

Daytona Beach Housing Authority

September 16, 2022 Regular Board Meeting 10:00 a.m.

Meeting Location: 450 Whitney Street, Daytona Beach, FL 32114

I. Call to Order - Chair Daniels called the meeting to order at 10:03.

II. Roll Call - Commissioners Jass, Jamison, Murphy, and Daniels were present for roll call. Commissioner Brown-Crawford was absent.

III. Invocation - Invocation was led by Chair Daniels.

IV. Recognition of Visitors

1. Lee Family - Christopher and Amanda Lee transitioned to the home ownership program within a year. They benefited from the \$15,000 down payment assistance. Mr. Lee thanked everyone. Chair Daniels congratulated the Lee family.

2. Gerdac Family - Tracy Gerdac was not present but was recognized as being housed with Habitat for Humanity along with her daughter. Chair Daniels congratulated the Gerdac family.

V. Public Comments (limited to 3 minutes each) - Gerald

McCrary stated he came before the Board at the August 2022 Board meeting to discuss some problems he was having. He stated he has not yet received the money he came to speak

about for his client, Caroline Brown. He stated he is owed \$1,548. Mr. McCrary stated he hasn't heard from Charles Woodyard. He stated he received a response from Ms. Haynes who stated the money will be in the account in the morning, but he claims the money still hasn't been received.

Mr. McCrary stated that the public records request that he requested was fulfilled.

Mr. Woodyard asked Ms. Haynes if she had a response. Ms. Haynes stated that the checks were processed the day prior, and they were to be deposited that morning. Ms. Haynes stated she will contact Chandra to verify that the checks were processed.

Ms. Haynes stated that the unit did not pass originally, which is why it was in abatement. Ms. Haynes stated that Mr. McCrary was paid the balance that was owed, which should be deposited that day.

Mr. McCrary stated he has a tenant with an eviction on her record because Ms. Haynes stated the Housing Authority won't pay it. It was then paid, but Mr. McCrary stated it was too late.

VI. Approval of Minutes

1. Regular Board Meeting - August 19, 2022 -

Commissioners Present: Jass, Jamison, Brown-Crawford, Murphy. Commissioner Absent: Daniels - Commissioner

Murphy stated that on page 20 of the Board meeting minutes, it states that the total income is 15 million and 18 million. Commissioner Murphy believes the 18 million was the correct number.

Commissioner Murphy made a motion to approve the Board meeting minutes from August 19, 2022, with the correction. Commissioner Jass seconded the motion. Unanimously approved.

2. Special Board Meeting - August 26, 2022 -

Commissioners Present: Jass, Jamison, Brown-Crawford, Murphy. Commissioner Absent: Daniels

Commissioner Murphy made a motion to approve the Special Board Meeting minutes from August 26, 2022. Commissioner Jass seconded the motion. Unanimously approved.

VII. Changes to the Agenda - No changes.

VIII. Consent Agenda - None.

(Consent agenda items are not expected to require review or discussion. Items will be enacted by a single motion. If discussion is desired by a member of the Board, then that item will be considered separately.)

IX. Real Estate Development - Mr. Woodyard stated that the real estate development update is that the Housing Authority is now the proud new owner of 6.5 acres of land in the

Derbyshire neighborhood. The property was closed the day prior.

Mr. Woodyard stated there's a lot of trash on the site. He told the Board to think about putting up a fence and when to clean up the site. He stated it didn't need to be done at the current moment. As the Board gets closer to pre-development activities, the Board should think about putting up a fence and cleaning up the site.

The property has been added to the Housing Authority's insurance.

Commissioner Jass stated that if the property is left needing all the cleanup and it sits around and people know it's owned by the Housing Authority, she doesn't think they'll be impressed. Mr. Woodyard stated that public comments will be received and that changes will be made as the Authority proceeds with development of the property.

Chair Daniels stated that the debris that Mr. Woodyard is speaking about is not visible from the road, and that there's a fence on the outside of the property.

X. Business Action Items

- 1. Resolution 2023-03 Adoption of Planned, Self-Insurance Coverage for 12 eligible legacy Housing Authority retirees to replace the Mutual of America Post-Retirement \$5,000 Life-Insurance Benefit ended by**

Resolution 2023-01 on August 1, 2022 - Dominic Morgese

stated that in the July meeting, there was a vote on Resolution 2023-01, which stopped the benefit for the employees that retired at 15 years of service at the age of 62 from the Housing Authority. The benefit was \$5,000, which the Housing Authority was paying as an Agency. The premium was in excess of \$5,800 a year. There are 12 employees who meet the criteria.

