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MINUTES

March 21, 2025

I. REGULAR MEETING

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: Commissioner Kim Brown-Crawford.

III. INVOCATION

Invocation by ROSS Coordinator, Wendy McBean.

IV. RECOGNITION OF VISITORS

Director of Resident Services and Community Engagement Seletha Bradley thanked the BCU Progressive Black Men, Campbell Middle School Band, C-Style Entertainment, City of Daytona Beach Parks & Recreation Department's Melissa Williams, the Dr. Mary McLeod Bethune Legacy Children's Choir, and the Turie T. Small Elementary School Dancing Bulldollz for their participation in the Early Action Kickoff honoring midtown icons.

V. PUBLIC COMMENTS

A woman whose participation in the HCV Program is being terminated as of March 31 appealed to the HACDB Board, asking that the decision be overturned. Board Attorney Ric Gilmore told her that the Board hears her concerns. He said that the Board is not going to respond right now. He said that someone will get with her to see if there's anything else that can be done and that a written response from staff will be included in the next Board Packet. Daniels asked that the response be by Friday, March 28.



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VI. APPROVAL OF MINUTES

Regular Board Meeting – February 21, 2025 – Commissioners Present: Daniels, Murphy, Brown-Crawford, Jamison, Jass. Motion by Murphy. 2nd by Jass. Minutes unanimously approved.

VII. CHANGES TO THE AGENDA

Daniels asked that “Audit Update” be added to future agendas. Murphy recommended that it be added under “Old Business.”

FINANCIAL SYNOPSIS

Consultant Tony Palmer gave a synopsis of his four-day site visit to the Finance Department. He said that he has seen the problems he identified at other Housing Authorities and that he has seen worse. He said that while there are things that need to be cleaned up, adjusted, and reconciled, they are things that can be fixed. He said that the issues with the 2023-2024 audits are all fixable. The biggest issues are the bank reconciliations and Trial Balances, timely entries reporting, staff roles and training, and Yardi Property Management Software reporting. Palmer said that the goal is to get the 2023 audit finished and make some changes to 2024. Ultimately, Palmer said, this is something that’s going to run into the fiscal year 2026, but that doesn’t mean we can’t get good reports for 2024 and 2025.

Murphy asked if the Finance Department is understaffed. Palmer said yes and recommended that the Agency contact local universities for interns.

Daniels asked if Yardi is the right program. Palmer said that all of the popular Housing Authority software have limitations but that Yardi, in his experience, has generally been one of the better ones from an accounting standpoint.

Woodyard said that he will lay out the strategy for completing the late audit and put that in a memo to the Board. He said the issues are a domino effect, with late unaudited financials that have to be submitted to HUD, so we’re going to miss this audit-cycle points. Woodyard said the Agency will utilize Tony for a few months, on a monthly basis, and probably hire another accountant until a new CFO is hired.

Palmer said the scoring is fine from a financial standpoint and that the main issue is that the audit wasn’t submitted on time. He said lease-up points were impacted by two major storms.



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VIII. DISCUSSION

1. CEO Evaluation

Gilmore said that he will send the evaluation forms to the commissioners once he gets Woodyard's self-evaluation. He also said that the renewal terms of the contract need to be reviewed. Gilmore and Daniels asked for copies of the contract.

IX. CONSENT AGENDA

Commissioner Murphy asked that "Consent Agenda" be removed from future agendas unless there are items for consent.

X. REAL ESTATE DEVELOPMENT

None.

XI. BUSINESS ACTION ITEMS

1. RESOLUTION 2025-20 Authorization for CEO to enter into multiple indefinite quantity (pool) contracts with the Not-To-Exceed (NTE) amount of \$105,000.00 to each vendor providing unit-turn services.

Woodyard said the strategy is to have multiple vendors provide unit-turn services, at the same time, to speed up the process for quicker leasing. Motion by Murphy. 2nd by Jamison. Approved unanimously.

2. RESOLUTION 2025-21 Authorization for CEO to enter into contract with Imperial Pest Prevention for Pest Control services for a Not-To-Exceed (NTE) amount of \$150,000.00.

Jass said that pest-control services once every three months is not enough. Woodyard said it's once every three months and by request. Motion by Murphy. 2nd by Jass. Approved unanimously.

3. RESOLUTION 2025-22 Authorization to extend the Joinder contract with Gator Moving and Storage for Moving Services.

Motion by Murphy. 2nd by Jass. Approved unanimously.

4. RESOLUTION 2025-23 Authorization to increase the amount of the current services contract for mold-abatement services with Grimes Solutions, LLC, to the expected Not-To-Exceed cost up to the amount of \$311,250.00.

