

Housing Authority of the City of Daytona Beach

June 21, 2024, Board Meeting 10:00 a.m.

I. Call to Order - Meeting called to order at 10:00 AM by Chair Kelvin Daniels.

II. Roll Call - Commissioners Daniels, Sandy Murphy, Kim Brown-Crawford, and Sally Jass attended. Not present: Dr. Irma Browne Jamison.

III. Invocation - Invocation by Brown-Crawford.

IV. Recognition of Visitors - None.

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

VI. Approval of Minutes - Regular Board Meeting - May 17, 2024 - Commissioners Present: Daniels, Murphy, Brown-Crawford, Jass. Commissioner absent: Jamison. - Motion by Daniels. 2nd by Brown-Crawford. Passed unanimously.

VII. Changes to the Agenda - None.

VIII. Discussion - CEO Charles Woodyard stated that the meeting move from the second floor to the third floor is meant to be permanent. He described renovation plans to include a glass-wall partition, with a door. He said the room is meant to be a multipurpose conference room, primarily a Board room. He said the second floor will be used by the Housing Choice Voucher Program, for clients, and for tenants renting office space. He

said that a tasteful sign will be installed, in the front of the building, about available space for lease in the building.

He said that the agency is trying to actively lease up space on both the second and first floors. He said that the third floor will be the Executive floor.

Rental Assistance Demonstration (RAD) - Woodyard said he believes that the agency is close to finalizing the Master Developer Agreement with the RAD developer, Smith & Henzy, at the Low-Income Housing Tax Credit (LIHTC) properties. He said that Saxon and Gilmore used their contract to get favorable terms on behalf of the agency. Woodyard said that the agency hired its own financial consultant firm, which is reviewing the business terms. He said that in the next week or so, a team will be reviewing the RAD Budget, including the developer fees, to get the best deal possible.

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 - None.

XI. Business Action Items -

Resolution 2024-19 Authorization to update the Public Housing lease in compliance with current HUD regulations,

including Housing Opportunity Through Modernization Act (HOTMA). Motion by Brown-Crawford. 2nd by Murphy. Unanimously approved.

Resolution 2024-20 Authorization to update the Admissions and Continued Occupancy (ACOP). Motion by Brown-Crawford. 2nd by Jass. Unanimously approved.

Resolution 2024-21 Authorization to update the Admin Plan in compliance with current HUD regulations, including Housing Opportunity Through Modernization Act (HOTMA). Motion by Murphy. 2nd by Brown-Crawford. Unanimously approved.

Development Director Kara Lennard asked to take Resolution 2024-19, Resolution 2024-20, and Resolution 2024-21 together because, she said, they are all interwoven. Lennard said updates have been made to the ACOP, the policy document for the Public Housing Program, and the Admin Plan, for the Housing Choice Voucher Program. She said that, in addition to those updates, with the Annual Plan process, the Agency also had updates to the Public Housing lease. She said it all has to do with the changes coming to HUD through HOTMA, so the agency had to update its documents in preparation for the changes. Lennard said the HUD Field Office has provided permission to proceed with the changes. Lennard said the one caveat is that a significant amendment was done to the current Annual Plan in order to adopt the chapters of the waiting list for the ACOP and Admin Plans in advance. Approval of that significant amendment was also

received by the HUD Field Office, and so it is imperative that the Agency open the waiting list as soon as possible.

Resolution 2024-22 Election of Board Officers. Attorney Ric Gilmore entertained a nomination for position of Chairperson of the Board. Brown-Crawford made a motion to retain the current Board officers. 2nd by Jass. Unanimously approved.

XII. Old Business Items - Daniels asked about the Derbyshire (Brentwood) property. Woodyard said that the Agency is going to ask for a waiver to include Brentwood in the Choice Neighborhood Grant. In the meantime, he said, the Agency is looking at ways to clear the property to prevent homeless encampments. He said that grass is not an option because it would have to be cut all of the time. Murphy said that she knows a horticulture expert who may be able to provide low-maintenance, native grasses. Woodyard asked Murphy to speak with CFO Joan Lau, who is leading the project. Brown-Crawford asked why the Brentwood property is not eligible for the Choice Neighborhood Grant. Woodyard said that the concentration of the minority population in the area is above the threshold, too high.

