

Housing Authority of the City of Daytona Beach

May 17, 2024, Board Meeting 10:00 a.m.

I. Call to Order - Meeting called to order at 10:05 AM by Chair Kelvin Daniels.

II. Roll Call - Commissioners present: Daniels, Sandy Murphy, Kim Brown-Crawford, and Sally Jass. 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 - April 19, 2024

- Commissioners Present: Daniels, Murphy, Brown-Crawford, Jamison, Jass. - Motion to approve Minutes by Brown-Crawford. 2nd by Murphy. Passed unanimously.

VII. Changes to the Agenda - Woodyard added Resolution 2024-18 Approval of the Housing Authority of the City of Daytona Beach (HACDB) Fiscal Year 2025 Funds transfer for operations from Public Housing to Housing Choice Voucher to the agenda, under Business Action Items. Chief Financial Officer Joan Lau revised Exhibits B and C for Resolution 2024-17 Approval of the Housing Authority of the City of Daytona Beach (HACDB) Fiscal year 2024 Operating Budget. Motion to accept the Agenda with changes - Murphy. 2nd by Jass. Passed unanimously.

VIII. Discussion

1. Daytona Beach Police Department Chief Jakari Young unable to attend. Will reschedule meeting with Board of Commissioners. Daniels asked that the media be informed if the police chief attends.

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) -

Write offs for Caroline Village, Palmetto Park, Northwood II and Walnut Oak. Motion to approve Consent Agenda by Murphy. 2nd by Daniels. Unanimously approved.

X. Real Estate Development - None.

XI. Business Action Items

1. **Resolution 2024-17** Approval of the Housing Authority of the City of Daytona Beach (HACDB) Fiscal Year 2024 Operating Budget. CFO Joan Lau said that all Amps are a profit net-income status. She said that the agency wants to start replacing vehicles at least once every seven years, that there are several vehicles that are very old and need to be replaced, and that is included in this budget. She said that each of the properties are stand-alone, with their own expense and revenue. She said that the Amp 2 program, made up of Caroline Village, Northwood

Village, Palmetto Park and Walnut Oak, is in good shape, showing a net income, which means the agency is making a profit. Brown-Crawford asked whether the columns labeled 7-10, 7-15, 7-6 were dates. Lau explained those are the names of the properties. Woodyard said an email should be sent to commissioners to explain each property's number. He said it's a better way to track from an asset-management standpoint. Murphy asked what each number property is. Lau said 7-10 is Caroline Village, 7-15 is Northwood Village and Walnut Oak, 7-6 is Palmetto I, built in 1959, and 7-7 is Palmetto II, the second phase, built in 1960. Palmetto I and II are part of the same development and Amp. Lau said that 7-8 is now RAD property, so there is no number on that. Lau said that 7-20 is Northwood II, which is Exhibit C, which is a different Amp. Lau said most of the 1406 money is being moved to Caroline Village, Northwood II and Walnut Oak because of budgetary concerns to get them to a profit status. Murphy asked what 1406 money is. Lau explained that 1406 is money that can be drawn from the capital funds for operations, and that it's usually around \$300,000 to \$400,000 a year. Lau said a small amount of 1406 money, about \$45,000, is being used at Northwood II, Amp 7-20, to help out. She said Northwood II is a small

property showing a \$36,000 profit. Jass said that she doesn't understand the lack of profit. Daniels said the negative is a profit. Brown-Crawford echoed his comment. Lau explained that negative is profit because the revenue, which is a negative, is higher than the expenses, which are positive. Lau said a lot of the reason why it's low is because of low occupancy. Lau said that this budget is just a guideline that the agency is shooting for next year. Lau said that Housing Choice Voucher is confusing because it has to be split between what is for administration - such as rent, salaries, electricity for the office, advertising, client criminal checks - and what is for voucher only. Lau said that Restricted Net Position, RNP, for the voucher-only side, is the amount of money the agency gets from HUD for vouchers less what the agency is paying the landlords and the tenants for their utility allowances. She said that should always be zero, that the agency should have no profit or loss on that side of the table. Lau said that Unrestricted Net Position, UNP, is administration revenue versus cost. Attorney Ric Gilmore asked where the admin fee is listed. Lau said that is listed under the UNP. Lau said that another part is the money that the agency charges for voucher that is paid to the COCC for rent and

