

**Housing Authority of the City of Daytona Beach**

**September 20, 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, Irma Browne Jamison, and Sally Jass attended. Not present: Kim Brown-Crawford.

**III. Invocation** - Invocation by Charles Woodyard.

**IV. Recognition of Visitors -**

1. Resident Services Director Seletha Bradley and FSS Coordinator (Housing Choice Voucher) Mary Carter introduced Family Self Sufficiency (FSS) Graduate Laura Holmes. Bradley said that Holmes worked hard to raise her credit score so that she could have a better future. Holmes thanked the Board and said she was grateful to be there. Daniels and Woodyard took photos with Holmes holding an oversized check, in the amount of \$7,273.23.
2. Bradley said that FSS Graduate Rodrick Johnson, who showed up later, is the first male graduate. She said that he has worked very, very hard, and that he has continuous goals for his entire family.

3. Bradley introduced the Resident Services Team: Carter, and Administrative Assistants Joan O'Connell and Ania Harpe. Team members ROSS Coordinator Amy Thames and FSS Coordinator (Public Housing) Taneha Petties did not attend.

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

**VI. Approval of Minutes - Regular Board Meeting - August 16, 2024** - Commissioners Present: Murphy (attending via Microsoft Teams), Brown-Crawford, Jamison, Jass. Commissioner absent: Daniels. Motion by Murphy. 2<sup>nd</sup> by Jamison. Passed unanimously.

**VII. Changes to the Agenda** - Woodyard added Resolution 2024-08 to approve a CHAP (Commitment to Enter into a HAP Contract) for a Rental Assistance Demonstration (RAD) conversion at the Low Income Housing Tax Credit (LIHTC) properties. Woodyard said that the negotiations with the developer are iterative and that the agency has to pass this now, as opposed to waiting to December, and that's why it's on the agenda. Motion to accept the changes to the agenda by Murphy. 2<sup>nd</sup> by Jamison. Passed unanimously.

**VIII. Discussion** -

1. Outside Real Estate Deals

a. Housing for Homeless Supportive Housing (HfHSH) - Jason Larson, with Housing Trust Group (HTG), introduced himself and HTG, which he said is an affordable housing developer, based in Coconut Grove,

He said HTG is co-developer and partner with HfHSH on Fox Pointe Apartments and a similar development in Cocoa. Marion Moore introduced herself as the Operations Director for HfHSH, providing affordable housing and supportive services. Rob Crowne, Executive Director of HfHSH, introduced himself. Larson provided history about the Fox Pointe Apartments 70-unit, multifamily development, with a projected construction start date at the end of October. He said that half of the units are set aside for homeless individuals and persons with special needs and the other half is regular affordable housing. He said rents range from a high of 80 percent down to 30 percent and that the Fox Pointe Apartments development is in Holly Hill, about 200 yards outside the City of Daytona Beach. He said all construction documents have been approved by the city and that construction start is scheduled by November first, with project completion by about one year. He listed the development team and management. He said that HTG does its own management and that HfHSH will act as co-manager handling all of the homeless unit residents and all of the services that go along with that. He spoke about the funding services, including Volusia County and Florida

Housing. Larson said that even though the development wasn't funded contingent on having specific Section 8 involvement, he said that what they're doing with the Orchid Lake development in Brevard County is that the Brevard County Housing Authority, on the homeless units, is providing a Project Based Voucher (PBV) contract. He said for Fox Pointe, it's 35 units. At Orchid Lake, it's 45 units, with 90 total. He said that, when they're taking applications for residency, they don't have to worry about the residents' ability to pay the rent. Larson asked Moore to speak about how it's working with Brevard. Moore said Orchid Lake is in lease up and that HfHSH moved its office there two months ago and are onsite. She explained how HfHSH is supporting residents there and helping residents become self-sufficient. She described the residents being served at Orchid Lake. Larson said that having that HAP (Housing Assistance Payments) contract on that development allows HfHSH to pick clients that are really the best fit without having to worry about what they can or can't pay the rent. Crowne described the Resident Service Coordinator as different from other low income and homeless housing case managers. He said that the homeless come with substance-abuse and

