

**MINUTES OF THE ANNUAL MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
FRIDAY, APRIL 26, 2019**

The annual 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, April 26, 2019 at 10:00 A.M.

Commissioner Daniels called the meeting to order.

Attendees: Kelvin J. Daniels, Hemis N. Ivey, Jr., and Irma Browne Jamison. Sally Jass was excused. Attorney Ricardo Gilmore participated via IPAD.

Commissioner Ivey provided the invocation.

IV. Recognition of Visitors

No visitors were present.

**V. Approval Board Minutes
February 15, 2019**

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

VI. Public Comments

No one from the public was present.

VII. Approval of the Agenda

Commissioner Daniels called for a motion to amend the April 26, 2019 agenda per Ms. Bates' request by moving the Special Employee Recognition before old business and removing Atty. Gilmore's presentation until the May meeting. The amended agenda was moved, seconded and unanimously approved.

VIII. Consent Agenda

A. The proposed April 2019 Disposal Asset Report in the amount of \$1,958.49.

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 our balance sheet.

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

CEO Report, Item 2. Special Acknowledgement of Team Members with scores of 80 and above.

Ms. Bates acknowledged staff members who recently engaged in various training / testing sessions and achieved scores of 80 and above.

IX. Old Business

A. Update on signage at Windsor Apartments.

Ms. Dawn Anthony, Property Manager, reported that the proposed work will have an 8 to 16 week turnaround time. Two vendors have been contacted to provide proposals for building and /or installation.

X. New Business

A. Submission for approval, Resolution 2019-26, the completion and acceptance of the Fiscal Year 2018 Audit by Barton, Gonzalez, and Meyers, PA.

The audit was presented last month by the auditor and comments and questions were entertained. The item requires retroactive approval as discussed at the March meeting. Commissioner Daniels entertained a motion to approve Resolution 2019-26, as stated above. Resolution 2019-26 was moved, seconded, and unanimously approved.

B. Submission for approval, Resolution 2019-27, authorization to submit a HUD Rental Assistance Demonstration (RAD) application to pursue funding to rehabilitate the HACDB affordable housing portfolio.

Resolution 2019-27 was discussed at length during the March meeting. The item requires retroactive approval as discussed at the March meeting. Commissioner Daniels entertained a motion to approve Resolution 2019-27, as stated above. Resolution 2019-27 was moved, seconded and unanimously approved.

C. Submission for approval, Resolution 2019-28, approving an amendment to the Chief Executive Officer's current contract agreement.

Commissioner Jamison inquired what would happen to the HA vehicle previously assigned to the CEO. Ms. Bates advised that the vehicle is still in use and being utilized by other staff members. It is also being utilized for the fiberglass training. Commissioner Daniels entertained a motion to approve Resolution 2019-28, as stated above. Resolution 2019-28 was moved, seconded, and unanimously approved.

- D. Submission for approval, Resolution 2019-29, approving an update to the HACDB Procurement Policy per HUD guidance due to statutory changes to Micro Purchase and Simplified Acquisition Thresholds.**

Ms. Bates explained that this change is proposed due to HUD increasing the Micro Purchase threshold from \$3,000 to \$10,000. The Board was in receipt of the HUD supportive documentation as well. HUD also increased the simplified acquisition threshold from \$100,000 to \$250,000, but Ms. Bates advised that she was comfortable with the agency remaining at the \$100,000 level. Commissioner Daniels called for a motion to approve Resolution 2019-29, as stated above. Resolution 2019-29 was moved, seconded, and unanimously approved.

XI. Reports

A. Chief Executive Officer

Ms. Bates provided an overview of her report and her travel to the 2019 NAHRO Washington Legislative Conference. The PHAS scoring was shared with the Board. Finance lost 4 points due to major program findings from the audit.

B. Deputy Chief & Compliance / Housing Choice Voucher

Ms. Bowens provided highlights of compliance and HCV items. The current corrective action plan for the HCV program was referenced as well.

C. Finance

Mr. Heard was absent for the day, but the financials for the period were circulated to the Board in advance.

D. Affordable Housing Program

The managers commented on the new purchase of bedbug machines, which are improving pest control issues in the affordable housing program. Ms. Williams provided an update on a squatter case at Northwood Village that was recently won. The HA also submitted to the court what the rental payment would have been for the 6 month period the squatters assumed residency.

Ms. Bates discussed staff changes throughout the agency. She also reported that new appliances are being ordered for the affordable housing program to replace appliances that are older than 10 years.

E. Neighborhood Networks

Mr. Pierre Louis highlighted activities that are underway at the centers, which will soon transition to career centers. He was congratulated on his new venture of running for a City Commission seat. He also commented on the progress of the young men in the fiberglass training. Six new participants just completed the program.

F. Development

Mr. Simms provided an overview of development activities. He reported that there is a lot of interest in the area of development post the success of the developer forum. An RFP will soon be announced for a development partner. Landscaping work is underway at various parcels owned by the HA and we look to continue to maintain those sites.

XII. Comments from Team Members

Ms. Ocie Manning briefed the Board on her return to work following a brief transition. She is now assisting the ROSS Program at Northwood Village.

Ms. Bates introduced Rodrigo Guillen, new HCV FSS Coordinator and Yasmin Torres, new HCV Administrator.

Ms. Maddox briefed the Board on a recent community event at Votran with several partners to support feminine hygiene needs.

Mr. Winston Maddox introduced himself. Mr. Maddox is 1 of the first Fiberglass training graduates. He complimented the program and shared that he is attempting to recruit others.

XIII. Special Presentation for our Community Partners

Ms. Bates thanked the following community partners who have provided supportive services to the HA and its residents: Vitas, Kinder Home Health, Soul Foods, CareerSource, United Way, Humana, Island Doctors, Votran, Calvary Christian Center, Life Song, Picerne Development, CompuSys, The Crab Stop, Charles Bryant, Rev. John T. Long, III, and the Daytona Beach Police Department. Certificates of acknowledgement will be presented at a reception in the 1st floor conference room today at 11:45 a.m.

XIV. Comments from Commissioners

Commissioner Jamison expressed how pleased she is with the agency and what has been accomplished during the last few months. Commissioner Ivey commented that there is an interest in scuba diving as a result of the successful fiberglass course. Ms. Bates advised that members of the Black Scuba Divers Association have scheduled a meeting with the fiberglass students. Commissioner Daniels commented on the positive feedback from the developer forum. He commended Mr. Pierre Louis on the positive feedback received from 1 of the forum scholarship essay awardees. He also thanked Ms. Bates and the staff for their hard work. Ms. Bates asked the Board to keep Commissioner Jass in their thoughts following the death of her husband.

The meeting was adjourned.


Chairman Kelvin J. Daniels


Terril Bates, CEO