oversight, including part of the CEO salary, part of the accounting salaries, bookkeeping fees. She said that is under the administrative side and helps offset the admin revenue the agency is receiving. Lau said that under this program there are port ins and port outs and that it's all very convoluted. Lau said the anticipated profit from administration for the voucher system next year is \$35,451.81. Lau said that Mainstream is a different type of voucher that has to be kept separate from the agency's regular vouchers. She said that the agency allocates some of the administration expenses over to Mainstream to offset their administrative fee. She said she is anticipating a profit of \$17,802 from that program. She said that the administration side should have a profit, and the voucher side should have a zero net profit. Lau said that the Emergency Housing Voucher has a RNP of zero and a UNP, or administrative profit, of \$1,900. She said it's a smaller program and that is why it's a smaller profit. For the Central Office Cost Center, Lau said there are several programs, in planning stages, including Choice Neighborhood, that will help offset next year's anticipated loss of \$462,248. Woodyard said that Brown-Crawford and he have taken it upon themselves to look to Congress to put pressure on FEMA to get some of the

agency's money back. He said that FEMA is slow and obstinate and maybe more bureaucratic than HUD, so their work is cut out for them. Brown-Crawford said that she continues to call DC staffers. Brown-Crawford commented that the commissioners' travel budget is low. Lau said that she did what she could to get as much as possible but that the COCC is already at a loss. Brown-Crawford said that she doesn't think the projection is realistic. Woodyard said that Lau tried to base the estimate on what the actual use rate has been. Brown-Crawford said that she believes that the retirement, at \$15,398.95, is low. Lau said not a lot of employees are electing to go into the 457 pension or 403-B programs and that she hopes to encourage 100-percent employee participation. Lau also said that she included the cost of Long-Term Disability to be paid by the agency this year as an added benefit. She said that she hopes that the agency can afford to cover Short-Term Disability for employees next year. Daniels asked whether the Consent Agenda write offs would go back into the COCC. Lau said if any money is collected it comes back as bad-debt recovered. Lau mentioned a \$75,000 utility reimbursement refund, for the water for the 211 N. Ridgewood building. She said that there was a problem with the calculations, and the agency is

anticipating reimbursement. Daniels said that he knows that the budget is a projection. He said that Board also made a policy decision about commissioner travel budgets and that he doesn't want to change the policies through the budget. He said he wants to vote for the budget without affecting the previously agreed-upon Board policy concerning commissioner travel budgets. Brown-Crawford said that if the commissioner travel budget is already a part of policy, she would rather see it in the budget, and show the negative, even if the commissioners don't use it. She said that she doesn't want to miss attending a conference because the Board approves the 2024 Fiscal Budget today. Gilmore said that the Board has to pass the budget. He asked Joan if halfway through the year, if an adjustment needs to be made, if a revision will need to be made. She said yes. Motion to approve, with notations about commissioners' travel budgets, by Daniels. 2nd by Brown-Crawford. Unanimously approved.

- 2. Resolution 2024-18** Approval of the Housing Authority of the City of Daytona Beach (HACDB) Fiscal Year 2025 Funds transfer for operations from Public Housing to Housing Choice Voucher. Lau said there is a situation with the Housing Choice Voucher Program where some vouchers were miscoded to the wrong type, with port outs coded as port

ins. She said the revenue needs to be adjusted at HUD and she is having some difficulty dealing with HUD, so the agency is low on funds. She said there is about \$250,000 of Housing Assistance Payment revenue to landlords that hasn't been paid for May. Lau said that she would like to transfer, as a temporary loan from the Amps to voucher, enough money so that the landlords don't have to wait to be paid any more. Daniels asked Lau to confirm that the miscoded amount is \$250,000. Lau said that some of the vouchers were coded as in and that the agencies were told they were absorbed, and they weren't, and they haven't paid the agency. And some were coded as port ins but they're actually port outs, Lau said. She said she's trying to rectify the books but it's taking time. Daniels asked Lau whether she foresees the agency getting the \$250,000 back from HUD. Lau said yes but that it's taking time and should be imminent. Brown-Crawford said she wants to make sure there's something in place, a check system, to make sure the agency isn't in the same place next year. Woodyard said the agency's overall goal is to hire a compliance officer to work with public housing and HCV. Gilmore said that he's happy to hear that since most housing authorities of some size have a compliance officer. Woodyard said he thinks it's a good thing that

the agency has a CFO with HUD experience, who was able to catch this. He said that the coding error is being corrected. Motion to approve by Daniels. 2nd by Murphy. Unanimously approved.