The decision was made to stop the benefit for the current employees.

Resolution 2023-03 is acknowledging that the policy was not replaced. There was a quote from Mutual of Omaha in the \$2,500 range to cover 12 employees. The Housing Authority will now be self-insured.

There were 12 employees, but two employees have previously passed, one in 1993 and one in 2009, which has been acknowledged with the prior insurance company, Mutual of America, and they will be issuing a refund of \$3,600 for the premiums. The Housing Authority has been paying the premiums as they were not aware of the employees passing in 1993 and 2009. Chair Daniels confirmed that the Housing Authority will honor the benefits when the employees pass away.

Chair Daniels suggested sending the employees a letter to confirm that they have \$5,000 death benefit from the Housing Authority. Mr. Morgese stated he will do that.

Commissioner Murphy made a motion to adopt Resolution 2023-03. Commissioner Jamison seconded the motion.

Unanimously approved.

Commissioner Jamison made a suggestion to separate the resolutions by resolution number.

2. Resolution 2023-04 Updating 2023 Utility Allowances

for the HACDB Housing Choice Voucher Program - Kara

Lennard made a presentation on what utility allowances are for the Agency and what flat rents are for the Agency.

Commissioner Jamison asked if the bills go to the residents. Ms. Lennard stated that the water bill does not go to the resident. Residents have their own electric and gas bill, which is why they receive a subsidy. The Housing Authority will bill residents directly for water excess usage, otherwise the Housing Authority gets the bill directly.

Ms. Lennard stated that typically in public housing, rent is income based. Residents are presented with a choice. Residents can pay income based or elect to pay

flat rent. Income based is 30 percent of adjusted gross. Flat rent is fair market rent less 80 percent minus the utility allowance. Flat rent encourages employment for residents by stabilizing rent. If a resident loses a job, the resident can go back to income based but they only have one opportunity to do so.

Commissioner Jass stated that she was informed by the manager for the new RAD that there are four tenants who, after the first year it's done, will no longer be eligible to live in the RAD building. Ms. Lennard stated that they're referring to residents who are over income. Residents have to be income qualified in order to live with the Housing Choice voucher.

Once residents are in public housing, residents can stay in public housing if their income increases.

There is a new regulation that says if a resident is exceeding 120 percent of the area median income for a period of two consecutive years, then the Housing Authority has to adopt an option that either the resident pays Fair Market Rent for the area, or the Housing Authority has to adopt the option that the resident is evicted. There has been a delay in the regulation as the final notice hasn't been issued.

Commissioner Jamison made a motion to accept Resolution 2023-04 as presented. Commissioner Murphy seconded the motion. Unanimously passed.

3. Resolution 2023-05 Updating 2023 Utility Allowances for the HACDB Public Housing properties -

Commissioner Murphy made a motion to accept Resolution 2023-05. Commissioner Jass seconded the motion. Unanimously passed.

4. Resolution 2023-06 Updating 2023 Utility Allowances for the HACDB Low Income Housing Tax Credit properties -

Commissioner Murphy made a motion to accept Resolution 2023-06. Commissioner Jass seconded the motion. Unanimously passed.

5. Resolution 2023-07 Adopting 2023 Flat Rent Schedule for the Affordable Housing Program -

Commissioner Jass made a motion to accept Resolution 2023-07. Commissioner Murphy seconded the motion. Unanimously passed.

XI. Old Business Items - No old business.

XII. New Business Items - No new business.

XIII. Monthly Performance

1. Customer Satisfaction - Nothing to report.

2. Housing Solutions - Shirley Roman made a presentation on public housing. Ms. Roman stated that the property

management staff is working with families to sign payment agreements. Chair Daniels asked if people in 61 through 90 days are getting into stipulations to pay the rent. Ms. Roman stated that's correct.

Commissioner Murphy asked if all the people in the chart are under agreement, or if it's showing the long-term payment. Ms. Roman stated it's money that's owed to the Housing Authority.

Ms. Roman stated last month that there are two payment agreements that were in place. She stated she will continue to report the number of payment agreements and if there are any back payments received.

Commissioner Jamison stated she heard that some residents will have to be evicted because they didn't pay rent and they owe a lot. Ms. Roman stated that she's heard the rumors herself, and it took place during the previous administration and office staff. She told the commissioners that all the office staff is brand new and have been trained differently. Ms. Roman stated that the new staff is being trained to work with the families rather than threaten families with eviction.

