

MINUTES

May 15, 2026

I. CALL TO ORDER

Regular Meeting called to order at 10:02 AM by Vice Chair Sandy Murphy.

II. ROLL CALL

Commissioners Murphy, Kelvin Daniels, and Sally Jass present. Not present: Commissioner Kim Brown-Crawford. Attorney Ric Gilmore attended virtually.

III. INVOCATION

Invocation by Daniels.

IV. RECOGNITION OF VISITORS

None.

V. PUBLIC COMMENTS

None.

VI. ACCEPTANCE OF MINUTES – Regular Board Meeting – April 17, 2026

Commissioners present: Brown-Crawford, Murphy, Daniels, Jass. Commissioner Daniels attended but left following the Business Action Items portion of the Agenda. Motion by Daniels. 2nd by Jass. Approved unanimously.

VII. CHANGES TO THE AGENDA

Long-term employee, Chandra Washington, Deputy Director of Finance, was recognized by CEO Charles Woodyard for more than 30 years of service. Washington, an employee since 1996, was presented a “key” to Housing Daytona Beach, a framed, commemorative certificate and mug, a card signed by employees and commissioners, and a cake in her favorite color, pink. Washington said it has been an honor serving the community and that she has worked with some wonderful people, in the many departments she has worked, over the years.

VIII. OLD BUSINESS ITEMS

1. AUDIT UPDATE

Consultant Tony Palmer provided updates on the 2024 audit (still working on open items).

Woodyard said the draft was emailed to commissioners. Murphy said she did not get it and asked



Executive Assistant Samantha Griffin to email her a copy. Palmer said we are working on the 2025 audit concurrently but that it cannot be finalized until the 2024 audit is completed. Palmer said that he is hoping that the 2025 audit will be done before the 2026 audit has to be submitted on September 15. Palmer said that the 2026 audit is due by March 2027. Attorney Ric Gilmore asked whether HUD was being kept up to speed. Woodyard said yes. Gilmore said they need to realize that this is not something that we can control. Gilmore said that the Jacksonville Field Office of HUD has been supportive and understanding as we work through this. Woodyard agreed.

IX. REAL ESTATE DEVELOPMENT

Woodyard told commissioners that he gave a presentation to the Midtown Redevelopment Corporation on Tuesday evening that he thinks was well received. He said that he's working with the City Manager's office to do a broader presentation to the City Commission. He told commissioners that he's meeting with the City Manager regarding the City purchasing the Authority's Brentwood property. Daniels said that if that property is sold, he wants some other property for providing affordable housing purchased in that area again.

X. BUSINESS ACTION ITEMS

1. **RESOLUTION 2026-29 Authorizing the sale of vacant Business Park property to Venture Concept Court, LLC, a Florida limited liability company.** Motion by Daniels. 2nd by Jass. Approved unanimously.

XI. MONTHLY PERFORMANCE

1. FINANCIAL STRENGTH

a. FINANCE REPORT

MONTHLY REPORT. Consultant Palmer provided a detailed, monthly financial report and a summarized version, for the nine months ending March 31, 2026. He provided the financial data for the Central Office Cost Center (COCC); Amp 2 (Caroline Village, Northwood Village, Palmetto Park, and Walnut Oak); Amp 20 (Northwood II); Section 8, Emergency Housing Voucher and Mainstream; the Public Housing Assessment System (PHAS) Financial Report; the Balance Sheet; and the Months of Reserves (MOR), the latter two used to help prepare the PHAS scoring sheet.

Palmer said we are continuing to show a loss, across the board, mostly because of subsidy. He said we did get the 2026 capital fund, which has been approved. We have additional funds of about half a million dollars that we can draw, he said. However, right now, he said that he is



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holding off on drawing the money because he wants to make sure that we have as much cash, at fiscal year end of June 30, as possible. Doing so will improve the Agency's score with HUD, which will help get the Agency out of troubled status. Palmer said that, for the most part, a lot of the year-to-date expenses, from last year to this year, have gone down. He said that we've done a better job of controlling the expenses. The issue is that our revenue is not as much as it was because of pro-ration, he said, and that's what's causing us to show that loss. He said that there's not much we can do about that unless we find an additional source of revenue, such as selling a piece of land. Once the draw is made in June, Palmer said, that will make us a little stronger from a cash position.

FISCAL YEAR 2027 OPERATING BUDGET. Palmer explained the components of the draft. He said it's best to focus on the Agency-wide budget and said that, as a whole, we're looking at a loss of about \$215,000. He said that means we need to use reserves from one or multiple properties. Palmer explained that the budget numbers are estimates. Woodyard pointed out that there are cost-cutting measures in the budget, the biggest being a reduction in force. Murphy said that's going to be painful because the Agency is pretty tight as it is. Palmer said that one thing that is not in the budget is the Agency possibly receiving \$1.2 million shortfall money, for which the Agency has applied. Palmer said that because of our status and our scoring, HUD determined that we need some additional cash. Palmer asked commissioners to review the draft and, if they have any questions between now and when it is on the agenda for approval in June, to email Woodyard or him. Palmer said that the draft contains the 2024 and 2025 numbers, the budget for 2026, and our proposed 2027 budget. Daniels asked for an update on recouping any FEMA money for the hurricanes. Woodyard said he will research that.

2. CUSTOMER SATISFACTION

a. RESIDENT SERVICES REPORT

Resident Services Director Seletha Bradley provided the April 2026 report.

Daniels asked for an update on the Progressive Employment Program (PEP). Bradley said that resident job training will be taking place for the next seven weeks. She invited commissioners to a block party, from 11 a.m. to 1 p.m., on May 16, at Caroline Village.

XII. HOUSING SOLUTIONS

b. OPERATIONS REPORT

Chief Operations Officer Vanessa Dunn presented the Operations Report for April 2026. She said that, due to low response, the waitlist for three- and four-bedroom, Low-Income Housing Tax Credit units will be opened again in June and left open indefinitely. Dunn said that another



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problem is getting applicants for the units to actually show up for appointments to determine eligibility. She said it is causing us to have longer vacancies. Dunn said that another problem is that applicants are mistakenly selecting local-residency preference, which is a preference for applicants who live or work in the City of Daytona Beach, not including South Daytona, Ormond, or Holly Hill. She said that she has to tell applicants from those areas that they do not qualify for the local-residency preference, which means that they go back on the waiting list, without the preference. Next year, Dunn said, we're proposing to expand the local-residency preference to Volusia County. Daniels said he doesn't want to expand the local-residency preference to Volusia County but rather some of the areas that the Agency serves that do not have Housing Authorities.

XIII. DISCUSSION

None.

XIV. CEO COMMENTS

Woodyard referenced his memo to commissioners. He said that he is working to ensure that the Agency's Property Managers are more visible and interactive with residents. He said that Resident Services is actively working to form the Resident Advisory Board. He invited commissioners to the June 25 summer all-staff meeting at Dave & Buster's.

XV. COMMISSIONER COMMENTS

Murphy said that we're so well positioned with staff now and that she hopes we do not lose expertise and wants to keep the positive energy and momentum.

XVI. ADJOURNMENT

Meeting adjourned at 11:13 AM.



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