

Daytona Beach Housing Authority

November 18, 2022 Board Meeting 10:00 a.m.

- I. Call to Order** - Chair Daniels called the meeting to order.
- II. Roll Call** - Commissioners Jass, Jamison, Brown-Crawford, Murphy, and Daniels were present for roll call.
- III. Invocation** - Invocation led by Commissioner Brown-Crawford.
- IV. Recognition of Visitors** - None.
- V. Public Comments** - No public comments.
- VI. Approval of Minutes**
 - 1. Regular Board Meeting - October 21, 2022 -**
Commissioners Present: Jass, Jamison, Murphy, Daniels, Brown-Crawford - Commissioner Brown-Crawford made a motion to approve the Board meeting minutes dated October 21, 2022.
Commissioner Murphy seconded the motion.
Unanimously approved.
- VII. Changes to the Agenda** - Mr. Charles Woodyard made a change to the agenda under business action items, number five, which is Keys Claims Consultants, LCC, as it is not a business action item but rather an item for discussion. It was moved to discussion. Also, business action item number four, November Disposal Asset Report, is not a business

action item but rather a consent agenda item. It was moved to the consent agenda.

The senior property manager, Shirley Roman, is present at the meeting. Mr. Woodyard stated that there is a situation, regarding a family in a hotel, which needs to be handled. Mr. Woodyard asked the Board if Ms. Roman could go ahead and give her report so she can leave and handle the situation.

Commissioner Jamison made a motion to approve the agenda with revisions. Commissioner Murphy seconded the motion. Unanimously approved.

VIII. Discussion

1. **Keys Claims Consultants, LLC** - Mr. Woodyard stated that this item is more about a function, which is a public adjuster function. Public adjusters serve as a liaison between the insured party and the insurance carrier. The public adjuster makes sure that the insured party maximizes all it's due from the insurance carrier, such as in the situation of a disaster and when FEMA is involved. Mr. Woodyard told the Board that the Housing Authority needs a public adjuster. Mr. Woodyard stated that the companies charge a percentage of what they have uncovered

that the Housing Authority didn't uncover. Mr. Woodyard stated that the company that has approached him charges 10 percent of the difference between what the Housing Authority was on the path to get and what the company was able to get.

Commissioner Jamison asked if there should be bids received from different companies. Mr. Woodyard stated if it's put out for bids, staff must put together a scope and allow enough time for public adjusters to respond and then have a bid opening process, then choose someone, which is a 30-to-60-day process.

Commissioner Murphy asked if an emergency situation allows the Housing Authority to supersede the normal procurement requirements. Mr. Woodyard stated that it does. Mr. Woodyard stated he would like to go through an informal information-gathering process to find out who else is there, make a decision, and let the Board know. Commissioner Jamison asked if the finalization need to be presented to the Board. Mr. Woodyard stated that he's not sure the Board will meet in December. He's hoping that the

Board will agree at this meeting to let Mr. Woodyard go through the process.

Commissioner Jamison asked what kind of commitment the Housing Authority would be making to the company. Mr. Woodyard stated that they would just be dealing with the current issue. Attorney Gilmore stated that the executive director has contracting power up to a certain dollar figure. In this case, there is no dollar figure. Attorney Gilmore stated that due diligence needs to be done, but time is a factor.

Commissioner Brown-Crawford stated that while there isn't a scheduled meeting, the Board could come in for a meeting to review the companies. Chair Daniels stated he trusts Mr. Woodyard as the CEO to not be scammed. He stated he was in the meeting with Keys Claims Consultants along with Mr. Woodyard. Chair Daniels suggested Mr. Woodyard get the bids and send them in an email. If a special Board meeting is required, Chair Daniels stated he will call one.