mental-health issues. This new Resident Service Coordinator position will work behind the Case Manager when the Case Manager recognizes that there is a substance-abuse and/or mental-health issue. Larson presented the non-binding letter, with Brevard County, outlining the agreement concerning Orchid Lake. He then described Fox Pointe's features, including having two elevators in the building, with every unit accessible from the elevator via interior hallways. Fox Pointe also has a pool, a clubhouse, and a training room for the homeless programs, Larson said. Murphy asked about the unit-size mix. Larson said about forty-five percent are one bedrooms, ten percent are three bedrooms, and the rest are two bedrooms. HACDB Board Attorney Ric Gilmore asked how many vouchers they were requesting. Larson said 35. CEO Charles Woodyard pointed out that Fox Pointe is not in Daytona Beach's jurisdiction; however, the HACDB Section 8's jurisdictional footprint includes Volusia. HCV Program Manager Venkisha Haynes said that, for the Agency, the HCV jurisdiction includes Holly Hill, Ormond, and New Smyrna. Woodyard said that the development is within the jurisdictional control of the HCV Program. Woodyard also pointed out this year,

the Agency will probably spend \$10,000 addressing homeless issues, including an encampment at Business Park that has to be cleared every year, and a huge encampment issue at Brentwood that cost the Agency money to clear. He said that homelessness costs the Agency directly. Daniels asked Larson if they're asking for an MOU (Memorandum Of Understanding). Larson said yes or a letter regarding a HAP contract that would come into effect upon Certificate of Occupancy. Daniels asked Gilmore to vet it concerning any implications for the Agency. Gilmore asked Woodyard about a policy for other agencies requesting vouchers. Woodyard said he would draft a policy and procedure and will be calling commissioners individually to discuss. Woodyard said that it's not a legal issue at this point. Jamison said she's looking forward to adding to the Agency's inventory.

2. Daniels welcomed FSS Graduate Rodrick Johnson. Johnson said that it was a blessing to accomplish something and to be the first male to graduate from the program. He thanked everyone. He said it has been a long journey. At Woodyard's request, Johnson introduced his family. Carter presented him with a Certificate of Completion and Johnson took

pictures with Daniels and Woodyard, with an oversized check, in the amount of \$17,123.

3. October Board Meeting date - Kara Lennard said that HUD issued a PIH Notice that said that the Agency needs to make changes to the Mainstream Voucher Program within 120 days. Lennard said that she and (HCV Program Manager) Venkisha Haynes made the necessary changes but that due to the Agency's significant amendment statement for the Annual Plan, the Agency had to do a 45-day public commentary and Board approval prior to sending it the HUD Field Office for approval. The window is very, very tight and things are not lining up well with the Board Meetings. In order to prevent having Board Meetings and Special Board Meetings, Lennard recommended that next month's Board Meeting be moved to Oct. 25, one week later than the regularly scheduled Board meeting, since the notice is expiring on Oct. 24. Murphy made the motion to move the regularly scheduled Board meeting to Oct. 25.<sup>2nd</sup> by Jass. Daniels said that is homecoming weekend. He said that Brown-Crawford will be at homecoming, like him. A vote was taken to move the regularly scheduled Board meeting to Oct. 25. Passed unanimously. Lennard said that she made sure that it wasn't the weekend of the Classic. Daniels said that as long as three people were in attendance, that's great. Jamison

asked why they weren't given the option to come in twice, for the regular Board meeting (Oct. 18) and for a Special Board Meeting (Oct. 25), for 15 minutes, to do whatever the Board needs to do. Woodyard asked whether Jamison meant that she wanted to have two Board Meetings - the Regular Board Meeting on Oct. 18 and a Special Board Meeting on Oct. 25. Woodyard said moving the regularly scheduled meeting to a week later was meant to lessen the impact on the Board. Daniels said it's not a problem as long as there is a quorum. Jamison said that's sketchy because two people (Daniels and Crawford) will be absent on Oct. 25. Woodyard said then there's no margin for error. Jamison proposed having a Special Meeting on Oct. 25 and have the Regular Board Meeting on Oct. 18. Jass accepted the amendment to the original motion. 2<sup>nd</sup> by Daniels. Daniels said that the Special Board Meeting doesn't have to be at 10 a.m., that it can be at 9 a.m. or 8 a.m., and that Mr. Gilmore doesn't have to come. Passed unanimously.

