3. **Financial Strength** - Report given by Chief Financial Officer Dom Morgese, whose last day is Sept. 29.

a. **Finance Report** - The audit on the final figures will take place around January 2024. The year-end entries are taking place right now. Income statement, total \$193,000 for period to-date, the period being June. Total expenses is almost \$297,000, for the period ending June 30th. The period-to-date figure is \$2.5 million, and that compares to a revised budget of \$2.3 million. The net income is a \$103,000 loss. Year-to-date is \$1.1 net income, on revised budget of \$860,000. Northwood II total income for June 30th is \$27,000. Year-to-date figure is \$570,000, and then that revised budget was \$437,000. Expenses for the month ended June was \$53,000. Year-to-date is around \$430,000. The revised budget around \$380,000. Net income figure loss of \$26,000, year-to-date \$140,000 and a revised budget of \$57,000.

Housing Choice Voucher Program. Total income is \$1.3 million for the month of June. Year-to-date \$1.7 million. Revised budget hovering around \$15.3 million. Total

expenses, \$1.3 million for June. Year-to-date, \$15.5 million. Revised budget around \$15.3 million. Net income for the month of June \$69,000 loss. \$873,000 loss for the year.

There was an issue for the RAD program. The issue is being worked on with HUD, and the department is owed money. That explains the deficit. The money owed back to the department is around \$600,000.

The COCC, month ended June 2023, total income around \$30,000. Year-to-date is just over \$1 million. Revised budget is \$950,000. Total expenses right around \$355,000, year-to-date, \$2.9 million.

FEMA should help alleviate some expense figures. The department is on their third Program Delivery Manager. There is an insurance claim going as well. There was about \$5 million to \$6 million in damages across the board. Final adjustment will probably be in October, and FEMA cannot do anything until they have that report. The windows have been holding up that final report.

In Dom's upcoming departure, there is a fee accountant who is going to assist with the year-end closing process and act in the same capacity as Rubino and company. There is an ongoing search for a CFO.

Launch Credit Union went through a process to become a Community Development Financial Institution, so that makes them eligible for certain grants and funding. They will have access to capital markets, which will allow them to make loans that are otherwise risky for a regular bank to do on a mortgage. It will lower their standards, lower their credit scores, lower their debt-service coverage ratios. They will have access to grants that will aid in those areas.

4. Innovative Systems - None.

5. Employee Success - Mr. Woodyard has made some adjustments to the salary structure for the frontline employees, so everyone has a living wage.

XIV. CEO Comments - None.

XV. Commissioner Comments - Brown-Crawford makes comments about a mandatory meeting for Housing Choice Voucher landlords. Commissioner Jass makes a statement about how it is hard to live in a RAD program and representing the family sites, and that things are told that they are one way, but it's not happening. She is glad that the units are being worked on to be more livable, but people can't move because rent is too much. Commissioner Daniels appreciates the presentations. Commissioner Jamison thanks the Housing Authority for allowing participation in the Lynn Thompson's

play, "A Chance For Redemption." She looks forward to Family Self Sufficiency graduations because she believes that the Housing Authority is meeting needs of citizens in the community. Commissioner Murphy follows on that about giving more opportunities to families.

XVI. Adjournment - Motion by Jamison. 2nd by Jass. Meeting adjourned at 11:49 a.m.

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