

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF
THE CITY OF DAYTONA BEACH, FLORIDA
FRIDAY, DECEMBER 21, 2018**

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, December 21, 2018 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, Hemis N. Ivey, Jr., Sally L. Jass, and Irma Browne Jamison. Four of 4 commissioners were present. Attorney Ricardo Gilmore participated via IPAD.

III. Invocation

The invocation was provided by Reverend John T. Long, III, a representative of Halifax Health.

IV. Recognize Visitors

There were no additional visitors.

V. Approval of Minutes

1. November 16, 2018
2. December 12, 2018

Commissioner Daniels entertained a motion to approve the November 16, 2018 minutes. The November 16, 2018 minutes were moved, seconded, and unanimously approved by the Board as presented.

Commissioner Daniels entertained a motion to approve the December 12, 2018 minutes. The December 12, 2018 minutes were moved, seconded, and unanimously approved by the Board as presented.

VI. Public Comments

Commissioner Ivey introduced Dr. Nathan Mugala, Reverend of Allen Chapel AME Church, who entered the meeting. Pastor Mugala acknowledged the HA for its work in the community and would like to partner with the agency to further affordable housing. He also referenced the FAITH organization and First Step Shelter that is under construction. He concluded by offering his assistance.

VII. Approval of the Agenda

Commissioner Daniels called for a motion to approve the December 21, 2018 Board Agenda. The agenda was moved, seconded, and unanimously approved by the Board as presented.

VIII. Consent Agenda

- A. The December 2018 write-offs for the AMP 1 / High-rises Communities in the amount of \$3,389.79 and AMP 2 / Family Communities in the amount of \$1,972.54.

Recommendation: The Housing Managers recommend 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 December 2018 Disposal Asset Report in the amount of \$2,663.89.

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 by the Board.

IX. Old Business

Ms. Bates asked Commissioner Jass to comment on the massive cleanout that is underway at the high-rises. Commissioner Jass responded that she has received positive feedback from residents. A RFP is also posted for a deep cleaning of the high-rises as well as a procurement item to clean the trash chutes more frequently.

X. New Business

- A. **Submission for approval, Resolution 2019-09, approving Budget Revision No. 1 to the 2019 Operating Budget.**

Commissioner Jamison noted that she had a question concerning the revision, which was cleared up later during the meeting where she was able to zoom in to better view the data. There was discussion concerning the Board approving a budget for the new fiscal year during the transition of conducting an executive director search and anticipating a budget revision once an executive director was hired. Ms. Bates stated that the revision will carry the agency to the end of the current fiscal year. A budget workshop will be scheduled to plan for the 2020 budget year, which starts July 1, 2019. The green highlights represent new positions and the yellow highlights represent salary increases. The position vacancies for procurement, human resources, operations, and development have all been filled with January start dates. The human resource position is part time. Commissioner Daniels entertained

a motion to approve Resolution 2019-09, approving Budget Revision No. 1 to the 2019 Operating Budget. Resolution 2019-09 was moved, seconded and unanimously approved by the Board as presented.

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

Commissioner Daniels stated that he has discussed this item with Ms. Bates and has questions. The cost and benefit analysis spreadsheet was referenced. Ms. Bowens stated that the HCV program is \$80,000 over budget primarily due to program underutilization. There are 2 HCV inspectors with tenures expanding from 1.5 years to 6 months. It has been reported that HUD will be moving to a new inspection tool within 2 years. The current inspectors are not fully trained and inconsistencies have been found in their reporting. The analysis consists of what is currently being expended by the program, the anticipated expenses and savings from using a current vendor or outsourcing with another vendor. The HA is proposing to outsource inspections and move to a biannual schedule, which would result in operational savings. Total expenses for 2 inspectors equates to \$97,000 annually, and their activities for the year are reflected for inspections and re-inspections along with the rates and proposed rates for the current and new vendor. The annual expense for the current vendor would equate to \$93,000 (\$34.50 per inspection and \$28.50 per re-inspection) and \$73,000 (\$30 per inspection and \$17.50 per re-inspection) for the new vendor. The change to biannual inspections and other processes will be presented to the board for consideration next month. Ms. Bates expounded on current processes that are not being performed accurately, which is a compliance issue. Commissioner Jamison commented on not knowing the services of the new vendor because it would be a new relationship. Ms. Bates advised that she has utilized the new vendor at 2 previous agencies and they are a national company specializing in inspections for housing authorities. She added that the rates are guaranteed and the group is currently working in Florida and also with HUD for an upcoming HQS program change, so there are a lot of benefits with moving to the new vendor. This group knows all of the necessary processes for HQS and HUD compliance. Over inspecting properties, citing things that should not be cited, and passing items that should not be passed