Daniels asked if one company can do both mold testing and mold abatement. Woodyard said that, in his experience, testing and abatement firms are very different. Procurement Officer Kelly Schroeder said that having two separate companies is a type of checks and balances so that a



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company doesn't come in, identify mold that doesn't exist, and charge for treatment that wasn't necessary. Murphy said that tests for mold can be skewed so a company that treats mold would have an incentive to find mold. Daniels asked that where the money is coming from be added under the "Financial Consideration" portion of the Resolution. Motion by Murphy. 2nd by Daniels. Approved unanimously.

5. RESOLUTION 2025-24 Authorization to increase the amount of the current services contract for mold/lead testing with DK Environmental to the expected Not-To-Exceed cost up to the amount of \$281,000.00.

Daniels asked that where the money is coming from be added under the "Financial Consideration" portion of the Resolution. Motion by Murphy. 2nd by Jass. Approved unanimously.

6. RESOLUTION 2025-25 Authorizing updates to the 2025 Annual Plan, 5-Year (2025-2029) Annual Plan, 2025 Capital Fund 5-Year Action Plan, and Admissions and Continued Occupancy Plan.

Daniels thanked Chief Operating Officer Vanessa Dunn for identifying, in bold, proposed changes. Motion by Daniels. 2nd by Jass. Approved unanimously.

XII. OLD BUSINESS ITEMS

None.

XIII. MONTHLY PERFORMANCE

1. FINANCIAL STRENGTH

a. FINANCE REPORT

Consultant Dom Morgese provided the monthly finance report, for December 2024, for Palmetto Park I & II. Commissioner Jass asked why the expenses are greater than the income. Morgese said that, as a not-for-profit entity, our goal is to spend the money we take in and sometimes we take in less than what we spend. He said the Agency does have reserves to draw from, describing the report as an income statement and not a balance sheet. Woodyard added that the goal is to spend less the next reporting period. Morgese said there's a lot more to financial reporting than just pushing a button and printing financial statements. There are accruals, deferrals, things that get charged to the balance sheet, he said, and there could be something that has not been recognized as revenue. Sometimes, when cash comes in, it's treated as deferred, it has not been earned yet, Morgese said. These numbers may appear grim, he said, but there are reserves and another half year to go.



For Caroline Village, Morgese referenced the negative \$63,203 for rent and said that revenues were run that shouldn't have been run. He said it's an example of cleaning up the books that has to take place.

For Northwood Village and Walnut Oak, Morgese said that while they're not geographically next to each other, they're both developments from 1985, so in the eyes of HUD, they're the same.

Woodyard paused Morgese to mention a reduction-in-force strategy that he requested the COO provide. Woodyard said that we've committed to providing the best service and better property management, HCV services, than we have in the past, but with fewer staff. He said that the reduction in force has already started. Morgese said that will reflect in the budget revision being presented at the next meeting. Morgese said that sometimes turning things around isn't easy.

For Northwood II, Morgese presented the total income, the total expenses, the net income, both period-to-date and year-to-date.

Next, Morgese said, is the Housing Choice Voucher Program and associated voucher programs. He said that even though they are reported separately when they do the Financial Data Schedule, FDS, which goes to HUD at the REAC, Real Estate Assessment Center, we are keeping them together because they are administered by the same group within the Housing Authority. It includes Mainstream and the Emergency Voucher Program and, because it's Housing Assistance Program payments, it's a big volume of money in and out, he said.

The Central Office Cost Center is the building we're sitting in and everything that comes with it, Morgese said, adding that he knows the loss is grim, but it's defederalized, discretionary dollars, so all of the storm-repair efforts come out of this fund. He said we have to do this because federal dollars cannot be used to do mold inspections and mold mitigation as a result of hurricanes, in the hopes of FEMA reimbursing us, unless we use defederalized dollars. He said the ebbs and flows of leasing space, in the 23,000 square feet, control what the costs are here. Woodyard added that, in talking with Consultant Tony Palmer, there is a different way to allocate funds to the COCC from our business departments that we will enact and he believes will make the COCC a little healthier.

2. CUSTOMER SATISFACTION

a. RESIDENT SERVICES REPORT

Bradley presented the department report. She said that due to an overwhelming demand for services provided through the **Older Adults Home Modification Program**, we are temporarily



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placing new applicants on a waiting list. She said they don't know what the future holds for the grant program, but we hope for the best. Bradley said that the **Neighborhood Network Centers**, at Palmetto and Northwood, are gearing up to open for summer programs. She said that interns will be provided by Career Source. Woodyard asked that Career Source provide liability insurance. Bradley invited commissioners to a **Choice Neighborhood Transformation meeting**, from 3 p.m. – 7:30 p.m., on April 23, at the Mickel A. Brown Sr. Activity Building, adjacent to the John H. Dickerson Center. Daniels congratulated Bradley on bringing positive attention to the Housing Authority. Murphy commended Bradley for the success of the Choice Neighborhood Grant Historic Icons event.