**IX. Consent Agenda** - None.

**X. Real Estate Development** - None.

**XI. Business Action Items** -

1. **Resolution 2025-04** Utility Allowance Updates for Housing Daytona Beach (HDB) Affordable Housing Properties, Housing Choice Voucher Program, and the Low-Income



Housing Tax Credit Program (LIHTC)– Lennard said that it's time to approve next-year's utility allowance for LIHTC, Housing Choice Voucher, and Public Housing. She said that The Nelrod Company did the analysis, for Board review. Daniels asked whether it was a significant change. Lennard said that it's the same report that Nelrod provides every year. Lennard said that the regulation states that if there's more than a 10-percent change in utility costs, then the Agency has to adopt new utility allowances. Lennard said that she has never seen a year that it hasn't been triggered and the Board hasn't needed to adopt new utility allowances.

Daniels asked about the PIH Notice. Lennard said HUD publishes regulation in the federal register. She said that the second level of HUD interpretation is called a PIH, Public & Indian Housing, Notice. It is their interpretation of the regulation. She said there is a second level below that where they have guidebooks or handbooks, and that's a further dilution of how the regulations are to be handled. Lennard said each PIH Notice is an instruction to the Housing Authority about how to handle regulation.

Lennard said that one item that is slightly different this year is that the Agency is doing HVAC (furnace and

air conditioning) upgrades at Palmetto Park. Lennard said gas furnaces are being changed to electric furnaces, so there are two utility allowances for Palmetto Park because the changes are being made over the year and as the furnaces are exchanged the secondary rate is needed. Daniels asked about Caroline Village. Lennard said that Caroline Village has gas furnaces, gas stoves, and gas water heaters. Motion by Jamison. 2<sup>nd</sup> by Jass. Passed unanimously.

**2. Resolution 2025-05** adoption of the 2025 Flat Rent

Schedule for the Public Housing Program - Lennard told the Board that the resolution goes hand-in-hand with the utility allowances. She said that HUD issues a new Fair Market Rent each year, and the Agency has a certain number of days from that issuance in order to adopt the flat rents. She said it's an annual thing. She said that, in public housing units, rent is based on income. She said that once tenants reach a certain income, they can elect or be given the option to elect the flat rent. She said that the flat rent is 20% of the Area Fair Market Rent or the Small Area Fair Market Rent, which is based on zip codes. Lennard said that the utility allowance is subtracted to provide the Flat Market Rent. She said the Flat Market Rents will be programmed into the system and

starting Jan. 1, the Agency will be giving the residents the options, when they complete their Annuals, whether they want Flat Rents or Income-Based Rents. Woodyard said that presently tenants can stay in their units, on flat rents, indefinitely. He said that the Agency is anticipating a change from HUD. Lennard said that the HOTMA (Housing Opportunity Through Modernization Act) rules have already come into play for the 120-percent AMI (Area Market Income), so the system is monitoring the people who have reached the 120 percent AMI. So they cannot stay, Woodyard said. Lennard said that the policy, adopted by the Board, is that those tenants will become market-rate renters within that unit once they have exceeded two years at 120 percent of AMI. She said there is a process where several letters are sent to the tenants notifying them. She said that eviction is another HUD option; however, with the lack of housing availability and the high cost of housing, tenants would be faced with becoming homeless or quitting their jobs in order to maintain housing. Woodyard said that this is a philosophical thing that he struggles with because the unit is being occupied by someone who doesn't technically need it anymore. He said the Agency doesn't want to make people homeless, but that there are people on the waiting

list trying to get into the system. Daniels asked about the adopted policy. Lennard confirmed that the policy is that tenants who have reached the maximum have to pay market rate. Motion by Jamison. 2<sup>nd</sup> by Murphy. Passed unanimously.

**3. Resolution 2025-06** to allocate additional funding to GLE Associates for completion of change orders to their contract - Lennard said that last year the five-year contract with the Agency's A&E (architectural and engineering) firms ended, but that there were task orders that were still open with those architects. She said that the Agency did a sole source procurement contract to give them enough time to finish out the existing task orders. She said it was also written in there that if there were any change orders to those task orders then it would be involved with that. Lennard said that the current procurement policy says that anything that exceeds 10 percent of what the Board has adopted has to come back to the Board as a change. She said that there is a change to the task orders, so she's asking for an additional amount for GLE Architects. She said it's paid for out of the capital fund. Murphy asked what kind of things were not anticipated or whether there were price increases. Lennard said that dealing with structural repairs