would be corrected with this change. There will be some upcoming landlord training so that landlords know what is expected of them. Commissioner Daniels inquired about a RFP or RFQ for the proposed action. Ms. Bates responded that we used a piggyback, which is a joinder agreement that is permitted by HUD regulations. We were able to piggyback with The Housing Authority of the City of Fort Lauderdale. The terms cannot exceed the original agreement that is with the HACFL. Most agreements are 2 or 3 years with a possible extension. Commissioner Daniels asked whether the contract with HACFL was reviewed and whether the rates increase annually versus being locked in. Ms. Bates responded that the rates do not increase over the period of the agreement. Ms. Bowens commented on vendor management by reviewing the invoices to ensure that the inspections and rates align with the invoices. Commissioner Daniels referenced a proposal from a vendor where the rates increased each year. Ms. Bates advised that the current terms would apply and any fluctuation would require a change order which would require Board action. There was discussion concerning a termination for convenience where you would pay for completed work up to a certain point. Commissioner Daniels expressed wanting to review the contract and pulled the item. He also asked when the contract would commence. Commissioner Ivey commented on the option of the Board moving forward by approving the item today pending a review of the contract. Commissioner Daniels concluded that the item is pulled pending a copy of the draft contract to the Board for review. Ms. Bates advised that the contract would be forwarded and noted that it would be about 90 to 80 days before we fully transitioned with the new vendor.

**C. Submission for approval, Resolution 2019-11,
approving a new Bedbug Policy.**

Ms. Bates advised that staff and residents appear to lack knowledge about bedbugs. The previous policy was more of a fact sheet. We will be amending our public housing lease as well, which will give the managers a little more support in managing bedbugs. Staff has participated in mandatory bedbug training from HTVN. A RFP for integrated pest management has been posted. The awardee will provide bedbug training for residents. There was discussion related to whether the training would be mandatory for residents. Ms. Bates responded that there is nothing in the lease to make it

mandatory, but the execution of the lease addendum would be. Commissioner Jass commented on the potential of little resident participation and illiteracy issues. Ms. Bates concluded that residents have a right not to participate, but they are bound to the lease agreement. Commissioner Jamison asked how often a new lease is signed. Ms. Bates responded once. Addressing bedbugs on the HCV side was also discussed where the landlord would be put on notice to address the issue and the participant would also have rights. Commissioner Daniels entertained a motion to approve resolution 2019-11, a new Bedbug Policy. The Board moved, seconded, and unanimously approved Resolution 2019-11.

**D. Submission for approval, Resolution 2019-12,
approving a Change Order for current legal services
provided by Saxon Gilmore.**

The face time session with Attorney Gilmore was suspended for this action item. Ms. Bates stated that this item was reviewed internally. Legal expenses with Saxon Gilmore have exceeded the approved contract amount due to additional unanticipated services such as transitioning the former CEO out, utilizing an interim CEO, and the onboarding of a new CEO. This item would be an audit finding with the upcoming audit because expenses have exceeded the contract amount. Today's change order will get us in compliance. Commissioner Ivey commented on some of the unanticipated legal expenses during the transition and now having new leadership and expenses being streamlined. Ms. Bates advised that we will have to return with another change order as well because some paperwork was done incorrectly. The contract amount will not change. The Board should also consider whether Atty. Gilmore participates in person or electronically, because there is a difference in the rate. The Board was asked to advise whether they want to continue receiving the legal invoices. Commissioner Daniels entertained a motion to approve Resolution 2019-12, a Change Order for current legal services provided by Saxon Gilmore. The Board moved, seconded, and unanimously approved Resolution 2019-12.

XI. Reports

A. Chief Executive Officer

Ms. Bates reported that she met with members from the FAITH group this month and there will be a follow up meeting next month. The meeting with HUD last month was a really good meeting where \$300,000 of Capital Fund dollars were released. Unofficially, the release of \$600,000 Replacement Housing Factor Funds will be forthcoming. She also met with Jeff White from the Continuum of Care, which resulted in the HCV Program using 60 vouchers for homeless persons. The Continuum of Care brought 20 vendors to support us and it was a really good project for the HA and the city. The assisted families also have case management, which was a condition stipulated by the HA. Some of the agencies were the Salvation Army, Domestic Abuse Shelter, and HUM. Another condition was to follow up to ensure that the families moved in and moved in alone. This level of engagement has not existed and its good exposure for the agency and staff. A letter has been drafted and will go out once we have numbers at the end of the month, which can be shared with the mayor. A request was received from the City who has an interest in affordable housing. The city has some concern about affordable housing because there is not enough affordable housing for working class people, which has resulted in business ventures being lost to the area. She will be attending an upcoming Novagradac Conference and a panel guest as well. She concluded that Ms. Bowens completed a designated housing plan for the Windsor, which has been approved by HUD. Previously, this task was outsourced to a third party for completion.