XII. Monthly Performance -

1. Customer Satisfaction

a. Family Self Sufficiency - Resident Services Director

Seletha Bradley said that the FSS Program is

becoming very competitive among housing authorities. She said that housing authorities can apply for an FSS if the authorities have their own funds. The authorities must submit an action plan. Brown-Crawford asked if the funds will be matched. Bradley said no. Brown-Crawford asked why a housing authority would apply then. Bradley said that the housing authority would no longer have the program if the Agency does not apply. Bradley said the chance of being approved is based on performance and that the department intends to re-apply. **FSS:** Bradley said that HCV FSS has an increase of four participants enrolled in the month of May. Bradley said there are a total of 68 participants in the Public Housing and Housing Choice Voucher FSS Programs and that she is expressing strongly to staff that the program needs to be at 100, with 30 new participants. Bradley explained that FSS is for both Public Housing and Housing Choice Voucher and that the coordinators work with participants in becoming self sufficient. She said that the incentive for participants is that when they start earning more money and their rent increases, that portion of the rent is put into escrow for them. She

said that at the end of completing their goals, graduates receive the escrow money.

b. Resident Opportunity for Self Sufficiency (ROSS) -

Bradley said that a ROSS Coordinator, Amy Thames, and an administrative assistant, Ania Harpe, have been hired. Brown-Crawford asked to meet Thames at a Board meeting. Bradley said she would introduce both Thames and Harpe. She explained to the Board that ROSS handles all of public housing, providing services, such as working with older adults and disabled in public housing. Bradley said that the services include exercise classes and food services. Woodyard clarified that the ROSS Coordinator doesn't technically provide the services but instead serves as a liaison to connect services with families. Bradley said that the ROSS Coordinator actually helps residents complete their recertifications. The ROSS Coordinator and Bradley are also working on re-establishing the Resident Advisory Board.

c. Older Adults Home Modification Program (OAHMP) -

Bradley mentioned HUD approval for installing threshold ramps as medical devices for clients. Bradley said that Administrative Assistant Joan O'Connell is working hard to qualify clients for the

program. Murphy asked what the goal is. Bradley said 105 units completed in three years.

d. **Choice Neighborhood** - Bradley said a lot is happening to promote the Choice Neighborhood Planning Grant, and that it's exciting. She mentioned the Choice Neighborhood Community Ambassadors Program, open to the community, ages 18 and older. The program pays a stipend of up to \$200. Brown-Crawford asked where she should refer people interested in serving as ambassadors. Bradley said to have them contact her. Bradley said that she will provide an Ambassadors informational flyer to Board members. Brown-Crawford said that she has two candidates for the Ambassadors Program. Woodyard asked Bradley to also let the Board know about upcoming events. Bradley said that the City of Daytona Beach Parks and Recreation's Summer Fun-on-the-Run Program is scheduled for public housing this summer. Brown-Crawford asked to be informed about the dates/times. Bradley said that a neighborhood ride-along, with One Voice For Volusia (OVFV), is being planned to see the public housing properties of Caroline Village, Palmetto Park and Walnut Oak.

2. Housing Solutions

a. Public Housing Reports

i. North Region - Administrative Assistant

Chayanna Dobson, on behalf of Senior Property Manager Sherley Roman, presented the Northwood Village, Walnut Oak and Northwood II Public Housing Board Report. Dobson reported that three new move ins have been processed for Northwood II. Brown-Crawford asked how quickly applicants must respond to the offers for leasing. Property Manager Yvonne Gonzalez said that they send three letters and, if no response within 30 days, the applicants are taken off the list. Dobson said the north region is scheduling quarterly resident satisfaction surveys and that, on the most-recent survey, the site office received an 88% rating for tenants' experience with maintenance and site management. Woodyard said that the work at Northwood Village was suspended due to difficulty with the contractor and that he didn't believe that the renovations went far enough. He is looking to do more a RAD renovation using capital funds. If that can't be done, he said, then Northwood Village and

Northwood I [Northwood I] are candidates for a RAD conversion. He said that he would do a RAD-O-Matic at Northwood I since it's so new, little to do, and it would be a quick process. At Northwood Village, he said, he'd propose a more conventional RAD. He said, as part of the Board-approved Asset Management Policy, that the bar is set high for every property in the portfolio. He said the Agency is not going to end up with the renovations that were acceptable for public housing families 50 to 60 years ago. He said the Agency is going to provide 20-percent housing [21st century housing] for our families.

