

Housing Authority of the City of Daytona Beach

January 19, 2024, Board Meeting 10:00 a.m.

I. Call to Order - Meeting called to order by Chair Kelvin Daniels.

II. Roll Call - Commissioners Kelvin Daniels, Sandy Murphy, Kim Brown-Crawford, Irma Brown Jamison. Commissioner Sally Jass did not attend.

III. Invocation - Invocation by Brown-Crawford.

V. Recognition of Visitors - None.

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

VII. Approval of Minutes - Regular Board Meeting - November 21, 2023 - Commissioners Present: Daniels, Jamison, Brown-Crawford, Jass. Commissioner absent: Murphy. - Motion by Brown-Crawford. 2nd by Jamison. Passed unanimously.

VIII. Changes to the Agenda - Daniels asked to add an update on the waitlist under "Old Business," and under "CEO Evaluation," number 15, Daniels requested adding, prior to the evaluation, CEO expectations with the Board. Motion by Daniels. 2nd by Murphy. Passed unanimously.

IX. Discussion - None.

X. 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.

XI. Real Estate Development - CEO Woodyard reported shifting, with the Board's formal approval at some point in the future, to doing a RAD conversion at the tax-credit properties and said that it's the only way those properties are going to be able to survive. He said the properties are struggling financially. He said that Developer Smith & Henzy will be doing the RAD Conversion and will not be, in the foreseeable future, working on the Brentwood project.

Woodyard said that the Choice Neighborhood Planning Grant is moving well and that he's going to be sending a Request for Funding invoice to the city soon for their portion. He said that there's a new logo for the midtown community and that a website is being developed. Brown-Crawford asked whether the School Board is involved. Woodyard said that the School Board is aware. Woodyard said that the grant is two-part, and that this is the planning grant. He spoke about the timeline prior to applying for the \$50,000,000 implementation grant. He said that getting the \$50,000,000 is like three years away. He said that, in the meantime, the Housing Authority is going to be doing RAD at the tax-credit sites. He said that the consultants are requesting to hold off doing development at Brentwood. He said that the difficulty is financing, which is tough. Murphy asked if nothing

is going to happen at Brentwood for three years. Woodyard said that he will poke the bear on Brentwood but that the consultant is not wanting to do anything there because Brentwood is great for Choice.

Crawford asked about other vacant properties and whether the Housing Authority is still pursuing partnering with Homes for Hope, for example. Development Director Kara Lennard spoke about the vacant, single-family lots. Lennard said that she has been working on getting Declarations of Trusts (DOTs) put on the properties and that the next steps are making sure she has the environmental reviews, with the DOTs, on the properties. Woodyard said the process is complex for developing HUD-purchased land.

Brown-Crawford asked about the property behind School Street and asked if the Authority has talked to the adjacent homeowner about purchasing it because she doesn't think anyone would want to build anything there. Brown-Crawford said that she wants to do something with those vacant properties within three years. Mr. Woodyard referenced the completed asset-repositioning strategy meeting last year. Mr. Woodyard said that it is his intention to sell the four-plus acres at Business Park, appraised at more than eight-hundred-thousand dollars right now. He said that he has had preliminary talks with a potential purchaser. He said that the Authority is not sitting around on

the properties. Brown-Crawford said she wants to partner and develop instead of sell properties that it owns. Woodyard said that's not what the Board decided during the Asset Repositioning meeting last year. Daniels asked about what would be done with proceeds from the Business Park property and said that he doesn't want to wait for three years to develop other properties. Attorney Ric Gilmore asked commissioners to not reference a number in regard to the assessment of Business Park if the Authority is going to enter into negotiations. Lennard said that the environmental review is completed for Business Park and listed the next steps in the process. Woodyard reminded the Board about an available, additional two acres next to the Brentwood site.