requires working incrementally. She said that it started with an investigation, and then there was a need to bring in additional engineering. She said that it's not starting with the ultimate and moving through with what will it take to get it fixed. Lennard said a couple of units at Palmetto have been exhibiting structural issues. She said that GLE was brought in prior to the expiration of the contract to do an exploration. She said additional funding is needed to finish that. Lennard said GLE was brought in at Northwood Village regarding site improvements, including the driveways and parking, so that will require additional funding as well. Woodyard said that he asked that the internal-road configuration in Northwood Village be changed. Daniels asked how much more is being requested. He said from \$515,854 to \$625,000, so \$110,000 more. Murphy asked Lennard about a line item for an environmental hygienist and asked what an environmental hygienist is. Lennard said environmental hygienists are people placed on site to oversee the people providing mold remediation or dealing with suspect organic material. Woodyard asked Attorney Gilmore if most of his clients are having issues with mold remediation around the state. Gilmore said yes. Gilmore said it begs the question sometimes about whether it's a Housing

Authority issue or a resident-maintenance issue. Woodyard said sometimes it's both. Daniels said that his concern is that the financial person is saying that the Agency doesn't have a lot of income to do things as a Board. He said that when he meets with certain people he is being told that the Agency has no money, can't do this for the residents, can't do this for the kids. Now, he said, the Board is being asked to adopt another hundred-something thousand to maybe curve a street, and the Board doesn't have income when (Chief Financial Officer) Joan (Lau) comes up. Lennard said that the Agency has various types of income, and that HUD gives the Agency the Capital Fund Grant for capital improvements. She said that HUD is very restrictive on how the Agency uses that funding. She said it is for capital improvements. Woodyard said that the Agency has to be more aggressive with the capital funds and has had to extend the spending deadline because the money hasn't been spent quickly enough. Lennard said that part of the issue with the Agency getting the money obligated and spent from the capital fund is that the Agency had a lot of things fixed because of Hurricane Ian. She said that if it's hurricane-related, presidentially declared disaster, capital funds cannot be used. She said that where she had roof replacements

planned, Hurricane Ian caused for insurance to pay for most of the roof replacements, requiring the Agency request extensions of some capital funds in order to get them expended. Gilmore said that monies from HUD are compartmentalized and that agencies can't take money from one place to do something they'd like somewhere else. Daniels said that the money is there so the Agency needs to use it. Motion by Murphy. 2<sup>nd</sup> by Jass. Passed unanimously.

- 4. Resolution 2025-07** Ratification of expenditures for emergency resident relocation and approval of budget for expenditures associated with disaster relocation -
- Woodyard asked Daniels if Lennard could present Resolution 2025-08 prior to 2025-07 so that she wouldn't have to return to the podium after Resolution 2025-07 was presented by Lau. Daniels asked for a minute to read Resolution 2025-08, a late addition to the Board Packet. Daniels returned to discuss Resolution 2025-07 while Lau was running financial reports on the LIHTC properties. Woodyard said that Resolution 2025-07 is kind of a look back and fix of things that have already happened. He said that the CFO is going to need to present the item, so the Board will have to wait on Lau. Lau returned to the podium after the Board unanimously approved

Resolution 2025-08. She said that what happened on Resolution 2025-07 is that the Board approved a resolution about a year ago to give Mr. Woodyard \$500,000, and that was exceeded. She said that staff needed to get an increase. She said that almost \$700,000 was spent in hotel costs and that the Agency is working with FEMA, hoping to get reimbursed. Woodyard said that when the hurricane (Hurricane Ian) happened, staff looked at the Uniform Relocation Act, which he thought clearly told the Agency what it needed to do. But he said that HUD and other various departments have rules and regulations that don't necessarily agree with each other or allow coordination, that they are saying different things. He said that if a similar event occurs again, the Agency's options are not to do it the same way it was done following Hurricane Ian. Woodyard said that, in the future, if Caroline Village or Palmetto Park is flooded, the Agency won't relocate the families and will instead tell the families they are on their own to get their relocation, and they wait in FEMA to do it. He said that is what several agencies have done in the past. Woodyard said it was obvious, during that time, that FEMA's triage of Hurricane Ian was disorganized. Woodyard said the Agency didn't know which way to turn and that people were