XII. Old Business Items - Woodyard said that the RAD developers indicated that the equity partners involved in the tax-credit properties will not approve the agency assuming property management responsibilities. He said that the agency can partner with the 3rd-party property management company, Stephenson and Moore, and gain experience.

XIII. Monthly Performance -

1. Customer Satisfaction

a. Family Self Sufficiency (FSS)

i. Monthly Progress Report - Director of Resident Services Seletha Bradley provided the FSS Report for April 2024 for Housing Choice Voucher (HCV) and Public Housing. Bradley said that the FSS monthly escrow for Public housing is \$5,106, with year-to-date being \$96,092.63. She said that the monthly escrow for Housing Choice Voucher is \$6,020, and the year-to-date is \$104,112.52. She said that there are 28 public housing participants, two exited, and 31 housing choice voucher participants. At 59

total participants, Bradley said the numbers are very, very low and that she has never seen them this low. She said the number of participants should be 75. She said that she has provided a self-assessment to staff for them to complete, between June and December, to work to increase enrollment. She is also going to review participants exiting the program to make sure that it (the exit) is in line with what HUD says. She said they are reviewing two to three clients files per day to make sure everything is in place. She said that a checklist has been placed in every file, according to what HUD will look for when they come to review files. She said that the Program Coordinating Committee, Advisory Board, and Resident Advisory Board will be reestablished in June and are planning for a Fall meeting. Bradley said that the department is starting to draw down from funds issued by HUD through the Notice of Funding Opportunity for 2023. Bradley said she is anticipating hiring someone for the ROSS Program. She said the FSS Coordinator is working on getting an 80-percent resident

participation in the Choice Neighborhood survey. Currently the participation is at the 65 percent. Bradley said that the Older Adult Home Modification Program Grant is now part of the Resident Services program and provided an update on progress. Murphy asked where the program finds referrals. Director of Development Kara Lennard said the program's number one source of referrals is people for whom the program has already completed modifications. Lennard said one woman has recruited every last one of her neighbors in her neighborhood and that the woman has been the program's best salesperson so far. Lennard said the program also gets a lot of referrals from the Council On Aging as well as the City of Daytona Beach. Brown-Crawford asked whether anyone on staff does random audits of client files for the program. Bradley said she pulls random files and does that. Daniels asked about who oversees the Neighborhood Network Centers. Woodyard said that the centers will reopen, that it's part of the agency's strategy and that he doesn't want the resources sitting

unused. Daniels asked for a timeline. Woodyard said when he and Ms. Bradley sit down and complete her work plan, that will be in there. Brown-Crawford said that she hopes the agency can partner with Campbell and some of the schools and different organizations, for volunteer assistance, for the computer labs and things like that.

2. Housing Solutions

a. Public Housing Reports

i. Northwood Village - Senior Property Manager

Sherley Roman presented the Northwood Village, Walnut Oak and Northwood II Public Housing Board Report. She said that Northwood Village and Walnut Oak has about \$2,300 in past-due rent and Northwood II has about \$4,900 in past-due rent. She said two new repayment agreements, totaling almost \$3,000, have been signed for this month. Roman said negotiating repayment agreements with the tenants has been an uphill battle because some changes in rent, changes in income were not processed due to changes in staff. She said that the department is working with the families to adjust the