Murphy asked about partnerships for Choice Neighborhood and whether the Authority has gotten any commitment from any other educational institution, other than Bethune-Cookman University, to fill the gap. Gilmore recommended that if that isn't solidified, that Mr. Woodyard speak with commissioners individually. Murphy asked whether it's in process or decided, and Woodyard said that it is decided. Woodyard said that Set In Motion is going to do the survey for the Authority. Lennard said that the Authority is looking for other educational partners stepping forward during individual sessions.

Jamison asked about the anticipated completion of Windsor-Maley. Woodyard said that they are seventy-five-percent complete working on the two towers. He said that he needs to verify a plan to build a community meeting room there.

Daniels asked about RAD conversion at the tax-credit properties. Woodyard said it's in the very preliminary stages, that the environmental reviews have been initiated. Murphy asked if it will be a sequential changeover. Mr. Woodyard said his preference would be to do it sequentially.

Daniels asked about the contract with the third-party property management company, Stephenson and Moore. Woodyard said it will be extended to June 30, 2024. He said that the labor market is a struggle.

XII. Business Action Items - None.

XIII. Old Business Items - Daniels asked if the waitlist is actively open. Woodyard said that the waitlist is merged and people are actively being pulled and offered. Woodyard said that the Authority is running into people not cooperating, not responding to the Authority, so it has been hard pulling people off the waitlist. Woodyard asked Venkisha Haynes about the timeline for opening the Section 8 waitlist. Haynes said she is hoping to open the Section 8 waitlist in a month or two.

XIV. Monthly Performance -

1. Innovative Systems -

a. Honeywell Forge - Woodyard presented Honeywell Forge visitor-management software. Bryan Harmeyer, Key Account Manager/Channel Manager, with Honeywell, joined via Microsoft Teams. Harmeyer introduced a product demo video, about digitizing processes, that was shown to the Board. Brown-Crawford asked what will keep visitors from accessing the elevator if they are refused access. Woodyard said visitors will have to be buzzed in to access the elevator, and that there will be a panic button installed at the reception desk.

Gilmore said that he wanted to make sure that, during meetings, that the public is not denied access. He said that having panic buttons are great.

Jamison said that she has a problem with the whole thing, the whole idea, because it's so impersonal and robotic. She asked about pricing. She said that she wants to know where it's installed locally so that she can look at it.

Murphy said that this is very efficient and that a receptionist will still be at the entry if a client is unable to use the system and that this will provide records.

Brown-Crawford said that not everyone has a Smart phone. Woodyard said the system does not require a Smart phone.

Daniels asked Harmeyer for pricing. Harmeyer said that the pricing is based on the number of check ins - small, medium, and large, based on visitors per day, with monthly pricing. Harmeyer said that it is digitizing the process and relieving staff burden of the manual process.

Daniels asked about monthly fee. Harmeyer said he can provide a formalized quote once he receives an estimate of the number of monthly visitors.

Daniels asked if it's more than \$100,000 a year. Harmeyer said no.

Daniels said that the Board's role is to set policies, that the Board does not set what the CEO wants to do at the Agency. Daniels said that, as a Board, the Board sets the policies. He said that if it's under \$100,000, it doesn't come before the Board for approval. He said that he understands and appreciates everyone's feelings but that the Board has to remember its role.

Brown-Crawford said she's more concerned about the perception to the community, that there are things that the money could have been spent for to make things better for the residents.

Murphy said that the Board has asked Woodyard to do innovative things, to professionalize the building's operations, and that he's doing that and should be supported. She said that she thinks it shows respect for the clientele if the Authority has a professional entry for them and a professional attitude toward the clientele when they visit.

Woodyard said that most of the people who visit the building are voucher holders, who are not having the greatest experience by how the building is configured and that this is meant to improve that.

Haynes spoke about the clients/staff experience of the Honeywell Forge system.

Gilmore said to be aware that every Housing Authority is implementing some form of safety measures.

Woodyard said that he doesn't feel inhibited in bringing things to the meeting. He said that since there will be a change of the reception configuration, he wanted to bring it to the Board's attention.