in their homes, dealing with mold, and looking to the Housing Authority to provide specific instructions on what to do. Woodyard said that, following a discussion with the Board, he sent out a memo to the families identifying what they needed to do and what the Agency was going to do. Woodyard said that he still maintains that the Agency avoided a lot of legal costs associated with defending the Agency against mold claims. He said that was the rock, FEMA is the hard place, and now the Agency is stuck in between asking for reimbursement, with no guarantees. Daniels asked if Keys Consultants was continuing to work with the Agency. Woodyard said that, to his knowledge, Keys Consultants hasn't recouped anything for the Agency as of yet, but that having Keys Consultants isn't costing the Agency anything. He said that Keys Consultants identified window repair as part of potential hurricane damage reimbursement. Woodyard said that, for a lot of reasons including taking best advantage of the Choice Neighborhood Initiative, that Caroline Village has to be fully occupied as soon as possible, shooting for the end of the calendar year. Motion by Jass. 2<sup>nd</sup> by Murphy. Passed unanimously. The Board proceeded to Old Business Items on the Agenda.

**5. Resolution 2025-08** Board authorization to submit a HUD RAD Program Application for the Low Income Housing Tax Credit (LIHTC) properties. - Lau said that the application would be to convert the public housing units at Villages at Halifax, Lakeside Village and Pine Haven through RAD to Section 8. Daniels asked what happens when all of the Agency's public housing inventory goes away. He asked if residents in public housing are eligible for vouchers. Woodyard asked if Daniels meant when everything in the Agency's inventory is converted to Section 8. Daniels asked if the Agency RADs (Rental Assistance Demonstrations) the tax-credit properties into Section 8 from Public Housing, will the people in public housing be able to get vouchers. Woodyard said that they won't be displaced. Daniels asked if they will be voucher-eligible. Woodyard said yes. Murphy asked if residents are voucher-eligible, for the period where things are under construction, but to be elsewhere. Woodyard said yes. Daniels said this will be the first step in converting the Agency's low-income tax credit properties into possibly RAD conversion. Jamison asked if this was a first step. Daniels said yes. Jamison said that she's always concerned with RAD because something is always lost. Daniels said that he's concerned about adopting the

Resolution because Commissioner Jass has made him question whether RAD is right. Daniels told Jass that she has them questioning whether the Board should be considering RAD. Jass said it's not the RAD, that it's the developer. Woodyard added that it's the management office. Jass agreed. Daniels asked Woodyard if the Agency will lose control over the LIHTC properties, over which it just regained control, if the properties convert to RAD. He asked if the Agency will become a general partner, with only one percent, like the Windsor Maley, and other people will be controlling these properties again. Woodyard said that for the last 13 or 14 years, that is the way the LIHTC properties have operated. Daniels said that the Agency is about to get back control. He asked if the Board does the RAD process will management control go back to someone else again. Woodyard said that it will go back to the way it has been for the last 12 or 13 years, with the Agency being a small part of the ownership group. But, Woodyard said, if the Board doesn't approve the Resolution to convert the properties to RAD, the Agency will lose the properties in the affordable housing portfolio in Daytona Beach. Jass said the properties cannot be repaired without the RAD. Woodyard said that the properties will go into

foreclosure and it will be, in his mind, a scandal.

Daniels asked whether the Agency had Amp 17 (Villages at Halifax), Amp 18 (Lakeside Village), and Amp 19 (Villages at Pine Haven). He asked the CFO, Joan Lau, to provide financial reports for the three properties.

*Daniels tabled Resolution 2025-08 and returned to Resolution 2024-07.*

Woodyard said what he was hearing was that the Board may be questioning whether to pursue a RAD conversion here. He said that he thought that the Board made a decision on that many months ago. Daniels said that Dr. Jamison has a problem with RAD, that Commissioner Jass talks about RAD a lot, and that he wanted to get the properties back, but that now he's hearing that the Agency can't afford them when they regain them. Murphy said that she thinks that there are two things in play. One is that the Agency is going to lose those properties, so the Agency has to do something, and that there's nobody out there in the community willing to refinance because they are struggling properties. She said that the decision is to lose the properties to bankruptcy or do RAD. She said that she thinks the problem that people are having with RAD is the way that the Agency arranged the previous contracts, putting management of those properties into

