

## MINUTES

**June 20, 2025**

### **I. REGULAR MEETING**

Meeting called to order at 10:05 AM by Chair Kelvin Daniels.

### **II. ROLL CALL**

Commissioners Daniels, Sandy Murphy, Irma Browne Jamison, and Sally Jass attended. Commissioner Kim Brown-Crawford and Attorney Ric Gilmore attended via Microsoft Teams.

### **III. INVOCATION**

Invocation by Charles Woodyard.

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

Jesse Amos, of Amos Enterprises LLC, new lessee at 211 N. Ridgewood Avenue, introduced himself and invited commissioners to a private studio tour at Ignite Content Lab at 3 p.m. on Wed., June 25. Amos described his business as a full-service media production studio.

### **V. PUBLIC COMMENTS**

None.

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

**Regular Board Meeting – May 16, 2025** – Commissioners Present: Daniels (arriving at 10:04 AM), Murphy, Brown-Crawford, Jamison, Jass. Motion by Murphy. 2<sup>nd</sup> by Jass. Minutes unanimously approved.

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

None.

### **VIII. REAL ESTATE DEVELOPMENT**

CEO Charles Woodyard told commissioners that the RFQ process is completed to a certain extent. He said that he will be negotiating with a couple of developers. He said that the key thing he wants the Board to be aware of is that we're in a situation where these developers can move forward, with real-estate development in the next couple of years, with or without Choice (Neighborhood Grant).



Daniels asked for an update on the Brentwood property. Woodyard said that the Choice (Neighborhood Grant) consultants recommended that the Agency stop moving where we were moving on that and wait on Choice (Neighborhood Grant). Woodyard said that he has included the Brentwood property as a part of what people can respond to in the RFQ (Request For Quotes). Woodyard said that when he says properties that we have north of ISB, he is including the Brentwood property. Woodyard said that, for development purposes, outside of Walnut Oak, which is a separate issue, we're talking about the vacant lot at Halifax I, the vacant lots at Pine Haven, and the Brentwood property.

Woodyard said that once the RFQ process is completed, he will contact the commissioners individually to discuss. Attorney Ric Gilmore reminded commissioners that the procurement process is still ongoing, and Woodyard said that he hopes to complete the process and have specific information for the commissioners in July.

## **IX. BUSINESS ACTION ITEMS**

### **1. RESOLUTION 2025-28 Authorization to increase the Not To Exceed amount of the current services contract for unit-turn services due to upcoming capital improvements.**

Woodyard said that we're going to do some capital-fund dollars at the LIHTC properties as a part of the RAD (Rental Assistance Demonstration) conversion. He said that they've been carrying some vacancies there, and we're going to have to use some of our own money, this capital money, there. He said that's not the only thing we're going to use, but that he wants the Board to understand that we're not in trouble with Capital funds. As a matter of fact, he said, we need to spend capital funds at a faster rate than we have been spending already. Woodyard said that we're going to be going into Pine Haven, Halifax, and Lakeside and doing some renovations to get ready for the RAD conversion. Motion by Murphy. 2<sup>nd</sup> by Jass. Approved unanimously.

### **2. RESOLUTION 2025-29 Approval of the Housing Authority of the City of Daytona Beach Fiscal Year 2026 Operating Budget, for the period between July 1, 2025, to June 30, 2026.**

Consultant Dom Morgese provided highlights, including Agency vacancies, changes to bookkeeping-fee charges, and building-space leasing that will increase revenue. He said the budget covers the core programs of the Housing Choice Voucher program, the properties, and the Central Office Cost Center (COCC). He provided an overview of total income, total expenses, and net income, as budgeted, for Palmetto Park, Caroline Village, Northwood Village and Walnut Oak, and Northwood II. Woodyard spoke about vacancies at Public Housing and Low Income Housing Tax Credit (LIHTC) properties and how the budget estimates are conservative. Woodyard told commissioners that the Agency can anticipate a trend up in occupancy, and that should continue,



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he said. Morgese continued with the Finance Report, providing the total income, total expenses, and net income for the Housing Choice Voucher Program, and the COCC. Morgese mentioned developer fees, from the WM at the River, as anticipated revenues. Woodyard said that there will be a similar stream of income, from the RAD conversion, assuming that the Board approves everything, and the sale of Business Park, probably in August.