2. Housing Solutions -

a. Public Housing Reports

i. Caroline Village, Palmetto Park - Assistant Property Manager Justice Mauldin provided the December report for Caroline Village and Palmetto Park.

Jamison asked about the squatters at Caroline Village. Woodyard said the Authority hasn't really found a way to really secure the units. He said the Authority is working with the police and that he's looking for bars to install. He said that he ordered all appliances be removed and put into storage. He said that people can squat now but not make money off the equipment.

Woodyard spoke briefly about Northwood Village and the renovations. He said that, during renovations, mold was discovered that was extensive enough that some families had to be relocated to hotels. He said that he has asked staff to curtail that type of relocation and instead relocate residents to Palmetto Park and some units at Caroline Village when those units are remediated, too.

b. Housing Choice Voucher Report - Haynes presented the HCV Report.

Jamison asked how the opening of the waiting list is announced. Haynes said it is announced on the website, in the News-Journal, in the PennySaver, and in minority businesses, through the Salvation Army, the Homeless Coalition website, and also on affordablehousing.com. Jamison asked if they also include the Daytona Times, and Haynes said yes.

Brown-Crawford asked what the acronym VASH is, and Haynes said that's veterans. Brown-Crawford asked for specifics, and

Haynes said that it's Veterans Administration Supportive Housing.

Haynes spoke about two (2) Landlords of the Year - Ajanta Property Management, which houses Daytona Beach veterans, and Clyde Morris Landings, which housed a total of 150 participants from 2022-2023. Murphy asked if a press release could be sent out about the Landlords of the Year Award notifications. Haynes said it will be updated on the website and that she will make that note to the Chief of Staff.

Daniels said that putting vouchers on the street is a lot of work. He echoed that putting out word of Landlord of the Year Award notices is a good idea. Daniels asked that SEMAP information be included in the HCV Report.

XIV. Choice Neighborhood update - Completed under Real Estate Development portion of agenda.

IV. CEO Evaluation - Daniels referenced a recent conference he attended and how other Agencies were complaining that the Board cannot access the CEO, that the Board Packets weren't being delivered timely. Daniels said that listening to other Agency's complaints, he realized how good things are here compared with what he was hearing. He cited receiving Board Packets a week or more in advance.

Gilmore noted the time nearing noon. Daniels moved to extend the meeting to 12:15 PM. 2nd by Murphy. Approved unanimously.

Brown-Crawford asked for a scoring metric on which to base the CEO increase, if any.

Gilmore noted the time at 12:14 PM. Brown-Crawford made a motion to extend the meeting to 12:30 PM. 2nd by Daniels. Unanimously approved.

Woodyard provided his recollection of what happened at last year's evaluation. He said that the attorney indicated that most Authority's were providing an eight-percent increase. Mr. Woodyard then requested a five-percent base adjustment and a percent as a bonus and increase the auto allowance, which was right around eight percent.

Brown-Crawford made the motion to give the CEO a five-percent increase, based on his base salary. She said that is above the standard and he is doing a good job. She said that, in the future, she wants to be reminded what the current salary is. 2nd by Murphy, for purposes of discussion. Murphy requested the exact number. Woodyard said his base salary and the increase. Murphy said she thinks that is reasonable. Brown-Crawford agreed that it is reasonable. Unanimously approved.

Brown-Crawford said that she will work on a suggested system for providing pay increases and bonuses for the CEO.

XVI. CEO Comments - None.

XVII. Commissioner Comments - Jamison asked how close the CEO is to hiring a CFO. Woodyard said the person who was offered the job backed out two days before the start date. Woodyard said that the salary being offered (\$145,000) is too low.

Brown-Crawford asked that if something has been tabled at previous meetings, that it be put to the top of the agenda at the next meeting.

Daniels thanked Ms. Samantha Griffin for the Board Packets, for making his travel arrangements and the travel arrangements for the Board, and for the job she does for Mr. Woodyard and the Board.

XVIII. Adjournment - Meeting adjourned at 12:33 PM.