tenant ledgers. Roman said that tenant ledgers for security deposit accounts and other charges were not accurate so the department is working with the finance department to cure or correct those numbers in the account ledgers. Woodyard mentioned that the northern region for public housing has had the most instability with employee turnover and now is fully staffed. Roman said a mechanic is leaving. Brown-Crawford asked about rents not being processed. Roman rephrased saying that residents claim that they submitted paperwork for rent adjustments. Jass asked how residents can pay late fees on top of rent that they aren't able to pay. Woodyard asked the attorney to confirm that the fees are mandated. Gilmore confirmed that they are. Brown-Crawford asked if those fees could be waived. Gilmore asked that commissioners speak offline individually with Mr. Woodyard and staff. Roman continued that the department is working with tenants doing repayment agreements with rent and excess utility charges for families consuming more energy or water than estimated to consume

throughout the month. Gilmore said that the utility allowance is not arbitrary by the Housing Authority but is instead a study done every year. Roman said that a clerk has been specifically assigned to complete tenant file conversions. Roman said that 50 percent of those files have been completed and scanned into the system. Woodyard paused Roman and said that public housing wait list is going to be reopened. He also said that he is frustrated with the audits on the public housing side. He said that he understands the employee labor situation. He said he is not used to having compliance findings on an audit. He said his goal is for next year not seeing anymore compliance findings. Daniels asked about the write offs being through June 30, 2024. Woodyard said the write-off reports will be filed at shorter intervals moving forward.

1. Caroline Village, Palmetto Park -

Property Manager Yvonne Gonzalez presented the Palmetto Park and Caroline Village Board Report for the month of April. Gonzalez said that the department continues to complete repayment

agreements and has worked hard in the past year to work with the residents wanting to correct the balances versus those who have simply defaulted. Gonzalez said that she had hoped to reopen the waitlist on April 15 but that is not going to happen. Woodyard said that is a significant amendment and that HUD needs to approve that. Gonzalez said that a new staff has been hired for Caroline Village and is functioning but that they are waiting on the phone systems to be up and running. She said the staff there is very knowledgeable on the program side so that she is confident it will be fully leased. She said a strategy has been put in place regarding deterring squatters so that once a unit is renovated, it's leased immediately. Brown-Crawford asked why Palmetto Park has so much back rent. Gonzalez said it's because there are more units there and also is a clean up from the pandemic and people falling behind on paying rent then. Gonzalez said that she is confidently moving in the right direction with tenants either paying back-due rent or being evicted.

b. Housing Choice Voucher Report - HCVP Manager

Venkisha Haynes presented the HCV Board Report.

Haynes said that no files were audited for the month of April because the department was focused on the waiting list and pulling people off and getting people housed. She said the department is still working with SMA and First Step Shelter to house some 62-and-older families. For the WM at the River, Haynes said that the waiting list was opened from May 6 to May 10 and that 7,000 people applied. She said that appointments were in office or via Zoom or over the phone to get people on the waiting list. Haynes said that 2,000 people, of the 7,000 applicants, were selected via lottery. Haynes said that the website was updated to tell applicants how to apply. She said that people were calling from Hawaii, New York, San Francisco, Charlotte. She said so many people were applying for the Section 8 waiting list that at one point the system shut down. Daniels asked if, with heavy usage, the computer system will shut down again. Woodyard said that there will be separate buttons for each program. He said that if the system crashes, it'll come back up. Haynes said that when 7,000 people apply at one

time, the system will crash. Haynes said that next week selected applicants will receive notice they've been chosen. Jass said that she doesn't understand why people don't choose to move into the WM at the River if they've been selected. Haynes said the department went through it's entire Project Based Voucher waiting list of 3,000 people and were only able to get 27 families and of those, only 10 families qualified because they have to meet the qualifications of housing choice voucher and tax-credit qualifications. And, Haynes said, others didn't want to live in a studio apartment. She said that the waiting list for the WM at the River, for 62-and-older families, will be reopened until they get a significant response. Jass said there are one-bedroom apartments are empty. Haynes said the process is to fill the studio units first. Haynes said that people know that once they have the voucher for a year, they can transfer anywhere. She said the good thing is that the agency's waiting list allows that people who reside or work in the City of Daytona Beach have waiting-list preference.