Mr. Woodyard stated that he met with a group of property managers to discuss how they can change the

behavior of residents. Mr. Woodyard stated that if maintenance goes into a residence to do repairs and they're not able to do so due to the condition of the apartment, the resident is fined. There will be cameras placed within the next 12 months to keep up with littering and other behaviors of the residents. Commissioner Jass stated that she has seen the City of Daytona with lots that are trashed, and asked Mr. Woodyard how to expect low-income families to realize that they're accountable for their properties. Mr. Woodyard stated that if community residents feel like the managers and the Housing Authority are being responsible in making the community better, residents have a better sense of pride for the community. Chair Daniels asked how far the substations have come. Ms. Roman stated there are three in place. The locations will be used after hours. Police patrol will increase at the communities. Commissioner Jass asked how the elderly got behind on payments when they receive the same amount of money each month. Ms. Roman stated that staff has been working hard getting the compliance on the waiting list back to standard. She's been working with the HUD office. The

merging waiting list was approved the week prior.

There were five different waiting lists prior, but now there's a community-wide waiting list. HUD approved the waiting list. Staff is working with Yardi to convert the waiting lists into a single waiting list.

Mr. Woodyard stated that community-based waiting lists are normally a good thing.

Ms. Roman stated this is a second step to what the Board voted on previously.

Chair Daniels asked if the list will be made public for people to see where they are on the list. Mr. Woodyard stated that people can call in and see where they are on the list. When people are getting close, staff notifies them.

Chair Daniels reminded Ms. Roman to add the preferences. Ms. Roman stated that this is the process that staff is taking to correct the audit file findings.

Ms. Roman stated she's seeking guidance from HUD to lease units without jumping applicants on the waiting list and creating more compliance issues.

Mr. Woodyard promised the Board that the Housing Authority will be operating as a real Housing

Authority, a regular smooth operating high-performing Housing Authority.

Chair Daniels asked Mr. Woodyard how long the Housing Authority will hold off before people are housed. Mr. Woodyard stated they're on the verge of hiring third party people to come in and turn the units. Mr.

Woodyard stated that Ms. Roman and staff inspected all the units to see what was going on. During the inspection, abandonments were found.

Mr. Woodyard stated that vacancies were being held because it was thought family RAD conversions were going to be done.

Mr. Woodyard stated there are panic buttons for the property managers in the buildings.

Ms. Roman stated that the special projects that have been completed so far is the new alarm system in the office buildings. Panic buttons were installed in every building.

New gas lines were installed at Palmetto Park, which should be completed by the third week of October.

The following week will be the UPCS inspections. The Housing Authority hired a third party to inspect each unit that is owned.

The building exterior lights are being replaced.

Staff has worked on staffing maintenance. On September 26th, maintenance will be fully staffed. There will be two mechanics per site. There will also be a labor employee that will come on Board.

Commissioner Jass asked if the wage has been increased for maintenance staff. Mr. Woodyard stated in the instance of the mechanics, certification is requested. If the mechanics have a certification, the Housing Authority is trying to be competitive.

Ms. Haynes made a presentation on HCV. Ms. Haynes stated that there are about 129 housed for Mainstream Program. HCV was allotted 153 vouchers.

Annual recertifications are caught up. There are about 159 completed and about 34 that are incomplete. Some are incomplete due to waiting on finance information to process the annual recertification.

Approximately 300 people were selected from the waiting list. Vouchers are being issued almost every week to families who qualify.

There are about 58 vouchers that are searching for housing. Ms. Haynes stated that it is difficult to find housing in Daytona Beach, so more extensions are being provided to locate a unit.

As of August 31st, Ms. Haynes stated there are about 199 vouchers under HAP, which means there are 199 families housed under the program.

Ms. Haynes stated they continue to work with the VA and the Homeless Coalition to house veterans and Mainstream, which is non-elderly disabled families.

There will be another pull on the following Tuesday in which 300 more applicants will be selected.

Two new home ownership participants were added to the program. There was a family that closed on Tuesday, which will be on the next report. They did not get the \$15,000 down payment because they got their money from the City.

Chair Daniels asked Ms. Haynes how many vouchers there are currently. Ms. Haynes stated the Housing Authority is allotted 1,336.

Chair Daniels asked Ms. Haynes how many are leased up.

Ms. Haynes stated there's 1,099, as of August 31st.

