

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
TUESDAY, MAY 14, 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 Tuesday, May 14, 2019 at 10:00 A.M.

Commissioner Daniels called the meeting to order.

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

Commissioner Ivey provided the invocation.

IV. Recognition of Visitors

No visitors were present.

V. Board Minutes Approval

March 15, 2019

April 3, 2019

April 26, 2019

Commissioner Daniels called for a motion to approve the March 15, 2019 minutes. Commissioner Ivey noted that his last name was misspelled on page 1, paragraph 4. The minutes were moved, seconded, and unanimously approved as corrected with the name spelling.

Commissioner Daniels entertained a motion to approve the April 3, 2019 minutes. The April 3, 2019 minutes were moved, seconded, and unanimously approved.

Commissioner Daniels entertained a motion to approve the April 26, 2019 minutes. The April 26, 2019 minutes were moved, seconded, and unanimously approved.

VI. Public Comments

There were none.

VII. Approval of the Agenda

Commissioner Daniels entertained a motion to approve the May 14, 2019 agenda. The May 14, 2019 agenda was moved, seconded, and unanimously approved.

VIII. Consent Agenda

- A. The May 2019 write-offs for the AMP 1 / High-rises Communities in the amount of \$7,722.05 and AMP 2 / Family Communities in the amount of \$19,830.64.

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. Amend Resolution No. 2019-29, HACDB Procurement Policy Update, approved April 26, 2019, to reflect Resolution No. 2019-30.

Recommendation: The updated procurement policy was approved at the April 26, 2019 meeting as duplicate Resolution Number 2019-29, which was previously utilized. The Resolution Number will be amended to reflect Resolution No. 2019-30. The body of said resolution and policy is not impacted.

Commissioner Ivey pulled item A from the consent agenda for discussion. Commissioner Daniels entertained a motion to approve the

amended consent agenda consisting only of item b. The motion was moved, seconded, and unanimously approved.

The Board discussed the write-off amounts being charged off. It was noted that the date range was a factor, which extended back to November 2018. Commissioner Daniels called for a motion to approve the May 2019 write-offs for the high-rises and family communities as stated above. The write-offs were moved, seconded, and unanimously approved.

IX. Old Business

The Board discussed the existing vacancy of its 5th member and how to advertise the position and recruit, and the interest in someone with a financial background. An audience with the Mayor was discussed. Ms. Bates suggested postponing a discussion with the Mayor due to other current pressing matters within the city.

X. New Business

A. Submission for approval, Resolution 2019-31, approving the selection of TD Bank as the most responsive bidder for banking services for the HACDB, its Instrumentality, and not-for-profit organizations.

The Board discussed the responses and scoring of the RFP for banking services. Commissioner Daniels entertained a motion to approve Resolution 2019-31, as stated above. Resolution 2019-31 was moved, seconded, and unanimously approved.

B. Submission for approval, Resolution 2019-32, approving a budget for expenses associated with the Board of Commissioners.

Ms. Bates discussed the intent of the resolution in providing each commissioner a budget of \$5,000 each fiscal year to cover expenses, which would equate to \$25,000 collectively for the year. There was

discussion to increase the annual amount per commissioner to \$10,000 annually. Commissioner Daniels called for a motion to approve the amended resolution to reflect \$10,000 annually per commissioner or \$50,000 annually for the entire Board. The amended resolution was moved, seconded, and unanimously approved.

C. Presentation by Attorney Ricardo Gilmore.

Atty. Gilmore complimented the Board on the progress they have made over the course of 1 year. He discussed Board communication via text and email, and shared examples when these 2 forms of communication can go terribly wrong. The Board should refrain from texting and limit emails to the CEO and not each other. Board governance and ethics were discussed at length.

XI. Reports

A. Chief Executive Officer

Ms. Bates referenced the upcoming relaunching of the Neighborhood Network Centers as Career Centers. The Northwood Village Center's relaunch will be held the week of June 3. The Board was requested to attend activities at the site. She provided an update of new personnel changes and programs. She also discussed a new HUD initiative concerning Sexual Harassment Awareness Training and more information will be forthcoming.

XII. Comments from Team Members

There were none.

XIII. Election of Officers

1. Chair Nominations
2. Vice Chair Nominations

The elections were turned over to Atty. Gilmore. The floor was opened for chair nominations. Commissioner Jamison nominated Commissioner

Daniels. Commissioner Jass nominated Commissioner Jamison, who declined. No additional nominations were offered. Commissioner Daniels was reappointed as the Board's Chairman.

Atty. Gilmore opened the floor for Vice Chair nominations. Commissioner Jass nominated Commissioner Ivey. No additional nominations were offered. Commissioner Ivey was reappointed as the Board's Vice Chair.

XIV. Comments from Commissioners

The Board complimented Ms. Bates on the progress of the agency, improved community outreach, and communication. Commissioner Ivey thanked the Board for his reappointment and their support during the agency's period of transition. Commissioner Daniels thanked the Board for their support and added that he supports the idea of having name badges, as requested by Commissioner Jamison, and agency shirts. He concluded that he is excited to receive the agency's upcoming SEMAP report.

Commissioner Daniels entertained a motion to adjourn. The motion was moved, seconded, and unanimously approved.

The meeting was adjourned.


Chairman Kelvin J. Daniels


Terril Bates, CEO