3. HOUSING SOLUTIONS

a. OPERATIONS REPORT

Chief Operating Officer Dunn provided the Operations Report. She said that it's important to note that the HCV Program is funded on a calendar year and not the Agency's fiscal year. She said that the current funding is from last year, that HUD has not released our budget authority for the calendar year 2025 yet. For the first three to four months of the calendar year, the HCV Department really is kind of operating in the blind, Dunn said, adding we don't know what our funding is going to be. That makes it difficult to make decisions, she said.

Attorney Gilmore interrupted to note that the meeting time needed to be extended. Motion to extend the meeting by 15 minutes made by Murphy. 2nd by Jass. Unanimously approved.

Dunn said that Congress appropriates the budget for HUD, and HUD makes the determination as far as funding levels. Jamison asked who makes up the difference between \$734 funded Housing Assistance Payments and the \$942 actual. Right now, Dunn said, we're pulling from our HUD-held reserves for any shortfalls, but there are things you can do to alleviate some of this. She said she's moving forward, with CEO approval, with asking the Agency's landlords to cap their rent-increase requests at 10-percent of the lease. Right now, Dunn said, we're seeing rent increase requests for \$400 and \$500, which is driving these costs. Dunn said that in the minds of the landlords, they believe the Agency has an infinite amount of resources, which it doesn't. She said that if it continues, a shortfall will result, and families will have to be taken off the program, and rent increases will be denied outright. As for vouchers, Dunn said that the number issued in January was over by 37, and in February, was over by 59. Hearing decision are driven, in part, by the numbers. She said that there has to be some attrition on this program to realign the number of families that we're serving with the number of families we can support funding-wise. Murphy asked if we have a natural rate of attrition. Dunn said it's about six families per month,



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which is not enough, adding that we don't want to look for ways to take people off program. Woodyard said we've been talking about this because we've been endeavoring to become landlords ourselves and get out there and partner with developers. He said the developers are asking for the Agency's vouchers and to project base them. We don't have the flexibility right now, Woodyard said, so we're looking for strategies that can give us the flexibility. He said that if the Agency participates in the Louttit Manor deal, under negotiation, that's a couple million dollars in developer fees and even a couple more million dollars over 15 years. We have to look at these deals, Woodyard said, in the interest of making the Housing Authority more financially solvent. Daniels said that in the interest of kicking people off the program, Woodyard is saying he wants to make a profit off of that. You want to get into a deal with Louttit Manor, and give our vouchers to them, Daniels said to Woodyard. Daniels asked Woodyard whether Woodyard said we would get into a deal with Louttit Manor, to give them our vouchers, become landlords. Woodyard told Daniels that he never said he was kicking anybody off the program. What I responded to, Woodyard said, is attrition, adding that when we have a voucher available, can we accumulate those over time to make available for project basing? I'm not talking about kicking anybody off, Woodyard said. Daniels asked whether using a portion of the Agency's 1,300 vouchers to enter into a deal with Louttit Manor is for the goal of making a couple of million dollars. We'll use attrition to get these people off, Daniels said, to make room to enter into a contract with Louttit. Woodyard said that it's not attrition to get these people off, to which Daniels responded that he used Woodyard's word. Murphy said it was the natural rate of attrition, though. Dunn said that attrition happens a number of ways, including people dying, giving up their vouchers, exceeding income limits, and family-obligation violations.

Attorney Gilmore said that it's good for the Board to know how people's vouchers are affected, but that the people who administer the program have to follow the HUD rules and guidelines.

Woodyard said that, as a not-for-profit organization, he's assuming that the Housing Authority wants to make money. So when we get a couple million dollars, Woodyard said, we have the ability to provide and subsidize our housing programs and offer more. If we run out of money in Section 8, if our reserves are low, we can supplement that with the money we make, he said, adding, that we can then use the money for acquisition and new construction to build more affordable housing.

XIV. CEO COMMENTS

Woodyard asked commissioners to agree to moving the **April Board meeting** to Thursday, April 17, due to the Good Friday Holiday. Murphy, Jamison, Daniels agreed to the date change.



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Woodyard asked commissioners to note the date of the **Holiday Event**, which is from 6– 9 p.m., on Thursday, Dec. 11, at Chart House, Daytona Beach. And he said that Executive Assistant Samantha Griffin will be contacting commissioners concerning scheduling a **RAD Workshop** with staff and the Board.

XV. COMMISSIONER COMMENTS

Daniels said he wants the Agency to contact the universities about internships at the Housing Authority. He said while the meetings are spirited, we are all looking to do that same thing, which is better this place.

XVI. ADJOURNMENT

Meeting adjourned at 12:15 P.M.



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