

MINUTES

May 16, 2025

I. REGULAR MEETING

Meeting called to order at 10:00 AM by Vice Chair Sandy Murphy.

II. ROLL CALL

Commissioners Murphy, Kim Brown-Crawford, Irma Browne Jamison, and Sally Jass attended. Commissioner Daniels arrived at 10:04 AM and assumed role as Chair of meeting.

III. INVOCATION

Invocation by Brown-Crawford.

IV. RECOGNITION OF VISITORS

None.

V. PUBLIC COMMENTS

None.

VI. APPROVAL OF MINUTES

Regular Board Meeting – April 17, 2025 – Commissioners Present: Daniels, Murphy, Jamison, Jass. Commissioner Brown-Crawford arrived at 10:06 AM. Motion by Brown-Crawford. 2nd by Jass. Minutes unanimously approved.

VII. CHANGES TO THE AGENDA

CEO Charles Woodyard asked if Fee Accountant Tony Palmer could provide an audit update as soon as he joins the Board Meeting via Microsoft Teams. No objections to request. Attorney Ric Gilmore asked for time, under, “Discussion,” to provide an update on a conference he attended.

VIII. REAL ESTATE DEVELOPMENT

Woodyard said that the Agency has been looking at implementing the asset-repositioning policy, including the sale of Business Park and some smaller, individual lots, that the Board approved a year or so ago. He said that the HUD process includes removing the Declaration of Trust (DOT) on the properties and holding a Resident Advisory Board Meeting, which was done, and where he was able to answer some questions. He said the next step is to sell Business Park.

IX. BUSINESS ACTION ITEMS



1. RESOLUTION 2025-27 Authorization to submit application to HUD Special Application Center (SAC) for disposition of vacant property.

Daniels said that it was his understanding that the DOT was going to be lifted on Business Park so that it could be sold, but that the rest of the properties were not discussed by the Board.

Daniels said that he wants the Agency to develop affordable housing on some of the properties.

Brown-Crawford said that she thought that the Agency would use the funds from the sale of Business Park to do that and that she's not opposed to selling some of the smaller lots. Jamison

said that she really thought something, like duplexes, was going to be developed on the Rose Street and Vernon Street lots. Woodyard said his recollection is that the Board talked about

removing the DOT on the properties, and that the DOT must be lifted as part of the disposition of the properties, regardless of what is done, which may include developing, home ownership,

selling, or long-term leasing. Woodyard said that lifting the DOT does not put the Housing Authority on the path of having to sell, that it allows the Agency to do what it wants to do with

the property. Daniels said that the Vernon Street property is one of the areas that the Board agreed that it wants to build. Jamison said her biggest concern since she has been on the Board is

that we have not produced any new affordable housing, and that Vernon Street would be the place to start. Brown-Crawford asked about the location of the South Street property.

Development Director Kara Lennard said there's no address assigned to it, that it's connected to the Vernon property. Gilmore said that the removal of the DOT is preliminary and has to be done

if the Board is going to do anything, including selling or building, with the properties. He said that once the DOT is removed, any decision of what to do with the properties will come back for

Board approval, that removal of the DOT doesn't change the potential for development. Brown-Crawford said the Board would prefer to develop something on their own on Vernon Street and

that the funds from the sale of Business Park would be used for that purpose. Murphy said that it might be a joint venture as opposed to the Agency developing something on its own. Brown-Crawford said that's ok as long as it's the Housing Authority. Gilmore said that disposition does

not mean selling. He said that any sale or other activity, including development, would have to come back before the Board for approval. Motion by Brown-Crawford. 2nd by Jass. Approved

unanimously.

X. OLD BUSINESS ITEMS

1. AUDIT UPDATE

Postponed until Consultant Tony Palmer's arrival via Microsoft Teams.

XI. MONTHLY PERFORMANCE

1. FINANCIAL STRENGTH

a. FINANCE REPORT



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Consultant Dom Morgese summarized the Finance Reports for Palmetto Park I & II, Caroline Village, Northwood Village & Walnut Oak, Northwood II, the Housing Choice Voucher Program, and the Central Office Cost Center, for March 2025. He identified the total income, total expenses and net income, for both period to date and year to date. Morgese said that the finance report for Caroline Village is a little grim because Caroline Village is mostly vacant. Woodyard said that when the Board decided to fill the Caroline Village vacancies, a lot of issues were identified that need to be addressed. So costs are going to exceed the revenue, Woodyard said. Brown-Crawford asked about the maintenance and operational expenses for Palmetto Park. Woodyard said that it's an old property, with foundation-settling issues that have caused cracks in the siding, and that work is being done to make it worthy for the families to live there.

