

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
FRIDAY, JANUARY 18, 2019**

The regular meeting of the Board of Commissioners of the Housing Authority of the City of Daytona Beach was held at the Housing Authority's Administration Office located at 211 N. Ridgewood Avenue, Daytona Beach, FL, in the second floor conference room, Friday, January 18, 2019 at 10:00 a.m.

I. Call to Order

Commissioner Daniels called the meeting to order.

II. Roll Call

Upon roll call by Kizmet N. Garvin, the following commissioners were present: Kelvin J. Daniels, Sally L. Jass, and Irma Browne Jamison. Hemis N. Ivey, Jr. was excused. Three of 4 commissioners were present. Attorney Ricardo Gilmore was present as well.

III. Invocation

The invocation was provided by Commissioner Daniels.

IV. Introductions of New Team Members

The following are all new team members: Sally Bottoms, Part Time HR Generalist; Lorenzo Bryant, Director of Operations; Nathan Simms, Jr.,

Director of Development; and Richard Martin, Procurement Specialist. Mr. Bryant and Mr. Martin were in attendance and were introduced by Ms. Bates.

Ms. Bates called to recognize any visitors. Ms. Shirley Lyons was in attendance from the Maley.

V. Approval of Minutes

December 21, 2018

Commissioner Daniels entertained a motion to approve the December 21, 2018 minutes. The December 21, 2018 minutes were moved, seconded, and unanimously approved by the Board as presented.

VI. Public Comments

There were none.

Ms. Bates reported that she forwarded a letter concerning the current government shutdown to the Board on yesterday. The letter will go out today for posting to our website, unless the Board objects. The letter addresses how the shutdown is impacting our agency. A statement from NAHRO will be attached. Staff was briefed on the subject yesterday due to concern of the agency meeting payroll, which Mr. Heard assured would not be an issue. We will also work with our constituents who may be impacted by the shutdown.

VII. Approval of the Agenda

Commissioner Daniels entertained a motion to approve the January 18, 2019 agenda. The agenda was moved, seconded, and unanimously approved.

VIII. Old Business

- A. Submission for approval, Resolution 2019-10, approving the outsourcing of the Housing Choice Voucher (HCV) inspections process.**

Commissioner Daniels stated that this resolution was tabled from the previous meeting to allow the Board to receive and review the contract. Discussions from the previous meeting were revisited concerning the contract being a piggy-back on another HA and the vendor presently working in Florida. There was discussion concerning McCright looking for inspectors in the area. Atty. Gilmore shared that the vendor is working with other HAs he presents. Commissioner Jass inquired about the purpose of the inspections. Ms. Bates explained the difference between HQS inspections and UPCS inspections, which is on the public housing side. Discussions continued concerning the outsourcing to McCright, which eliminates 2 positions. Other reasons for consideration would be saving \$25,000 annually, moving to biannual inspections, and performing inspections correctly. Also noted were recruitment concerns, the vendor having the capacity to train inspectors, McCright hiring our inspectors, and the benefits of having someone local. Commissioner Daniels called for a motion to approve Resolution 2019-10. The motion was moved, seconded, and unanimously approved.

Atty. Gilmore advised that it was proper for the Board to read the resolution items as printed or just the resolution number because there is an agenda. Ms. Bates noted that the transition to utilizing McCright would take 90 to 180 days. Our new HR Generalist, Mrs. Bottoms, will work with the current inspectors to connect them with McCright and other services.

IX. New Business

A. Submission for approval, Resolution 2019-13, approving New utility Allowances for Public Housing, Housing Choice Voucher, and Low-Income Housing Tax Credit communities effective March 1, 2019.

Ms. Bowens reported that every year, HAs are required to complete a study to determine if there is a 10 percent increase or decrease in utility allowances (UA). If there is, we have to update our utility allowances. The allowances are factored in each rental calculation and deducted from the tenant portion, which results in the total contract rent amount. The proposed allowances derived from a study recently completed by Nelrod. In 2017, the public housing program did not have a study completed, but the other programs did.

Atty. Gilmore noted that UA studies are required by regulation, and there was a potential lawsuit years ago that did not advance. Some agencies were not performing UA studies timely, so residents could have been shortchanged. Ms. Bates advised that not having the 2017 UAs will be an audit finding. The HA will be reimbursing families from Northwood Village and Northwood II because their allowances were incorrect. Retroactive adjustments will be made to each affected family. This will also impact our funding from HUD for utilities. The HA does not pay utility bills for families; instead, the amount is received by the family and it is the family's responsibility to pay the utility company. Commissioner Daniels entertained a motion to approve Resolution 2019-13. Resolution 2019-13 was moved, seconded, and unanimously approved.