3. Financial Strength - No action.

XIV. Choice Neighborhood update - Woodyard said that he has asked Bethune Cookman to inventory their land and anything that they want to put for the planning process for Choice. He said that the flooding issue in Midtown has to be addressed or the agency will not get the Choice Neighborhood Grant. He said that he has started a discussion with Andy Holmes with the City, who will attend the next Choice meeting. Woodyard said that the Army Corps of Engineers study has already started and that by the time the Corps does its report, it will be past the time for the agency to have applied for the implementation grant. Woodyard said whatever recommendations are made about Midtown flooding cannot have unintended consequences with what the Army Corps decides. Crawford said that she is still trying to get Habitat For Humanity as a grant partner.

XV. CEO Comments - Woodyard presented his Strategic Plan 2024 draft to the Board. Woodyard said that in regard to the market and playing the real estate game, this is a chess game, with the first half of the game placing the chess pieces strategically. He said that the agency has been spending the last couple of years putting the chess pieces in the right places so that the agency is ready to pounce. He said the agency is just about there. Woodyard said that he will email a copy of the report and wants feedback. He said that he wants the publication to educate the community about what Housing Daytona Beach is and does. He

said that he wants the City Commission, County Council and other stakeholders to have a copy and, as a follow up, he'd like to schedule a workshop meeting with the City Commission. Woodyard said the first level of the publication is the agency's physical assets. He said the agency needs to think of its developments as part of a community/neighborhood and think about the services that are needed in each community. He said that for the agency, that's going to be the Choice Neighborhood Initiative. Woodyard said that third way to look at it is the people who live there and how they are being served. He said that is Resident Services, FSS. He said those are the levels: The building, cash flow or financial concerns. We are community builders. And then the people. That's the way the publication is organized. Woodyard said he borrowed some of the information in the publication from the HUD website. Woodyard said after assets he goes into what the neighborhood needs to look like and then identifies the workforce, with credentialed, smart people. Woodyard said that he wants to spend a few pages outlining what the agency is going to do over the next three years to address everything that is in the document. Woodyard said that by next month the publication should be ready to send to the community. Murphy asked for information about Brentwood. Woodyard said Brentwood is identified in the publication and has incredible market value, a very marketable asset. He said that if

commissioners want more information than what is provided currently in the publication, to let him know when they provide feedback. Woodyard said that there are discussions about whether Brentwood can be a part of Choice. He said if it can't, then he needs to get on it right away, put a deal together, and identify the gap, and apply to the City for gap financing. Woodyard said it won't be ready for the first round of City of Daytona Beach Home Funds' Requests For Proposals in June, but that, assuming it's not part of Choice, the application could be ready for the next round of RFPs for Home Funds. Woodyard said that there's an enormous amount happening and that the agency is in the middle of the chess strategy. Brown-Crawford asked whether the agency wants Brentwood to be a part of Choice. Woodyard said that he wants Brentwood to be a part of Choice and get Choice money. Woodyard said some commissioners may want development to start prior to the Choice grant. Jass said this is a positive for the Housing Authority and shows that the agency is growing and trying to help people. Daniels asked whether what was accomplished at the WM at the River is mentioned. Woodyard said it is mentioned but not highlighted and that he can add that. Daniels said that it helps when what has been accomplished is highlighted. Woodyard said he will add the information. Murphy asked that Woodyard have a graphic designer review the final publication. Jass asked where the money is coming from to

produce the publication. Woodyard said that it's not a big expense.

Murphy made a motion to extend the meeting time by 15 minutes.

2nd by Jass. Unanimously approved.

Murphy asked whether having Brentwood under development gives the agency any advantage, in HUD's eyes, in regard to being selected for the Choice Neighborhood Grant. Woodyard said that it comes down to a fair housing issue. If the agency is going to redevelop inside historic Midtown, then all of the race and poverty statistics don't matter, public housing can be put back in there, he said. Woodyard said that if the agency is going to try to do something as a part of Choice and include land outside of historic Midtown, then there are certain standards around the rate of poverty, minority population. He said that the Development Director and consultants are trying to get a waiver. Woodyard said that the property was purchased without HUD funds, so conceivably if everything else fails, the agency will build a market-rate complex and use a significant amount of project based vouchers and keep it mixed-income with low-income in there. He said that development becomes a cash cow if the agency does that, but that's a fall-back position.

XVII. Commissioner Comments - Brown-Crawford asked about Jamison's absence and if she's ok.

XVII. Adjournment - Meeting adjourned at 12:15 PM.