the hands of the developer. Murphy said the Agency needs to structure the new agreements so that the Agency has, if not direct control, more control over the management of the properties. Jass mentioned problems with the Windsor Maley. Murphy said that Windsor Maley needs to be kept separate, that it's done, that the Agency has made those agreements, and all that the Board can do is make things as good as they can be now. Murphy said that what the Board can take from the Windsor Maley is what things the Board didn't like - and how does the Board want those to be changed. Murphy said it's about management and how the Board can or cannot control that. Woodyard said that the Windsor Maley contract language provided the Agency with veto power over choosing the third-party property manager, and that the Agency didn't veto Allied Orion at Windsor Maley. Jass said that it was because Allied Orion was endorsed by the developer. Gilmore said that now the Agency has more knowledge and is in a better position to select a property management company. Woodyard said he wants the Board to look at the financials for the LIHTC properties because if the Board isn't going to go forward with this, then the Agency has to know now because the Board already approved a Master Development Agreement with this company to do this RAD conversion, and before

that, the Board agreed to do a RAD conversion. Woodyard said if the Board is changing its mind, then the Agency needs to know that right away. Woodyard said he does not see another way to make the properties cash flow the way they should. Woodyard said it will have to be sold and it's out of the 15-year compliance period, so the Agency can do that, but the Agency will lose this affordable housing portfolio.

*Daniels asked to proceed with Resolution 2025-07, in the interest of time.*

While Lau was running financial reports on the LIHTC properties, Murphy asked if support staff could be added to provide services at the LIHTC properties, should they be converted to RAD. Woodyard said that the Agency does not have enough staff for that right now and that he doubted if the Agency has funds to survive the capacity out there in the community. Woodyard said that this RAD conversion is not for senior communities at all but rather for family communities. He said that one of the things he is not used to seeing is a Housing Authority not have a fully mandated FSS (Family Self Sufficiency) Program. He said that in the other Housing Authorities where he worked, when someone moved into a mixed-income community, they had to FSS qualify first. Tenants had to

sign agreements that they would be part of the FSS Program. Woodyard said he has been CEO at MTW (Move To Work) agencies. Woodyard said that there has to be way for the Agency to screen people who will move in, go to work, and move out. He said that the Agency does have a plan to reopen the Neighborhood Network Centers. He said that volunteers are needed to man the centers. Woodyard said that, over the last six months, that staff has asked the Board to approve pulling money, in two or three instances, from where it is with the Housing Authority to cover financial difficulties at the LIHTC properties. Woodyard said that he felt like the Board has been shown all along that the assets were going under. He said that the Agency has spent millions of dollars to keep that from happening. Daniels said that Commissioner Murphy makes a great point of not giving up control. The Board voted prior to approving Resolution 2025-07. Motion by Murphy. 2<sup>nd</sup> by Jass. Passed unanimously.

**XII. Old Business Items** - Daniels encouraged the Board members to go visit the Agency properties. Daniels said he wants Board members to pull on the doors at the low-income properties and the public housing properties and see what happens. He asked Board members to go inside and look around the properties. He said that when they return to the next meeting, he wants to

draft a resolution about access because it bothers him that people, including residents and their children cannot enter into the public housing properties but that they can at the low-income housing tax credit properties. He said the Agency pays for security and then still lock the doors. Daniels said that when the Board returns, they'll understand where he's coming from. Daniels said that he thinks FSS and RSS (Resident Support Services) are fully staffed. He said computers at the Neighborhood Network Centers (NNC) need to be updated, but that they're just sitting there and that the children have no access to them. He said that the Board can set a policy to open up the NNC. Daniels said the children need a place to go and things for them to do. Daniels asked the Board members to bring their ideas back to discuss. Daniels said he doesn't believe that the Agency has lost sight of the residents and that a lot of energy is going into Choice Neighborhood. He asked the Board to visit the properties prior to the October meeting when, he said, Mr. Woodyard's tenure comes before the Board for discussion.

### **XIII. Monthly Performance -**

#### **1. Customer Satisfaction**

##### **a. Resident Services Report -**

###### **Family Self Sufficiency - Resident Services**

Director, Seletha Bradley, said that when she returned to the Agency in April, the FSS enrollment



numbers were very low, with 53 participants for both public housing and HCV. She said that the current enrollment is 75 and increasing and that the department is moving toward having another waiting list for Resident Services, for FSS. She reminded the Board that the escrow account money will decrease as participants graduate.

**Resident Opportunity for Self Sufficiency (ROSS) -**

Bradley said 29 participants are currently enrolled, and that the minimum is 50. She spoke about events with which the department partnered with various agencies and community business.