**B. Submission for approval, Resolution 2019-14,
approving the corrections to the 2018 utility allowances
for Northwood Village and Northwood II.**

Ms. Bates advised that this is a cleanup item. Ms. Bowens stated that the cleanup spans back to 2015, where Northwood II residents received a utility allowance for electric. Later, they received an allowance for water and sewer, which was never included. Each year, when a comparison was completed, the amounts were not changed. This has lingered up until the 2018 study, which was also late. The HA owes the difference from what was given and what should have been given, which has to be calculated for each month and year. The residents are not aware of this item. The first step was to start with the Board for correcting, which will also address the audit finding and show that the issue has been resolved. The affected residents will receive a check for the amount owed to them. Commissioner Daniels entertained a motion to approve Resolution 2019-14. The motion was moved, seconded and unanimously approved.

**C. Submission for approval, Resolution 2019-15,
approving amendments to the Affordable Housing
Admissions and Continued Occupancy Plan.**

Ms. Bates advised that the ACOP is the guiding policy for the public housing program for day-to-day operations. The proposed changes consist of 1)

changes to the organization of waitlist process from a Single Community-wide waiting list to Site Based Waitlist(s); 2) Add disaster preference language; and 3) Update waitlist purge process mailing requirements. Applicants may be on multiple wait lists. The disaster language is from HUD to allow the CEO to preference persons affected by a federal or national disaster. The change to the mailing requirements will allow applicants to be removed from the waitlist without further communication when correspondence is returned by the post master that lists a forwarding address. A wait list purge started in October where over 11,000 letters were mailed and over half were returned. There was discussion concerning the changes being a significant amendment to the agency's annual plan, which requires notice and entertains public comment, per HUD guidelines. There was discussion concerning how the notice is published, which consists of the website and local print publications as defined in the current annual plan. Commissioner Jamison recommended the Daytona Times for public notices, which is a free publication. Commissioner Daniels reiterated a previous comment of Commissioner Jamison concerning the Board voting before the public comment period, and preferring to wait for comments before Board action. Ms. Bates expressed that under normal circumstances that would be the order, but we have a timing issue due to the current purge effort. As far as public comments, approval is not a requirement. The HA would only acknowledge any received comments. The placement of 'public comments' on the agenda was discussed where some entities place it early, later, or even twice on the agenda. Government and Sunshine regulations require that it appear at the beginning of the agenda. Commissioner Daniels entertained a motion to approve Resolution 2019-15. The resolution was moved, seconded, and unanimously approved.

D. Submission for approval, Resolution 2019-16, approving amendments to the Housing Choice Voucher Administrative Plan.

Ms. Bowens referenced the proposed revisions: 1) implement bi-annual inspections for tax credit properties within HCV (s); 2) add disaster preference language 3) revise screening requirements for suitability as a tenant; 4) homeless preference revisions; 5) update waitlist purge process mailing requirements; 6) implement biannual re-certifications for fixed

income households; and 7) increase amount of monthly income change to family-initiated interim reexaminations. Items 2 and 5 were just discussed under the public housing revisions. Ms. Bates expounded on the wait list dating back to 2012 and the need to purge the list. Ms. Bowens provided an overview of utilizing biannual inspections. The credit screening of voucher applicants is not permissible under the HCV program, which is being removed. Commissioner Daniels commented on whether the disaster preference substitutes pulling from the ordered wait list. Ms. Bates stated that the preference would only apply if there is a federal disaster. We were not able to assist persons from Panama City because the disaster preference was not contained in the policy. In this scenario, families would come to us via FEMA or HUD. We are increasing the number of people we can assist with the homeless preference. Biannual re-examinations have been available to agencies since 2008. This will streamline operations and decrease caseloads for persons with fixed incomes. The last change is related to reexaminations where there is a difference of \$200, which will increase to \$300. There was discussion concerning employment changes where persons remain in the same industry, but a different employer. Decreases in income will be adjusted as regulated. Also discussed were rent increases, income disallowances, and how income from minors is treated. Commissioner Daniels called for a motion to approve Resolution 2019-16. The motion was moved, seconded, and unanimously approved.