Ms. Haynes stated there are 56 that are on the street currently. There are also 300 people who have been selected from the waiting list who haven't been processed yet.

Commissioner Murphy asked how residents are selected for the mortgage payment program for home ownership.

Ms. Haynes stated that residents fill out an application. The residents will provide a referral form. A lot of the residents are already in the process of purchasing a home. Ms. Haynes stated that majority of them are FSS participants who are transitioning from FSS to home ownership. In the past, residents couldn't be on FSS and home ownership at the same time, but now residents can.

Mr. Woodyard stated that he will have the business leaders come to the Board meetings.

3. Financial Strength

a. July Finance Report - Mr. Morgese stated he honored Commissioner Brown-Crawford's request by making the report more of a summary than what it used to be. The report is based on July 31st income statement. The report includes a column for actual and comparison to budget with a variance. Tenant income is at 70,000, which compares to 81,000 that was budgeted. Grant income is 158,000 compared to 146,000 that was budgeted. Total income is 229,000 compared to 230,000 that was budgeted.

Administrative expenses were 68,000 compared to 54,000. Utility expenses are 45,000 compared to 42,000 that was budgeted.

Maintenance and operational expenses are 74,000 compared to 82,000 budgeted. Total expenses were 195,000. Net income was 34,000 compared to 30,000 that was budgeted.

The variance is 3,611.

Commissioner Jamison asked Mr. Morgese to explain why the negative has not been put into the system as of yet. Mr. Morgese stated that with the month of July, he is focusing on year end. When focusing on fiscal year end, there are entries that are taking place since September 7th that are going to impact June 30th. Some of the entries involve accrual.

Commissioner Jamison asked Mr. Morgese if he anticipates the next report to be positive.

Mr. Morgese stated there isn't anything that's not positive. The brackets represent the difference between what was budgeted and what was received.

Mr. Morgese told the commissioners that they are welcome to view the financial detail at any time.

Mr. Morgese provided the financial details for HCVP. The net income projected is 38,000 to the positive. Mr. Morgese stated it was too late once the packet went out to commissioners to make the change.

For CFCC, total income was 100,000 compared to a budget of 97,000, which leaves a variance of 2,200 to the positive. Total expenses were 108,000 compared to a budget of 121,000, which leaves a positive variance of 13,000. Net income is 8,290 loss compared to a budgeted loss of 23,991 for a difference of 15,000.

4. Innovative Systems - Mr. Woodyard stated that laptops and information infrastructure will be updated, including going to the Cloud.

5. Employee Success -

a. Leadership Team Retreat Update - Mr.

Woodyard stated that the Board had a retreat in November 2021 that formed the basis of a Strategic Plan. Mr. Woodyard stated that

although all the employees have seen the Strategic Plan, there has been a lot of turn going on with employees coming and going. Mr. Woodyard wants employees to know the Strategic Plan as well as he does. Mr. Woodyard will have employees at his house at the end of the month for a meeting. After the meeting, there will be a tactical action plan for the employees that will make the Strategic Plan come to life.

Commissioner Jamison stated she would like to see more staff to go to trainings. Mr. Woodyard stated that staff is encouraged to attend training.

b. FSS Action Plan Update - Mr. Woodyard stated that HUD has accepted the Action Plan. Staff will put together the grant award application.

XIV. CEO Comments - No CEO comments.

XV. Commissioner Comments - Commissioner Murphy stated she would like to know where the Housing Authority stands on the HUD decision about RAD conversion. Mr. Woodyard stated that he was on a Zoom call with HUD the previous week, and HUD stated they were aware of it because leadership

changed. HUD stated it would be a week. Mr. Woodyard stated the week has ended and there's been no communication from HUD. However, Mr. Woodyard stated the Housing Authority is close.

Commissioner Jamison stated she attended a very good conference. She stated she got to meet the staff of two legislators. Commissioner Jamison stated she was able to visit the Statuary Hall and see the statues. She also announced that she is now a great grandmother.

Chair Daniels asked Commissioner Jamison if she saw the legislators. Commissioner Jamison stated she saw the aides of the legislators.

Commissioner Jass stated that the senators were in a big meeting for something special that was going on. She stated she was in meetings from early in the morning.

Commissioner Jass stated that what was discussed besides Inspire was housing for felons.

Chair Daniels stated that Mr. Woodyard went to the conferences that was requested of him. He apologized for not being able to make it to the past meeting.

XVI. Adjournment - Chair Daniels adjourned the meeting.

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