**Older Adults Home Modification Program (OAHMP) -**

Bradley said HUD granted an extension for the program so that the Agency can complete its quota of 105 homes provided assistance. The current total is 33 homes, she said, with a jurisdiction that includes Daytona Beach, Holly Hill and Ormond.

**Choice Neighborhood -** Bradley listed the calendar of events for August and September and encouraged the Board to come out and be involved.

**Resident Services Community Engagement -** Concerning the NNC, Bradley said that she visited the Pine Haven NNC and that the focus is on getting that

location up and running. She said that she is going to meet with the LIHTC property managers weekly to make sure the Pine Haven NNC gets opened with upgraded computers. Bradley said that she is working with community leaders, at Embry Riddle and Bethune Cookman, to staff the NNC since the Agency does not have the necessary funding. Bradley said the idea is to run the centers Monday through Thursday from 2 p.m. to 6 p.m. For Northwood NNC, Bradley said computers are being upgraded. At Palmetto Park NNC, Bradley said that they are in the process of connecting the computers to see which are working. *Gilmore interrupted to note that the meeting was entering its second hour. Murphy made a motion to extend the meeting by 30 minutes. 2<sup>nd</sup> by Jamison. Approved unanimously.*

Bradley continued listing the Resident Services Community Engagement calendar of events for August and October. Daniels asked the time for the Oct. 31 Trunk or Treat at 211 N. Ridgewood. Bradley said 6 p.m. to 8 p.m. and welcomed the Board to participate.

## **2. Housing Solutions**

### **a. Public Housing Report -**

**North Region** - No presentation provided. Property Manager Sherley Roman not in attendance.

**South Region** - Palmetto Park Assistant Property Manager Justice Mauldin provided the Palmetto Park and Caroline Village report. Murphy asked about the Tenant Aged Receivables for 0-30 days at \$23,407.84, for Palmetto Park. Woodyard said staff would get more detail for her. Mauldin said staff, for back rent, is working on tenant-repayment agreements or referring the non-payment cases to legal. Woodyard said staff is more aggressive with lease enforcement right now. Mauldin said staff meets one on one with tenants, by appointment only. She said it allows for specialized attention between staff and tenants and privacy for tenants, too. Daniels asked about the number of move ins at Caroline Village. Mauldin said approximately 15 units, of the 100 total, are currently leased. Woodyard said the Agency is working on mold abatement there.

- b. **Housing Choice Voucher Report** - HCV Program Manager Venkisha Haynes said that the HCV Department's focus currently is getting people housed at Windsor Maley. She said the team, in conjunction with Knight Development and Allied Orion, met with approximately

120 new applicants, adding them to the Project Based Voucher waiting list and are reviewing their applications to see if they qualify for the program. Haynes said that staff is working to draw applicants from the May 2024 Housing Choice Voucher waiting list. Daniels commended Haynes for the Section 8 Management Assessment Program (SEMAP) score of 89.6 that the HCV Department recently received. Woodyard said that the Jacksonville Field Office is looking to see if that score can be rounded up .4 to 90%, to make the score reflect high-performing status.

### **3. Financial Strength -**

a. **Finance Report** - Lau presented the unaudited, year-end reports for June. For Palmetto, she said the Agency lost \$100,000 for the month and lost \$1,000,000 for the year. For 7-7 Palmetto, Lau said the Agency lost about \$8,900 a month and \$91,000 for the year. Caroline Village, she said, hasn't been occupied. Lau said 7-15 (Northwood Village) lost \$52,000 for the month and \$664,000 for the year. Lau said Walnut Oak lost one hundred fifty five [\$155.00] for the month and about \$6,000 for the year. She said if all of those are added together, the Agency lost \$124,000 for the month and \$839,000

for the year. Lau said the Agency is anticipating \$14,000 from FEMA, which the Agency found out about last week, which will be put in as AR (Accounts Receivable). She said that will reduce the loss by a little bit. Lau said a lot of the loss is because the Agency could not use capital funds for hurricane-related damage at any of the properties. She said that a lot of the loss would have been alleviated from capital fund, by getting revenue, but that the Agency had a higher-than-anticipated loss since that didn't happen. For Northwood II, Lau said the Agency lost almost \$8,000 for the month and \$149,000 for the year. Lau told the Board that the HVAC project, at \$1.76 million dollars, has begun at Palmetto Park, in this fiscal year, starting in July. She said that Housing Choice Voucher is the only profit center this year. She said HCV lost \$148,000 for the month but was up \$960,000 for the year. Most of that, Lau said, is in administrative fees. She said that the Central Office Cost Center (COCC) may charge HCV more in rent due to HCV getting extra office space and that will help the COCC a little bit. For the COCC, Lau said the Agency lost \$175,000 in the month of June, and for the

