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## MINUTES

**February 21, 2025**

### **I. REGULAR MEETING**

Meeting called to order at 10:00 AM by Chair Kelvin Daniels.

### **II. ROLL CALL**

Commissioners Daniels, Sandy Murphy, Kim Brown-Crawford, Irma Browne Jamison, and Sally Jass attended.

### **III. INVOCATION**

Invocation by Brown-Crawford.

### **IV. RECOGNITION OF VISITORS**

#### **1. FSS Graduate Gloria Mobley**

Director of Resident Services & Community Engagement Seletha Bradley introduced FSS Coordinator (Housing Choice Voucher), Mary Carter, who presented FSS Graduate Gloria Mobley. Mobley thanked everyone for the opportunity.

#### **2. FSS Graduate Sheval Graves –**

FSS Coordinator (Public Housing) Taneha Petties introduced FSS Sheval Graves. Graves said she was happy to be here and graduating.

### **V. PUBLIC COMMENTS**

None.

### **VI. APPROVAL OF MINUTES**

**Regular Board Meeting – January 17, 2025** – Commissioners Present: Daniels (attending via Microsoft Teams), Murphy, Brown-Crawford, Jamison, Jass.

Brown-Crawford, under the discussion of the Rose Marie Bryon Center, questioned whether Board Attorney Ric Gilmore said that what Janet Bryant (Executive Director of the Bryon Center) would like is to own the property, but that we don't recommend that. We didn't say that,



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Brown-Crawford said. You didn't say that at all, she said, adding that she probably said that Bryant would want to own it, but that Brown-Crawford didn't think anybody said that we didn't recommend that. Gilmore said that the only thing he remembered saying was that an alternative was an easement. CEO Charles Woodyard said that we can always strike that. Woodyard added that we have met with Bryant and did not recommend an option to her. Woodyard said that Gilmore spoke with her about the two options on the table, and that she expressed an interest in ownership, and that she is being provided with an estimated cost. Brown-Crawford asked the cost. Woodyard and Gilmore said it's a little bit less than \$8,000. Brown-Crawford asked for the recordings to be reviewed and any corrections made. Gilmore said that if he made the statement that it doesn't matter because it's up to Bryant to decide to purchase the property or accept a revokable easement. Gilmore said that the tape recording is going to be dispositive anyway. Daniels asked Executive Assistant Samantha Griffin to listen to the tape and, if there's a change, make the change reflective of the recording. Motion by Brown-Crawford. 2<sup>nd</sup> by Jass. Unanimously approved.

## **VII. CHANGES TO THE AGENDA**

None.

## **VIII. DISCUSSION**

### **1. Choice Neighborhood Briefing/EJP Consultants**

EJP Consulting Group's Maggie Merrill and Hord Coplan Macht's Matthew Fitzsimmons, architect and planner, gave a PowerPoint presentation of the Choice Neighborhood Grant planning process and the emerging strategies. She identified the planning area and the focused housing sites of Caroline Village, Palmetto Park, and Walnut Oak. She talked about the core goals of people, housing, and neighborhood, what has been done, and what is next. She said that a draft transformation plan is being submitted to HUD on March 12. She spoke about community engagement/activation activities and said that, as part of the planning process, seventy percent of the residents have completed a comprehensive needs assessment, and that they've spoken with 24 stakeholders. Merrill said that a core group of six community ambassadors (public housing and neighborhood residents) have helped with community engagement. She said that five resident and public workshops and three young planner workshops have helped get a lot of young children involved in the design charrette and visioning and telling what they want to see in their neighborhood and housing. She described it as a rich fabric of engagement activities. She reviewed the four people goals and strategies that have emerged from the process: Helping prepare children to enter kindergarten ready to learn; supporting success for children in school; promoting economic stability for families; promoting family health and wellness. Fitzsimmons then spoke about neighborhood strategies: Encouraging neighborhood reinvestment; fostering key partnerships and developing a strong neighborhood brand; enhancing



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access to open space and recreation activities; improving neighborhood connectivity; enhancing access to transit; and creating a safer community.