Daniels asked that line 4150-01-000, Travel for Commissioners, currently at ten-thousand dollars, be changed to fifty-thousand dollars, because, he said, we voted that each commissioner should travel at that expense. We set that policy, Daniels said, so that should read fifty thousand. Morgese reminded commissioners that the budget is a management tool, voted by resolution, that the Board is going to resolve to accept the budget and move on. It'll change again, Morgese said, and in that regard, it's not etched in stone. Motion by Daniels. 2<sup>nd</sup> by Jass. Approved unanimously.

**3. RESOLUTION 2025-30 Authorization to increase the Not To Exceed amount of the current services contract for mold-abatement services due to upcoming capital improvements.**

Woodyard said that a lot of issues, requiring more money, have been discovered at Caroline Village. Motion by Murphy. 2<sup>nd</sup> by Jass. Approved unanimously.

**4. RESOLUTION 2025-31 Election of Board Officers.**

Attorney Gilmore opened the floor for nominations for Chair of the Board. Jamison nominated Daniels. Jass nominated Brown-Crawford. No other nominations were made. Gilmore closed the nominations. He said that, with more than one nomination, normally the second-nomination person, in this case, Brown-Crawford, is voted on first. Commissioners voting yes for Brown-Crawford as Chair: Brown-Crawford, Jass, Murphy, Daniels. Commissioners voting no for Brown-Crawford as Chair: Jamison. With a four-to-one vote, Gilmore said no vote need be taken on Daniels as Chair nominee. Gilmore congratulated Brown-Crawford.

Attorney Gilmore opened the floor for nominations for Vice Chair of the Board. Daniels nominated Murphy. Brown-Crawford nominated Daniels. No other nominations were made. Gilmore closed the nominations. Gilmore took the second-nominated person first, Daniels. Commissioners voting yes for Daniels as Vice Chair: Brown-Crawford, Jamison. Commissioners voting no for Daniels as Vice Chair: Jass, Murphy, Daniels. Gilmore called for a vote for Murphy as Vice Chair. Commissioners voting yes for Murphy as Vice Chair: Brown-Crawford, Jass, Jamison, Murphy, Daniels. Gilmore congratulated Murphy. He turned the gavel back over the Chair Daniels.

**X. OLD BUSINESS ITEMS**

**1. AUDIT UPDATE**

Financial consultant Tony Palmer, joining via Microsoft Teams, provided an update on Yardi system issues. Woodyard requested a 15-minute time limit. Palmer said that staff training is



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critical to make sure that transactions are entered correctly. Otherwise, he said, improperly entered information can make an impact on the financial side of things. From that, Palmer said, an internal standard operating procedures desk manual should be developed for future employees as part of training. Palmer said they are continuing to review Fiscal Year 2024 and 2025 to untangle the web of various adjustments that were made. From a revenue standpoint, Palmer said, the main thing is going to be working on the balance sheet. Palmer said that the two biggest-open areas are port ins and tenant-accounts receivable. Palmer said that the voucher account cash is reconciled through May, and the general fund is reconciled through April. Palmer said the 2023 audit is in the hands of the auditors, who've come back with some questions. He said that the audited 2025 is due March 2026.

Morgese said that the auditors have begun field work for 2023. He said that he is awaiting adjusting journal entries from the auditors. Morgese said that he is hoping for a draft, in the next two weeks, of the audit report to review. He said that aligns with the timeline presented to the Board two months ago. He said that he is, and was, hoping for a final report at the end of June, around June 23. Morgese said that a new auditor is coming to HQ, in the second week of August, to begin Fiscal Year 2024 audit. Morgese said that the 2025 unaudited report is due to HUD within 60 days of June 30, 2025. He said he hopes that the new auditor will do some of the compliance work and walk throughs, and risk assessment, for Fiscal Year 2025, too, when they come in August, for 2024's field work. Morgese said that the audit report for 2023 is not going to be pretty, with some management comments.

