

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
FRIDAY, FEBRUARY 15, 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, February 15, 2019 at 10:00 A.M.

Commissioner Daniels called the meeting to order and Commissioner Ivey provided the invocation.

Attendees: Kelvin J. Daniels, Hemis N. Ivey, Jr, Sally L. Jass, and Irma Browne Jamison. Four of four commissioners were present. Attorney Ricardo Gilmore was present as well.

IV. Recognition of Visitors

No visitors were present.

**V. Approval of Minutes
January 18, 2019**

Commissioner Daniels entertained a motion to approve the January 18, 2019 minutes. The minutes were moved and seconded. Upon roll call, Commissioners Daniels, Jass, and Jamison responded, yes. Commissioner Ivey responded present due to his absence from the January 18, 2019 meeting.

VI. Public Comments

There were no public comments.

VII. Approval of the Agenda

Commissioner Daniels entertained a motion to approve the February 15, 2019 agenda. The agenda was moved, seconded, and unanimously approved.

VIII. Consent Agenda

A. The February 2019 write-offs for AMP 1 / High-rise Communities in the amount of \$4,857.70.

Recommendation: The Housing Manager recommends approval. This action allows the debt to be removed as an outstanding receivable and is recorded to HUD's national database and forwarded to our collection agency.

B. The proposed February 2019 Disposal Asset Report in the amount of \$3,970.00.

Recommendation: The director of Finance recommends approval. This action updates our physical assets and allows items to be removed from our inventory which is reflected on the balance sheet.

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

IX. Old Business

A. Update on signage at the Windsor.

Ms. Anthony, Property Manager for the high-rises, is awaiting one quote and will provide an update at the next meeting.

X. New Business

A. Submission for approval, Resolution 2019-22, approving an Interlocal Agreement with the Housing Authority of the City of New Smyrna Beach for Development Services.

Ms. Bates reported that Mr. Nathan Simms was hired as Director of Development and is doing a good job. The New Smyrna Beach HA reached out several times regarding a development project, so we have been assisting them. To codify the relationship, an interlocal agreement was drafted. We need administrative support for development, so this project will fund the additional support. Mr. Simms will be assisting 4 to 8 hours per week. Commissioner Ivey noted that the item is also on the development agenda, so it needs to be approved in this meeting first. The financial terms were discussed and the agreement can be renewed. This is the first interlocal agreement that benefits our HA. There is no potential for conflict. NSBHA utilized Saxon Gilmore for the interlocal agreement and their Board approved it on February 11. Atty. Gilmore added that the agreement would not put us in a competition with NSB. If it were to occur, Mr. Simms would disclose the matter in advance. Mr. Heard asked if the agreement could be between the Development Corporation and NSB. Ms. Bates stated that technically, Mr. Simms works for the HA. There was discussion concerning federal and nonfederal funds. The payment from NSB would be nonfederal. The HA would be receiving payments for services rendered and any received revenue would be nonfederal. The interlocal agreement is the same base document of the previous interlocal agreements, but the terms are slightly different. There was mention of NSB liking Mr. Simms and wanting to hire him. Ms. Bates responded that NSB could not afford to hire someone with development experience, so they previously utilized a consultant, but were not getting anywhere. Commissioner Daniels entertained a motion to approve Resolution 2019-22, as stated above. Resolution 2019-22 was moved, seconded, and unanimously approved.

B. Submission for approval, Resolution 2019-23, approving contract awards for professional janitorial services.

Ms. Bates explained that the janitorial services are for the administration office and high-rises. There was discussion concerning the CEO's spending authority without Board approval. The combined value of the awards exceed \$100,000, which is why the item is being presented to the Board. HUD procurement guidelines require that services for the same category be procured jointly and not separately. Ms. Bates provided an overview of the bid responses. Edwards Janitorial currently provides janitorial services at the administrative office and a variety of services at the high-rises and other sites. They do not have a current contract. Per HUD procurement guidelines, HAs are required to select the low bidder unless for professional services. Edwards Janitorial was the low bidder for the high-rises and Reflections was the low bidder for the administrative building. Commissioner Daniels called for a motion to approve Resolution 2019-23. Resolution 2019-23 was moved, seconded, and unanimously approved.

XI. Reports

A. Chief Executive Officer

Ms. Bates highlighted meeting with CareerSource and learning that there are a lot of opportunities for our residents through CareerSource and Daytona State College. There are scholarship opportunities through CareerSource for our residents who are 17 to 24 for a fiber glass course at DSC. The HA is hoping to work with a group of students as a pilot program to explore this training opportunity as a career path. Boat detailing is offered and does not require a 4 year degree. There is a cultural disconnect because inner city children do not think about opportunities that boating jobs provide. Meetings are underway and there are people who would be willing to support an initiative by the HA to explore this possibility. Our resident services department started working with a group of potential residents who expressed an interest. Boat detailing offers a good pay and there is a shortage of detailers. This could be a sub business of the authority. There was discussion concerning the targeted age group, which is generally the group that is underemployed, unemployed, or not in school. Mr. Simms recently met a representative from NASCAR who is interested in connecting with us, which will be pursued at a later date. Atty. Gilmore offered his boat for detailing services. Ms. Bates is working on a potential contact with the

Halifax Boat and Yacht Club for the youth to be acquainted with boats. The potential of the proposed program and its positive impact was discussed. Ms. Bates commented on the NNC and ROSS programs having outcomes and that she is an advocate for serving the residents. We will track this initiative and see how it develops and seek opportunities to take the students to water events. There was discussion concerning HAs being proactive in reaching our youth. Atty. Gilmore referenced an earlier program offered by the Tampa HA which encouraged entrepreneurship.