Tony Palmer joined the meeting, via Microsoft Teams, at 10:25 AM, and provided the audit update.

b. AUDIT UPDATE

Palmer recapped his in-person visit to the Agency and his efforts to start reconciling accounts. He said the two major accounts, the Section 8 HAP and the General Fund, in the system now, are reconciled for July, August, September, and October 2024. He said that we still need to go back and look at June 2024, but that right now the focus is on getting 2025 correct. He said that, for the most part, the stuff that's going through the system, including tenant collections, HAP checks, ACH checks being paid, are there and recorded. He said that he is discovering that manually processed entries, such as non-tenant rent checks, for example commercial rental units, some ACH's related to some payroll, some health insurance, and some credit card payments, were not consistently booked. He said that he has implemented a new policy that everything is booked in real time. Palmer said that he met with Development Director, Kara Lennard, concerning some FEMA information, which was not recorded correctly. He said all of those expenses, going back into 2023 as well, are being moved to FEMA Milton and FEMA Ian, which will then show as receivables on the books, with the hopes that some, if not all, of the expenses will be reimbursed by FEMA. Palmer said he met with staff to review the 2026 budget, which is being prepared. He said that one of the biggest expenses of the Authority is salaries and benefits, and that he has asked for a salary schedule of all positions – filled and vacant. Palmer said that he thinks that the Agency is on a good path to have the budget approved at the next Board meeting. Palmer said that he met with Chief Operating Officer Vanessa Dunn regarding Tenant-Aged Receivables Reports, which is money owed by tenants to the Agency, and landlord overpayments in Section 8. He said the information in the system should be reviewed and monies



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collected, or the information should be purged. Palmer said he will return for another visit for ten days at the beginning of June. *Palmer finished his report at 10:39 AM.*

Daniels asked for an update on the 2023-24 audit. Consultant Morgese said the initiative from the HUD Field Office is to focus on the 2025 audit submission but that the goal is to have a completed 2023-24 audit report, from the auditor, by June 23. Daniels asked for a presentation at the July Board meeting. For the 2025 unaudited submission, due August 31, Daniels asked that the Board be notified if an extension is needed or requested.

Palmer exited the Microsoft Teams meeting at 10:46 AM.

Morgese resumed providing the Finance Report. While this sounds grim, Morgese said, there is well over a million dollars in reserves. He said that the cash flow is not there, but that \$1.1 million in developer fees from the WM at the River deal will be realized in the next 10 months, with \$800,000 of developer fees coming September 30, and another \$300,000 coming in March 2026. That's what we're looking to for future revenues, he said. He said the Agency also just received money from the CFP Program 2025, adding that money can be drawn down in the next several weeks.

2. CUSTOMER SATISFACTION

a. RESIDENT SERVICES REPORT

Director of Resident Services & Community Engagement Seletha Bradley presented the Resident Services Department report. She provided an update on the **Progressive Employment Program (PEP)**, for residents in the FSS and ROSS Programs. Woodyard said that he prefers families, in the mixed-income communities, be working families because a lot of the situation the Agency is in, in the three Low Income Housing Tax Credit (LIHTC) properties, is a result of families not having the wrap-around services and support that FSS participants have. So I'd like for them to be in the FSS Program to be in the mixed-income sites, he said. Bradley spoke about **Summer Internship Program**, with Career Source, at Palmetto Park and Northwood Village. Bradley provided an update on the **Summer Fun on the Run Program**, with summer program activities for youth, in the public housing communities. **For the Early Action Activity**, Bradley said that it is urgent and that she is afraid that the Agency is going to lose the grant money because it has not yet been approved by the City of Daytona Beach City Manager and City Commission. She said that the Agency has done everything it can do to get this to the City Commission, and that she does not know the reason for the delay in approval. Murphy said that we need to get that on the City Commission Agenda. Bradley provided an update on the **Neighborhood Network Centers** at Palmetto Park, Northwood Village, and Pine Haven and