ii. South Region - Property Manager Yvonne Gonzalez presented the Palmetto Park and Caroline Village Board Report for the month of May. Gonzalez said that the old waitlist has been exhausted and that she is hoping to open the waitlist - at the end of June - for Caroline Village and Palmetto Park. She said that summer breakfast and lunch programs have begun at Palmetto Park and that the office is now open, by appointment only, at Caroline Village.

b. Housing Choice Voucher Report - HCVP Manager

Venkisha Haynes presented the HCV Board Report. She said that, with the fiscal year ending June 30, the department is focusing on its Section Eight Management Assessment Program (SEMAP) submission, which is due by Aug. 26, and making PIC corrections for the month of May. PIC, which is changing to Housing Information Portal (HIP), is the federal government's resident information-monitoring database. The department has to make sure that its PIC data is accurate prior to the government's transition to HIP. Haynes said that the department's top priority is ending the fiscal year on a good note. Haynes said that the department is working with Veterans Administration staff to get more veterans enrolled. She said that the Agency has been awarded 216 veteran vouchers and has 157 veterans enrolled. Haynes said that the Housing Authority has adopted a room at Safe Place, transitional housing for up to one year, for seniors ages 62 and older. She asked for donations. She said that she hopes to work with Safe Place to have residents who are at the end of the year apply for project-based vouchers and move to the WM at the River permanently. Brown-

Crawford asked about the timing of the HCV SEMAP audit. Haynes said that a contractor is coming the week of July 1 to do the department's SEMAP. Haynes said that the department is hoping to receive a high-performance rating; however, she said, the department does not anticipate getting lease-up points, and that not getting those points will lower the overall score. Daniels asked that the Board be informed when the waiting list opens.

3. Financial Strength

a. **Finance Report** - Joan Lau started with the budget for Families Properties, not including Northwood II. She said that the Family Properties budget is showing a Period To Date (PTD) loss in March of \$58,000. A \$1,070 loss was budgeted. But, she said, the Year To Date (YTD) Actual budget shows a loss of \$32,000. A \$9,000 loss was budgeted. Brown-Crawford asked about the negative \$8,817 in grant income. Lau said that's the Capital Fund Grant and that's because no projects have been done yet, with most projects scheduled for next year. Brown-Crawford asked about the negative \$34,115 under other income. Lau explained said that other income category is for miscellaneous income, like rebates for purchases,

that don't fall under grant income or tenant income for rent or if a tenant has to pay for something broken, such as a door. Woodyard asked for feedback from the Board about the report format. Brown-Crawford indicated that the format is fine.

Lau moved to the Northwood II budget, which she said is over budget. Lau said that it's difficult to keep Northwood II under budget because the property is small, at 28 units, limiting the source of income.

Lau said that the property is one that is identified for a Rental Assistance Demonstration (RAD)

conversion. She said that next month's report will be showing every property by itself. Brown-Crawford asked about expenses outweighing income. Lau said there have been a lot of maintenance expenses, including power washing units, which is expensive.

Brown-Crawford asked about the monthly maintenance and operational expenses, which was budgeted for \$14,000 per month and is instead \$39,000 per month.

Lau said that the variance, Year To Date, is \$81,000 over budget. So we're spending too much on

maintenance, Lau said. Brown-Crawford asked why the maintenance costs weren't projected higher. Lau said that looking at the overall budget, the agency is at

a \$40,000 loss. We had projected being at a \$122,000, Lau said. She said that the agency is doing pretty well compared to budget, except that line is really high. Woodyard said that the amps have a reserve, which is going down. Woodyard said it's the same situation with the Central Office Cost Center (COCC), with some reserve capacity. A lot of that has been wiped out, he said. He reminded the Board that members were told that the reserves were being depleted. Woodyard said that the Agency is going to be working to bring in revenue. Lau said this year is going to have a loss, and it was budgeted to be at a loss, but next year the budget is going to be balanced. Lau said the Finance Department is having monthly meetings with the property managers, who have been forewarned that they have to be in balance with their budgets each month. Lau said for next year's budget, she took what the agency had spent through September and extrapolated it. Woodyard said he is in unfamiliar territory with a budget that is not balanced. He said that HUD doesn't necessarily require a balanced budget but that is how the agency wants to work.