Brown-Crawford asked whether the proposal is to make Caroline Village a multi-purpose park. Fitzsimmons said that the idea is to transform Caroline Village into park space.

For the proposed housing goals and program, Fitzsimmons said that the overarching goal is to replace distressed public housing with high-quality, mixed-income housing and to build new housing first before dismantling current public housing sites.

Merrill reiterated that a cornerstone of the Choice Neighborhood Grant is a one-for-one replacement of housing so that there's no loss of affordable units. In fact, she said, there's typically an increase of affordable units when the income mix is expanding. She said that there will be much nicer units, with a lot more amenities and community features.

Woodyard reminded the commissioners that the Brentwood property was purchased for the purpose of building housing to relocate Palmetto Park tenants. He said, independent of his input, that is exactly what the community planning process developed as well.

Fitzsimmons identified the percentages of housing units by bedroom types, a portion of those accessible, and for the visual and hearing impaired. He identified two site design plans – one with two central amenity spaces; the other, one central amenity space.

Murphy asked about surface parking, and Fitzsimmons said that the idea is to design parking so that it's not one large sea of asphalt to soften the landscape.

Gilmore asked about the financial impact of stormwater-mitigation tools being employed.

Fitzsimmons said that some are more expensive than others. He said that the dry swale is more cost-effective than bioretention. There are tradeoffs, Fitzsimmons said, and those will be explored as we progress with a developer. Fitzsimmons spoke about long-term opportunities for housing, including **Brentwood**, which is outside of the planning area. He said it's elevated, out of the flood plain, generally flat, and with proximity to grocery stores and commercial activity along Nova Road. He said that they also looked at **Pine Haven**, a large site at 13.8 acres, with areas in and out of the floodplain. Fitzsimmons said that Pine Haven is already in a planned development so any changes would have to modify that planned development agreement. And, he said, one of the challenges is with the eagles that are nesting there. We would need to work around the nesting schedule to make development happen there, he said. Another opportunity they've been looking at is the **Villages at Halifax**, a small, narrow site, out of the floodplain.

Woodyard said that with Brentwood, Pine Haven, and Villages at Halifax, we have an opportunity to increase our housing stock, probably double it. All of this, he said, provides opportunities – through the real estate transactions, developer fees, and through revenue sharing on a monthly basis looking at an operating plan – for the Housing Authority to gain income.



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Murphy asked about whether development is being considered at Walnut Oak. Woodyard reminded the Board that the Housing Authority has an informal agreement with the City of Daytona Beach to sell them that land as a part of their proposed town center development. Fitzsimmons said that Walnut Oak is challenging for redevelopment because the units are small and scattered, so it's difficult to aggregate that and make something new and bold and bigger. Murphy asked about the process for deciding about the two options. Woodyard said it's a partnership between the developer that we hire and all of the other partners. Woodyard said his executive meeting is getting participation on the evaluation committee for the RFQ. He said that we'll look to bring it to the Board for vote at the May meeting.

## **2. Current Audit**

Woodyard said that, in order to get going with the audit, there needed to be a cash-reconciliation between three systems: HUD, our Yardi system, and the auditor's system. He said that the former CFO, Joan Lau, is no longer with the Agency and that Consultant Dom Morgese is working with the existing auditor – and has reconciled cash – so that Barton Gonzalez and Myers can move forward with doing the audit. Jamison asked whether the audit has been completed. Woodyard said that the audit should be completed very, very soon. Brown-Crawford asked if we're looking for another CFO. Woodyard said yes.

## **3. Upcoming Audit**

Woodyard handed out a document about an accounting firm the Agency can hire while looking for a new CFO. He said that the firm, K2 Kubas Keller Associates, has a lot of experience with public housing authorities. Woodyard said that the new auditor coming in is familiar with, and speaks highly of, K2 Kubas Keller Associates. He said that the point contact with K2 Kubas Keller Associates will be on-site in March, working with the financial staff and the new auditors, to complete the latest audit. Woodyard said that the new auditors have to meet with the existing auditors. Brown-Crawford asked whether the current audit still has to be certified before addressing the current audit. Woodyard said yes. Woodyard said K2 Kubas Keller Associates is bolstering the accounting team and that CFO interviews are ongoing. Daniels said that the Board wants to be aware if any extensions are requested. Woodyard said they will be.