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said that they're ready to go in time for the summer programs, to give the youth something to do this summer. Daniels asked Bradley what she's going to do for the youth this summer. Bradley said that the Summer Fun on the Run Program is a partnership between the Agency and the City of Daytona Beach. The program will be held at Dickerson Center, for Palmetto Park residents, because there is more room there, she said. This year the program will start with Pine Haven, Northwood, Palmetto Park, Lakeside, and end with Daytona Gardens, not all of which are Agency properties, she said. We still go in and work with the City on those, she said. Bradley also mentioned the four-week Summer Youth Program, overseen by the Agency's ROSS Coordinator and interns, which will provide field trips and tours for youth in public housing. Bradley invited the commissioners to chaperone various field trips.

3. HOUSING SOLUTIONS

a. OPERATIONS REPORT

Senior Property Manager Cathy Missick provided the Operations Report noting that as of the date of the meeting, that Palmetto Park, Northwood II, Northwood Village, and Walnut Oak, are 100-percent occupied. She said that Caroline Village is 31-percent occupied and that if Northwood Village residents are transferred to Caroline Village, occupancy would be at 84 percent, which would significantly improve residency there. She provided updates on pending evictions, on the Public Housing Wait List and the Low Income Public Housing Program, and Department vacancies.

HCV Program Manager Venkisha Haynes provided the Housing Choice Voucher Program Department report. She gave an update on the PBV waiting list, opened since 2024, with 100-percent occupancy with the Maley Building, and 85-percent occupancy with the Windsor Building, and said that the hope is to have the Windsor Building fully leased by the end of May. Daniels asked about the voucher shortfall, and Haynes said the HUD Field Office representative is supposed to provide an update by May 20.

Compliance Manager, Lawrence Strawder, who started on April 7, introduced himself and provided a description of his role. He gave an update on what he has learned about the policies, systems, programs, and he outlined his goals for improving them for the Agency to become more effective and efficient.

XII. DISCUSSION

1. Attorney Gilmore told commissioners that he recently attended the Housing Development Law Institute (HDLI) Conference, with representatives from all three major national housing trade organizations (NAHRO, CLPHA, PHADA). Gilmore told commissioners that President Trump's initial budget has zeroed out Section 8 or that he will block grant it to the states to handle. The three major



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national housing trade organizations have been meeting with Congress, Gilmore said, and that's not going to happen. Gilmore said that doesn't mean there aren't going to be some changes when the final budget comes out. He said that conventional wisdom has always been that the Section 8 Program is so intertwined with everything we do, and it affects private landlords, that it's a sacred cow and it's not going to be severely impacted. That's what the logic is for now, Gilmore said. Public Housing is quite a different story, he said. But that's not new, and that's not news that that program is going to be impacted, Gilmore said. He said that he will keep Woodyard abreast of latest developments and disseminate it beyond that, if it's critical. No good news, Gilmore said, it's just uncertainty at this point.

2. Attorney Gilmore said that part of his ethics discussion has to do with DOGE (Department Of Government Efficiency), and analyzing whether DOGE can do some of what it's doing and what are some of the ethical considerations. DOGE now is not just national, Gilmore said, with counties and cities creating their own little DOGEs. Because of that, Gilmore said, he's going to be more dogmatic about making sure we comply with our rules. One of the things we have to be concerned about, he said, is complying with Government in the Sunshine. He said that one of the things that Government in the Sunshine covers is sidebar conversations. If they relate to something going on in the meeting or something on the Agenda, sidebar conversations can be considered a Sunshine violation, Gilmore said, adding that we need to pay more attention and that it's his job to make sure that happens, because now, more than ever, other people may be paying more attention. Gilmore said that we are on a good path and that we don't want some outside issue to negatively impact us, if we can control it. Gilmore asked commissioners to be mindful and encouraged the commissioners to call him, even though it's a bill, because he wants to make sure everybody has good information about how we need to proceed.

3. CEO Evaluation

The item was postponed to the June Regular Board Meeting.

XIII. CEO COMMENTS

None.

XIV. COMMISSIONER COMMENTS



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Jass thanked staff for their hard work and how much they seem to care about their jobs. Brown-Crawford invited commissioners to attend the Juneteenth celebration at Embry-Riddle University.

XV. ADJOURNMENT

Meeting adjourned at 11:51 A.M.



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