Lau presented the budget for the Housing Choice Voucher Program. Lau reported that the agency got more than a million dollars from HUD for overleasing, which is why there is a \$2.4 million income and why the projected monthly was only \$1.2 million. She said the extra money covered the deficit. Lau said that administrative expenses are at \$92,000 versus \$99,000 budgeted. She said that the maintenance and operation category is about \$7,000 over budget. She said that the department is looking at that to try to reduce costs. She said, overall, they're making money in admin and now that the HUD money has been received, voucher is at zero. Lau said that, in July, the Board will see one report for Administration and another report for Voucher. Brown-Crawford asked what are considered general expenses. Lau said anything that is anything that doesn't fall under maintenance, tenant expense, or administration, including grants, supplies. Brown-Crawford asked why rent falls under the expense category. Lau explained that they have to pay the COCC rent to bring in money to the COCC. Lau said that the Voucher Program is in a good

position right now and that she's hoping to keep that by absorbing vouchers.

Lau presented the Central Office Cost Center budget next and said that the agency received a bill from the hurricane (Ian), in the amount of \$70,000, which is about the majority of what the agency is over for the month. Lau said it was the deductible payment for the building. Brown-Crawford asked if the three-percent insurance deductible will be budgeted in the future. Woodyard said that he believes the best strategy is to shop around on insurance. Lau said that Mr. Woodyard is actively seeking a COO, which may affect administrative costs for this year. But, she said, it is budgeted for next year, so it won't cause an effect next year. She said the COCC is going to have a loss this year.

XIV. Choice Neighborhood update - Woodyard said the agency will be going out for a bid on a developer partner very soon.

Woodyard said there are two main development nodes for the grant. The first is the Orange Avenue and Nova Road intersection and part of the Orange corridor. He said that will be a very visible development activity for the grant. The second one, he said, is Walnut Oak, from International Speedway Boulevard/Martin Luther King to Oak Street. He said that each

node has its own hairy details. For the second one, Woodyard said, the question is what will be Bethune-Cookman's role, and whether BCU will have land it can contribute. For the Orange-Nova node, Woodyard said he sees that as the most visible and impactful. Brown-Crawford agreed. Woodyard said the difficulty with Orange-Nova is that the City went out for bid for 990 Orange, not knowing anything about Choice. Woodyard said that is really an opportunity, but it has to be an opportunity that works for the City, the Housing Authority, and the Midtown Community Redevelopment Corporation. It has to work for everyone, he said. Woodyard said he is trying to be proactive and create a collaborative partnership. Woodyard said that the developer for Nujack doesn't want to respond to the RFQ for overall Choice developer and would rather be a component developer and operate under the umbrella of the new developer. Woodyard said the Agency is going to have to decide if it wants them to wait on the Housing Authority for Choice or let them apply for tax credits now. He said he believes the Agency is headed toward holding off on tax credits, waiting for Choice, but that there needs to be a roundtable discussion to hammer out how this is done. Woodyard said that the Housing Authority may have to have control of the property in order for Choice money to go toward the project. Woodyard said that there can also be a project inside of Choice, which will get counted toward the

Master Plan, and get points to get the grant if the Housing Authority doesn't own it or control it, but without getting any Choice money. He said that the consultants are going to be a part of the July 11 roundtable meeting. Woodyard said that he will report back to the Board after the meeting. Woodyard said that he is learning there is more City property that may be, if done correctly, pulled into the Choice Grant.

XV. CEO Comments - None.

XVI. Commissioner Comments - Brown-Crawford asked about the HCV rule for owner maintenance. Woodyard said that there are Housing Quality Standards for landlords and their properties. Woodyard said that the Agency has hired a firm that does inspections. He said that owners are given 30 days to cure the violations or else the property goes into abatement and the subsidy is stopped. Brown-Crawford said that she appreciates the CEO being proactive, particularly in regard to stopping the contractor at Northwood. She said she is excited about the waitlist opening. Murphy said that she is happy that the CEO is working with other groups in the community. Daniels thanked Woodyard and staff for their hard work.

XVII. Adjournment - Meeting adjourned at 11:58 AM.