**E. Submission for approval, Resolution 2019-17,
approving a Credit Card Policy for the HACDB.**

Ms. Bates reported that this is a new policy. Senior staff, the property managers, and the director of operations have cards as of last month. The managers will be able to use the cards in the event of an emergency, which will prevent delays. The maintenance supervisor and lead technician have cards for Home Depot for emergencies. The policy identifies how the credit cards should be used. Commissioner Daniels entertained a motion to approve Resolution 2019-17. The motion was moved, seconded and unanimously approved.

F. Submission for approval, Resolution 2019-18, approving the HACDB to apply for a Line of Credit due to political action that may impact HCV Program funding.

Ms. Bates expressed that this resolution allows the agency to apply for a line of credit to ensure that payments are not delayed in the event of a government shutdown. This action is exclusively for that purpose. We have the February allotment from HUD, but the month of March is uncertain. The HA would be responsible for late fees and other charges that result from nonpayment. We would get the money back from HUD, but it is a matter of when. There was discussion concerning any costs associated with the action, which may be about \$5,000, and could be waived. The average landlord payment is around \$600. The line of credit would be about \$1.5 to \$2 million. The HA has the resources to cover all of its bills this month, but this is not indefinite. There was discussion concerning the local judges and evictions because legally HCV participants should not be evicted for the HA's failure to pay HAP. Commissioner Daniels has expressed that he does not think judges would uphold an eviction for nonpayment by the HA, but we do not know. HUD will not reimburse late fees. Commissioner Daniels entertained a motion to approve Resolution 2019-18. The motion was moved, seconded and unanimously approved.

G. Submission for approval, Resolution, 2019-19, approving a contract award for Security Services at the Maley and Windsor Communities.

Ms. Bates stated that many of the agency's contracts have expired, including security. Three responses were received from the RFP. American Guard is the vendor that has been selected. This will be their first contract with the HA, so it will be for a 1 year term and can be extended annually depending on their service. The Windsor and Maley residents were surveyed during the request period concerning the current services with Ideal. The scoring was referenced. A resident from the Windsor participated on the scoring panel. Commissioner Daniels entertained a motion to approve Resolution 2019-19. The motion was moved, seconded, and unanimously approved.

H. Submission for approval, Resolution 2019-20, approving a contract award for Integrated Pest Management.

Ms. Bates advised that 3 responses were received and Orkin was selected from the slate. The initial award is for 2 years with an option to extend for an additional 3 years. The property managers provided feedback on the existing services provided by Orkin. Present issues are roaches, bedbugs, and snakes at the family sites. Commissioner Daniels left the meeting for a few minutes. Terminix was providing pest control services. Commissioner Daniels reentered the meeting. There was discussion concerning pest control procurement not resulting in an audit finding because the matter has been corrected. Commissioner Daniels entertained a motion to approve Resolution 2019-20. The motion was moved, seconded, and unanimously approved.

I. Submission for approval, Resolution 2019-21, approving a change Order for the legal contract with Saxon Gilmore correcting the Fee Structure.

Atty. Gilmore left the room for the discussion. Ms. Bates stated that this is a clean-up item. This change order is related to a form that was not correct. The date and money did not lineup. The pay schedule should have reflected that the estimated billing not exceed \$188,000 annually. A copy of the contract and HUD's approval letter was a part of the information. HUD has to approve legal and A & E contracts of PHAs. There is also a current conversation with Atty. Gilmore concerning a fixed rate for non-contested evictions. We will also have an associate spend some time with staff to review files and determine what we can do in-house. The legal invoices are decreasing. Commissioner Daniels entertained a motion to approve resolution 2019-21. The motion was moved, seconded, and unanimously approved. Ms. Bates concluded that the Board also needs to discuss when they want Atty. Gilmore to physically attend meetings or participate via IPAD.

J. The Board will meet for a Special Meeting, Friday, February 8, 2019 to start planning for the 2020 Fiscal Year Agency Annual Plan.

Ms. Bates reported that a special meeting has been scheduled for February 8, 2019 to start planning for the agency's annual plan. Staff started working on the document in December. There will be a meeting with the resident advisory board. Whatever the agency plans to do must be in the plan. The board's input is needed. Policy changes, RAD, and how we plan to spend capital funds will need to be stated in the plan.

K. The March 2019 Board meeting date has been moved from Friday, March 15 to Friday, March 22.

This date was adjusted at the request of Commissioner Jamison due to a conflict.