year, COCC is down one million six [\$1,160,000]. She said the Agency was supposed to be down seven hundred thirty one [\$731,000]. She said the Agency has a \$200,000 recoup from FEMA, taking it to nine sixty [\$960,000]. She said that if the Agency has capital funds, which it should soon, then the Agency can start using capital funds in the Headquarters Building, should help. Daniels asked if any of the losses are directly related to the hurricane (Ian). Lau said that \$455,000 in losses this year are related to Hurricane Ian. Daniels asked what the overall loss was. Lau said one million seven [\$1,700,000]. The HVAC is one point one seven six [\$1,176,000], so next year, Lau said she thinks the Agency will be in a lot better shape than what it's showing this year. Lau said that the hurricane expenses are gone now, and that should help a lot. Murphy commended Lau on the layout of the finance reports. Woodyard reminded the Board that the budget hemorrhaging situation has been ongoing for years. Woodyard said it's an ocean liner and that he cannot turn it around all at once. He said what makes the budget look worse is the storm (Hurricane Ian). Woodyard said that there's a two-prong approach

here. He said if the Agency wants to turn this thing around, that Palmetto Park and Caroline Village cannot continue as they are. He said that Walnut Oak has been put into the Choice (Neighborhood). He said that they're old, outdated properties and that a RAD conversion didn't make sense. Instead, he said that he asked the Board about doing a Choice Neighborhood Initiative, and the Board said yes. The other thing that the Agency has to do, Woodyard said, is stop the hemorrhaging at the LIHTC properties. He said that those properties had a bad property management company, which is no longer there. He said that he wanted to be able to manage the LIHTC properties within the Agency but that the Agency doesn't have the track record for investors to trust the Agency to manage them and that there's not enough staff to do that either. So a RAD conversion is the way to go, Woodyard said. He said that will increase revenue by 20-30 percent annually. He said that the Agency could go a little longer with LIHTC, but that all around the state, the property and casualty insurance premiums tripled, including for the razor-thin LIHTC properties. He said that as soon as that happened, the properties were underwater like crazy.

Woodyard said the only thing that can be done is to convert the properties to Project Based Section 8.

If the Agency doesn't do the RAD conversion, Woodyard said, the properties will have to be sold.

*Woodyard introduced the new COO, Vanessa Dunn.*

**XIV. Choice Neighborhood update** - Woodyard said he met with Hyatt Brown, of Brown and Brown Insurance, to gain some support for the Choice Neighborhood Initiative. Woodyard said Brown donated a VP of Real Estate Development to serve on one of the Task Forces.

Woodyard said the Agency has a Letter Of Intent to rent the old Board room, on the first floor, to a non-profit financial services group.

Woodyard said the Leadership Team is having a Retreat next Monday and Tuesday at the Daytona Beach International Airport. He reminded the Board that Turie T. is having a groundbreaking. He asked Board members to attend, if able.

*Daniels welcomed the new COO.*

**XV. CEO Comments** - Woodyard said that RAD gives the Agency the opportunity to get a developer fee and Choice Neighborhood gives a wonderful opportunity for developer fees.

**XVI. Commissioner Comments** - Jass thanked Woodyard for bringing the Agency a long ways. Murphy said she didn't think anyone there is anti-RAD, on principle, for the LIHTC properties. She



said she does think that the Board is hopeful that the management of the facilities goes a little bit differently than the Windsor Maley conversion. She commended Woodyard for looking for ways for the LIHTC properties to continue being for low-income tenants. Jass asked the difference between low-income and affordable. Murphy said that those are arbitrary terms in a lot of cases. Daniels encouraged the Board again to go look at the properties. He said that he wants to Agency to get better financially. He encouraged Woodyard to look toward non-federal funds and challenged Woodyard, the Board's employee, he said, to go out and get more money.

Executive Assistant Samantha Griffin reminded the Board that it was Murphy's Sept. 20 birthday and that the Board was also celebrating Daniels' July 6 birthday since the July Board meeting was cancelled and because Daniels had missed the August Board meeting.

**XVII. Adjournment** - Meeting adjourned at 12:34 PM.