Commissioner Ivey stated that he was glad that Ms. Bates is looking into other health insurance options. It was noted that the property insurance is offered through FHARMI. The HA will be seeking insurance through procurement. The current health insurance is not satisfying some of the needs of staff and we want to ensure we are getting the best insurance available.

Ms. Bates commented on a letter she copied the Board on that was sent to HUD and elected officials addressing how they are trying to change the terms on how funds are received and the new terms were never approved by Congress or HUD. NAHRO and PHADA provided draft language.

The Board was provided a copy of program demographics for the public housing program, which is great for talking points.

A training report was provided in the Board packet. Ms. Bates expressed that it was important for the Board to understand the level of commitment and investment that leadership is making in regards to training staff to get to a better place for PHAS and SEMAP. The report also reflects the outcomes.

An architect and engineering firm is assessing an issue with water intrusion on the north side of the administrative building and the elevators at the Maley, which has been a reoccurring issue. Elevator repair work is a significant expense and serious inconvenience to residents and it also takes time for parts. We want to know what the problems are and how to fix the issues. We are awaiting a report with recommendations.

There is an attempt to rent some of our empty spaces and a larger rent sign has been placed in front of the administrative building. We need to be sure we can maintain our properties. Commissioner Ivey commented on discussions with the previous leadership concerning damage to the elevators during the hurricanes where millions of dollars were available through hurricane relief funds, but was not looked into. There was discussion concerning repeat maintenance for reoccurring issues, patching items, and knowing whether there is nothing more we can do or a better option. A RFP for new physical needs assessments have been announced, which will address deficiencies and costs for all of our properties.

B. Deputy Chief and Compliance Officer

Ms. Bowens noted that the training report will be circulated quarterly, which dates back to January 2018. About \$50,000 has been expended for staff and Board development. She provided an overview of the area of training staffers are engaged in for the affordable housing and HCV programs. Ms. Bates stated that the Board knows there are audit, SEMAP, and PHAS issues; and if staffers are averaging scores between 70 and 75, those issues are going to repeat. She expressed that she needs to be able to gauge where the Board's comfort is in this area. We are not going to get out of some of the situations we are in with the current scoring as quickly; and may be not at all if we are not able to figure out how to increase staff's understanding of regulations and rent calculations. This is not a decision for today, but when it's time for scoring, the Board understands where the agency is and whether the comfort is there or what needs to occur. We do not want to wait to have unfavorable scores to say this is where we are. Commissioner Daniels requested the training of the current leadership, because if staff has questions, they need to be able to go to their supervisor. Ms. Bates stated that she could send the resumes of the leadership team and that the HA is not paying for leadership to take the courses. Commissioner Daniels referenced leadership not taking the same courses and not being able to assist staff. He reiterated the necessity in staff having someone to go to if they need help and that there may be some difficulty if leadership has not taken the same exams. Ms. Bates commented on hiring leadership with demonstrated experience and that she would request their scores. Ms. Bowens provided an overview of the HTVN program training format, as well as the exams and retakes. Ms. Bates recalled that

HCV staff attended offsite rent calculation training September of last year, so this is a second opportunity. Nan McKay and NAHRO are being utilized for training and certifications as well. There was a recent fair housing complaint that was not handled properly by staff, but Ms. Bowens was able to address the issue. Commissioner Jass expressed that staff could go to Ms. Bates for assistance. Commissioner Ivey recalled the previous SEMAP scoring and as far as direction, he wants to see us out of the rut and back to being a high performer, which is why Ms. Bates was hired. He added that in evaluating the CEO, and assessing program performance, he is not going to go to staff, but to the CEO for accountability. If the proper staff needs to be on boarded and trained, then he supports the CEO's decision to do so. He added that the CEO is the Board's only employee and he wants the CEO to have the best staff possible. The CEO is to make staff, day-to-day, and termination decisions. Commissioner Daniels reiterated that he wants to ensure that staff has someone to refer to for questions before terminating them.