X. Reports

A. Chief Executive Officer

Ms. Bates commented on the onboarding of new staff, staff training, and reviewing procurement and policies. Ms. Williams and Ms. Anthony commented on their recent training experience and exposure in Durham, NC. Ms. Bates attended a recent Novagradac Conference with Commissioners Daniels and Ivey, Mr. Heard, and Mr. Simms. She met with the city manager and Don Gooding. She also met with Commissioner Quanita May of Zone 3, and there is an upcoming meeting with another commissioner this week. She is making herself available to meet other people in the community. She has been working with resident services on programs and the employee committee has an upcoming event. Commissioners Jass and Jamison are participating in the HUD Lead the Way training series with Ms. Bates. There was a conversation about attrition. A HCV employee recently resigned and the temporary procurement person's last day was yesterday. Commissioner Jass referenced a FEMA reimbursement and that the development name signage for Windsor that was damaged during a hurricane was never replaced. Ms. Bates advised that we are working on our FEMA file and

reporting, and requested that Ms. Anthony prepare a procurement request for a sign and to add the signage to next month's agenda.

B. Deputy Chief and Compliance Officer

Ms. Bowens reported on preparing the resolutions for today's action items and various departmental training for staff at the Palmetto NNC on Wednesdays. She provided an update on the homeless referral program. Thirty-seven families have leased up within 40 days.

C. Finance

Mr. Heard provided a cash balance report and noted that there were no significant fluctuations. During the reporting period, property insurance was paid and 2 vehicles were purchased for maintenance on the family side. Payroll has been outsourced and additional components to the program are forthcoming. The next phase will be the time clock. Tax forms are in process. We are assessing our IT needs. He concluded that the Novagradac session was informative and is looking to get more information. Ms. Bates stated that Mrs. Washington, the accountant, will be attending HCV training to add to her knowledge in the program. There was discussion concerning the IT RFP, which Ms. Bates is working on with procurement. Commissioner Daniels asked the status of Yardi. Ms. Bates advised that Atty. Gilmore has the contract. Atty. Gilmore added that Yardi has their standard contract and they do not like to change it, but we need to make an effort as a matter of record. He has prepared a memo with recommended changes. There was discussion concerning Ms. Bates' current vehicle and possibly moving to a vehicle allowance or another vehicle. Research is underway to have options.

D. Affordable Housing

Mr. Bryant reported that affordable housing is focusing on the maintenance of our inventory, curb appeal, boarding up 850 MMB, cleaning up the wait list, and filling vacancies. Ms. Bates added that next month the program will provide a PHAS report and HCV will provide a SEMAP report, which is how HUD grades each program.

E. Housing Choice Voucher Program

Ms. Jenkins stated that utilization continues to increase. HCV was a part of the audit this year. Some of the issues from the previous audit were better this year. Ms. Bates stated that this year there were issues with contract dates and lead based paint documentation, which were findings. A corrective action plan will be required. Staff is undergoing extensive rental calculation training. Right now we are projected to lose \$1 million based on underutilization. This means that we also lose administrative fees, which supports staffing, so we have to closely monitor everything in the program. Ms. Bowens reported that we are hosting a Landlord Fair January 30th specifically for the VASH program due to utilization issues. The biggest challenge has been for veterans to find housing. Landlords will attend the fair and hopefully offer assistance. Biweekly meetings are continuous with our partners to increase referrals.

F. Family Self-Sufficiency

Ms. Dorothy Maddox and Mrs. Scarlett Antigua provided an overview of the FSS program. Families earn an escrow by increasing their income. FSS provides resources to assist families in developing and maintaining goals which lead to self-sufficiency. The program is assessing services and vendors to ensure that we are offering as much as we can.

XII. Comments from Team Members

Pierre Louis provided an update on the feeding program, which is still in process.

Ms. Bates reported that an agreement has been signed with a realtor to rent Cedar Street and the 2nd floor of the admin office. The leasee will have to be compatible with the HA. Commissioner Jass commented on a convenience store like 7-Eleven for Cedar Street. Ms. Bates stated that the residents could open their own store and will provide Commissioner Jass with a contact for more information.

XIII. Comments from Commissioners

Commissioner Jamison said that the more she learns, the more impressed she is with the HA, especially with what is going on right now. Commissioner Jass commented on the new leadership of the HA, in moving the agency forward, and staff feeling appreciated. Commissioner Daniels stated that he echoed the comments of the other commissioners and complimented Ms. Bates on her ideas and knowledge, and that he is glad the Board chose her leadership. Employees are complimentary of the transition as well. He commented on things coming up related to the previous Board and continuing to move forward. He concluded that the Novogradac conference was very informative and left feeling better about RAD, and receiving factual information.

The meeting adjourned at 12:28 p.m.

Kelvin J. Daniels, Chairman

Terril Bates, Secretary