B. Deputy Chief and Compliance Officer

Ms. Bowens provided an overview of her report consisting of the homeless referral project, reoccurring meetings, recent staff training, updated HCV tool, and the SEMAP corrective action plan. Updated utility allowances will be presented next month. Ms. Bates interjected that she expects to have a vendor repair the roof at 118 Cedar within the next week and a RFP has been posted for a realtor to lease the space and spaces at 211. There is current litigation from an incident that occurred in 2015 and the person is a current resident at one of our properties. The trial is set for March 2019 and managed by an attorney provided by our insurance company. Commissioner

Daniels inquired about a QSP, which is a qualified small purchase from \$3,000 - \$100,000. Commissioner Ivey asked about being able to use any local people and whether locals are applying to be added to our vendor list. Ms. Bates responded, yes. Commissioner Ivey advised that some of our vacant lots need grooming. Ms. Bates advised that Mr. Martinez, the maintenance supervisor, is working on a list of our lots and we need to hire someone separately to service them. She commented on possibly using the services of inmates, which she has used previously. Picerne is maintaining some of our lots, but they do not feel they will be able to continue in that role.

C. Finance

Ms. Bates requested the Board's input to determine the level of financial reporting they need and the frequency for the detailed reporting. She voiced a possible budget workshop for March to plan for the next budget year. Mr. Heard discussed the new formatting of the financial reporting and that there was nothing out of the norm to report this month. The auditors will be here January 7th to complete field work for public housing and HCV. There was discussion concerning a liaison from the Board for the entrance and exit conference with the auditors. Commissioner Jamison was appointed. There was discussion concerning moneys not being budgeted, but moneys being spent and to make sure those items are budgeted going forward. There were some software issues with some of the accounts. There was discussion about leeway in shifting money near the end of the budget year where moneys were not used, specifically the electricity line item. Mr. Heard advised that the utilities are determined by previous usage and we will receive those moneys. He also advised that moneys can be shifted to different line items to address over and under budget line items. Ms. Bates reported that next month there will be a utility allowance item to correct an issue, which will impact the amount of money we receive from HUD. She concluded that staff will receive an incentive at today's holiday function and 5 service awards will be presented.

D. Affordable Housing

Ms. Julia Williams, Family Property Manager, shared that they are working hard with vacancies and residents feel they are important and a part of the

equation. Training has been good as well. Ms. Dawn Anthony, Property Manager for the high-rises, reported that there have been a lot of deaths at the high-rises and a grief counselor will be coming out to offer free counseling services. Molly Maids are at the high-rises completing a deep cleaning of the building. Orkin is done with treating the high-rises. Commissioner Jamison referenced the wait list which reflected a 6-bedroom wait list, which is populated by the computer software based on family composition. Four bedrooms are our largest bedroom size.

E. Housing Choice Voucher Program

Ms. Octavia Jenkins, HCV Supervisor, reported that utilization numbers are up and increasing the payment standards helped. The onsite homeless referral project at the Homeless Coalition was discussed.

F. Neighborhood Networks

Mr. Pierre Louis provided an overview of activities at the sites including staff training. He discussed integrating services with FSS and ROSS. Training opportunities are being researched to address digital literacy and possible services for SNAP recipients. The food program is pending notification of approval. The count for persons utilizing services has been revamped to reflect actual usage versus number of logins. There was discussion concerning the low number of persons utilizing the centers for services that lead to employment. Mr. Louis reported that residents are not sharing this information because they feel it will be reported to management which would result in a rent increase. Offering computer classes at the high-rises was also discussed and is being reviewed to add for the high-rises.

Atty. Gilmore shared holiday greetings.

Ms. Bates reported that we had our first Annual Plan meeting, and that the Board is involved in this process. A special meeting has been proposed for February 8 at 10:00 a.m. for Board input. Ms. Bates has proposed weekly lunch and learns with Commissioners Jass and Jamison to review the HUD Lead the Way training series, which will provide a lot of information. The other commissioners may attend as well. PNAs can also be reviewed.

Commissioner Ivey has received his commissioner certification from NAHRO and was requested to bring it in for display. There was discussion concerning current grant funds where we are waiting for 2019 funding. Expenses are being paid from the COCC and will be reimbursed once HUD provides the funding.

XII. Comments from Team Members

No additional comments were made.

XIII. Comments from Commissioners


Commissioner Jamison commented on training being important for success. Commissioner Jass commented on seeing a positive change in the HA, all around. Commissioner Ivey expressed that he likes the current direction of the agency and the importance of training. He is also excited about the onboarding of the new development director. He shared holiday greetings and kudos to staff. Commissioner Daniels said that the Board is very happy as a whole and shared holiday greetings. He concluded that the team is doing a great job and should be commended.

XIV. Adjournment

The meeting was adjourned.



Kelvin J. Daniels, Chair



Terril Bates, Secretary