## **XI. MONTHLY PERFORMANCE**

### **1. FINANCIAL STRENGTH**

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

Morgese summarized the Finance Reports, for April 2025, 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. Murphy asked if Morgese could remove the two percentage columns from the reports. Morgese said he will remove the percentage columns.

Palmer added that fixing the units at Caroline Village and leasing them will result in greater revenue for the COCC. *Morgese finished his report at 11:02 P.M.*

### **2. CUSTOMER SATISFACTION**

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



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Director of Resident Services & Community Engagement Seletha Bradley presented the Resident Services Department report. She told commissioners that the City of Daytona Beach City Commission approved the Early Action Activity at the June 18 City Commission meeting. Director of Development Kara Lennard gave an update on the Early Action Activity Environmental Review. Bradley told commissioners she will give them more information, closer to August, on the Choice Neighborhood final Transformation Plan Workshop. Bradley said that Northwood I has been added back to the schedule for the Progressive Employment Preparation (PEP) Program trainings. Bradley provided flyers to commissioners about upcoming summer programs. Attorney Gilmore said that he will provide a release form, for emergency medical, from liability, using likenesses from photos or videos, to Bradley, for consideration. Gilmore advised that the Housing Authority check with the liability insurance carrier to make sure that they're aware of the department's field trips and events.

### **3. HOUSING SOLUTIONS**

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

Chief Operating Officer Vanessa Dunn provided the Operations Report for May 2025. She'd like to see a ten-day vacancy turnaround time. For the reports, Murphy asked that the properties be listed by names rather than AMP numbers. Dunn said she will make that adjustment in future reports. Dunn spoke about Caroline Village's occupancy rate, the Public Housing Wait List, HUD housing policies, and provided updates on the Housing Choice Voucher Program.

#### **XII. DISCUSSION**

##### **1. CEO Evaluation**

Gilmore provided verbal updates on scores on the evaluation compilation sheet to reflect the accurate scores of Commissioner #1. He said he will get an updated compilation sheet to commissioners. Murphy asked that future evaluations require more explanations about why commissioners chose their ratings. She said it makes it difficult to understand context for the scoring. Gilmore said that he will provide a grading-tool form that he uses at other Housing Authorities and that an ad-hoc committee should work with Mr. Woodyard to come up with an acceptable form. Brown-Crawford asked that Gilmore send the proposed form to the commissioners and that Woodyard make it a priority to approve the form for future evaluations. Gilmore said he will send the proposed evaluation form when he sends the updated scoring sheet. *Gilmore indicated that the meeting needed to be extended.*

Daniels made a motion to extend the meeting by 15 minutes. 2<sup>nd</sup> by Murphy. Unanimously approved.

Daniels made a motion for no wage increase, no bonus. 2<sup>nd</sup> by Jamison. Commissioners voting yes: Jamison, Daniels. Commissioners voting no: Brown-Crawford, Jass, Murphy.



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Brown-Crawford made a motion to give the CEO the standard-industry salary increase of four percent (4%), due to the cost of living, and no bonus. 2<sup>nd</sup> by Daniels. Commissioners voting yes: Brown-Crawford, Jass, Daniels. Commissioners voting no: Jamison, Murphy.

### **XIII. CEO COMMENTS**

None.

### **XIV. COMMISSIONER COMMENTS**

Brown-Crawford thanked Jass for nominating her as Chair. Murphy thanked Daniels for serving as Chair. Daniels congratulated Murphy and Brown-Crawford, who were selected as Daytona Beach Hometown Heroes.

### **XV. ADJOURNMENT**

Meeting adjourned at 12:17 P.M.



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