## **4. CEO 2023-2024 Annual Performance Evaluation**

Daniels said this should have been done back in October. Daniels asked commissioners to check for an email, about the matter, from Attorney Gilmore. Brown-Crawford asked that the Board, in September, be made aware that the CEO Annual Performance Evaluation is due in October.

## **IX. CONSENT AGENDA**

None.

## **X. REAL ESTATE DEVELOPMENT**

### **1. Business Park Property Sale**



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Woodyard said that all of the bureaucratic steps to proceed with the sale have been done except for having the Resident Advisory Board (RAB) meet to discuss the proposal. He said that the RAB is being formed now. After that, Woodyard said, this Board will vote on selling the property within the next two or three months. Daniels asked whether we have a buyer. Woodyard said yes.

*At 11:40 a.m., Chair Daniels left the meeting. Vice Chair Murphy assumed control of the meeting.*

## **XI. BUSINESS ACTION ITEMS**

None.

## **XII. OLD BUSINESS ITEMS**

None.

*Brown-Crawford made a motion to extend the meeting to 12:15 P.M. 2<sup>nd</sup> by Jass. Unanimously approved.*

## **XIII. MONTHLY PERFORMANCE**

### **1. FINANCIAL STRENGTH**

#### **a. FINANCE REPORT**

Woodyard said that, in the absence of the CFO, Morgese has not had time to complete a report. Murphy asked if the Board will get a financial report next month. Woodyard said completing the audit is the priority. Brown-Crawford, Jass, and Jamison, indicated that they'd like a financial report next month. Murphy said we need the audit first, and that needs to be the priority. Gilmore said that the audit is the primary focus and asked whether Morgese could provide a financial report next month. Morgese said that he'll make every effort. Morgese said that, for the audit, there are still a lot of steps, requiring staff, that need to take place. He said the financial reports are not automated and require journal entries to recognize cash flowing into the accounts. He said that resources are being used to finish the audit process. Gilmore asked whether a financial report, with basic information, would suffice next month. Brown-Crawford said someone needs to be hired, or on staff, to do manual entries. Murphy said that the point has been made and that the commissioners would like a financial report next month.

### **2. CUSTOMER SATISFACTION**

#### **a. RESIDENT SERVICES REPORT**

Resident Services Director, Seletha Bradley, presented the department report. For the Older Adults Home Modification Program, Bradley said we intend to reapply for the grant because



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there is a great need. She invited commissioners to Saturday's Historic Icon's Pave the Way, part of the Choice Neighborhood Planning Grant.

### **3. HOUSING SOLUTIONS**

#### **a. OPERATIONS REPORT**

COO Vanessa Dunn provided the report for public housing and the Housing Choice Voucher program. She said that the Agency is using multiple vendors to decrease vacant unit turn-around time. She said the Agency is striving to increase its occupancy rates at its properties. Brown-Crawford asked about the 375 outstanding work orders, at Northwood Village, through January 31, 2025. Dunn said the work orders were generated from housekeeping inspections, done as preventative maintenance. Gilmore said that an important distinction is that we generated the work orders.

### **XIV. CEO COMMENTS**

#### **1. RAD Conversion Workshop**

Woodyard said that the developers want to come on March 6. Brown-Crawford said she has a women's history program at Daytona State that same date. Jamison said she will not be in town.

### **XV. COMMISSIONER COMMENTS**

Brown-Crawford thanked everyone for their MLK-event attendance.

Jass said she's happy things are working out with the audit.

Jamison thanked everyone for their birthday wishes for her.

Murphy encouraged everyone to see the banners on International Speedway Boulevard.

### **XVI. ADJOURNMENT**

Meeting adjourned at 12:15 P.M.



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