Commissioner Jamison stated that she is sure Ms. Bates is hiring staff with the necessary credentials to carry out their job functions. Current staff competencies is another issue, and Ms. Bates will know what to do with those staffers who are not properly trained, so she does not see an issue. Ms. Bates recalled the installment of asset management, which was never started here and trying to train the managers. Every month the Board will see the PHAS and SEMAP scoring. There is a current SEMAP Corrective Action Plan (CAP) and a second CAP will be required with the upcoming audit due to HCV findings. This ensures that the Board is continually informed and knows where we are in terms of scoring and not waiting until the actual certifications are due. As part of the CAP, files are being sampled for errors and supervision is working with the case managers to review issues so they understand the mistakes. The preliminary audit report was referenced and HCV will have repeat findings. An audit workshop was added to Monday's Lead the Way training. Ms. Bowens referenced the hearing process and that when we do not have enough evidence to terminate assistance, the assistance should not be terminated. We are moving forward with the McCright and Yardi implementation. One of the current inspectors has interviewed with McCright and is being considered. The previously mentioned lawsuit on the affordable housing side has been settled for \$10,000 and it does not affect the resident's tenancy. There was a fair housing complaint with a VASH voucher request for a live-in aide as a reasonable accommodation, which Ms.

Bowens was able to address. There was an overview of the HCV tool. The leasing from the homeless referral project and new admissions have increased program utilization. A feature story will be in the newspaper about the project, which is also an opportunity for positive press. We were able to save about \$300,000 in the HCV program. There was discussion that we will receive less funding next year because all program funding was not utilized and is unrecoverable.

C. Finance

Mr. Heard called for any questions on the financial reports. Ms. Bates referenced the Halifax developer fees that are in escrow and that the HA's role in the deal will change slightly. Atty. Gilmore's office will be reviewing the financial documents. Commissioner Ivey inquired about moving the \$500,000 in developer fees to nonfederal funds, but it was noted that the funds are already nonfederal. Mr. Heard provided a recap of the developer fees that were received and the amount disbursed to staff for additional duties and the required escrowed amount. One hundred thirty seven thousand dollars remain in the account. He added that some of our accounts will be consolidated to get a better return. The RFP for banking services was extended to March 31 because only 2 responses were received. We will not move forward until we have 3 responses. Mr. Heard is working on EPIC as part of the Capital Fund Program. He is also working to resolve outstanding FEMA items. The audited financials have been uploaded. Ms. Bates noted that our line of credit request was denied by Wells Fargo and the issue is still being discussed.

The units leased in the HCV program have increased, so we also need to increase the funding. HUD factors historical data in issuing funding levels, which was low this time last year. This means that HUD will only fund us what was earned in 2018 and we are \$75,000 short. An additional release of \$75,000 has been requested from the reserves to cover us for March and April. Accounting is still working on the utility allowances that were approved last month. Ms. Bates referenced the HCV report, which reflects where we are today with SEMAP.

D. Affordable Housing Program

Ms. Bates stated that the asset management report only contains definitions of the indicators. The public housing managers returned today from supervision and management training. Mr. Heard participated in recent LIHTC training along with other team members.

E. Development

Mr. Simms reported that he attended the January Novogradac Conference, which was an opportunity to interact with different people in the industry as well as state and local representatives. He shared a map which depicts housing communities and parcels owned by the HA. He referenced the upcoming forum slated for April 18. Participants will include the City, developers, lenders, and equity providers. All sites will be toured to assess opportunities.

F. ROSS Program

Mrs. Jacqueline Garcia, ROSS Coordinator, reported that the ROSS Program serves the affordable housing program and works with the network centers. She highlighted some of the ongoing activities such as nutrition classes and blood pressure checks. The recent Valentine's Dance was a big hit and financial training is upcoming. Ms. Bates noted that ROSS pays for staff only and not services, so it is up to the team to connect with community partners to bring services to the residents.

XII. Comments from Team Members

Ms. Anthony provided positive feedback on having the opportunity to attend various training and its importance. She commented on issues concerning the elevators at the high-rises and how their being addressed. A lot of the issues are resident related and will involve some retraining such as not holding the doors, which throws the elevators offline. Pest control is also improving. Ms. Williams commented on the necessity of training and that residents are feeling better about the new leadership of the HA and are talking more.

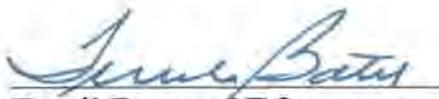
XIII. Comments from Commissioners

Commissioner Jass stated that the RAD community meetings were confusing for some residents and having the CEO present helped. Commissioner Jamison expressed that she did not know that the Maley and Windsor were HA communities. She also attended the Chamber's Eggs and Issues session. The City Manager discussed development, but not affordable housing. He mentioned Ms. Bates and complimented her. She looks forward to what the City Manager will have to say about affordable housing. Commissioner Ivey thanked the HA and Board for the care and concern expressed towards his family during the passing of his mother. Commissioner Daniels reported that he met with Ms. Bates and is super excited, and there are good comments throughout the community. He attended a board meeting of the Cocoa HA, which concluded in 45 minutes, but we are not there yet. He thanked staff and added that they are doing a good job. He referenced the upcoming NAHRO Conference. Ms. Bates reported that she would be attending.

The meeting adjourned at 12:54 p.m.

ADJOURNMENT


Chairman Kelvin J. Daniels


Terril Bates, CEO