IX. Consent Agenda - Commissioner Jamison made a motion to approve the consent agenda. Commissioner Murphy seconded

the motion. Unanimously approved. (*Matters included under the consent agenda are self-explanatory and are not expected to require review or discussion. Items will be enacted by one motion. If discussion is desired by any member of the Board, then that item will be removed from the consent agenda and considered separately.*) - **November Disposal Asset Report in the amount of \$24,856.60.**

Recommendation: The CEO and Director of Finance recommend approval. This action updates the Agency's physical assets and allows items to be removed from inventory, reflected on balance sheet.

X. Real Estate Development

1. **Master Plan Charrette** - Mr. Woodyard stated that in the Strategic Plan and in his personal work plan is a plan to do a Master Plan Charrette for Palmetto Park and Caroline Village. Mr. Woodyard stated he wanted to discuss the Master Plan Charrette with the Board because it has become more than a charrette. Mr. Woodyard would like to get the Board involved in the planning and who should attend the charrette. Commissioner Brown-Crawford thinks the Housing Authority should move forward and do what the Housing Authority said it was going to do.

Commissioner Murphy asked how the charrette is being envisioned. Mr. Woodyard stated that Kara Lennard is the staff person who is on point for the charrette. A decision has not been made on whether a professional facilitator will be hired or not. Mr. Woodyard stated he would welcome the opportunity for Commissioner Murphy, Ms. Lennard, and himself to have a meeting or two to discuss it. Chair Daniels asked Commissioner Murphy if she'd be willing to do it as he doesn't want to put too much on her. Commissioner Murphy stated she is willing to attend the meetings. Chair Daniels appointed Commissioner Murphy to the Charrette Team, and she will be the Board liaison. Chair Daniels agrees that the charrette should move forward.

XI. Business Action Plans

1. Resolution 2023-08 Adoption of the Records

Retention Policy - Ms. Lennard stated that there was some damage to the records when Hurricane Ian came through. When she went to look for the Agency's Records Retention Policy, she found that the Board had previously looked at a sample

retention policy that was given to the Authority by Saxon Gilmore to replace an older Record Retentions Policy that appeared to have come mainly from HUD. Ms. Lennard stated that the benefit of having Saxon Gilmore produce such a document is that they work mainly with Public Housing authorities, and that they know both HUD federal regulations and state policies that are required for records retention.

Ms. Lennard is asking the Board to go ahead and approve the Records Retention Policy so staff can continue to use it.

Mr. Woodyard stated that prior to the storms hitting, he and the Leadership Team were meeting weekly on document retention.

Commissioner Jamison made a motion to approve Resolution 2023-08 Adoption of the Records Retention Policy. Commissioner Brown-Crawford seconded the motion. Motion approved by Commissioners Jass, Jamison, Brown-Crawford, and Murphy. Chair Daniels had stepped out of the room and did not vote on the resolution. Motion passed.

2. **Resolution 2023-09 Authorization to enter into contract with the City of Daytona Beach for Environmental Review services in accordance with**

24 CFR Part 58 - Mr. Woodyard stated that HUD requires the local jurisdiction to do the environmental review. All of the roles and responsibilities are done. The City will have to adopt it, and the mayor will sign it, but it's brought before the Board to do the same thing with the Housing Authority.

Commissioner Jamison made a motion to approve Resolution 2023-09 Authorization to enter into contract with the City of Daytona Beach for Environmental Review services in accordance with 24 CFR Part 58 as written. Commissioner Brown-Crawford seconded the motion. Unanimously approved.

3. **Resolution 2023-10 Ratification of expenditures for emergency resident relocation and approval of the budget for future expenditures associated with disaster relocation** - Mr. Woodyard stated

that he would like the Board to ratify the money that has been spent on the relocation. But moving forward, approving \$150,000 for 53

families for two months. Mr. Woodyard stated it's physically impossible for staff to come to the Board every time staff needs to spend a block of money. Mr. Woodyard stated he found out the day prior that staff found a hotel that was ready to house families, but when the hotel found out it was the Housing Authority, the hotel denied the families. Chair Daniels told Mr. Woodyard that he needs to report it to the mayor.

Mr. Woodyard stated that FEMA said they'll give money if the Housing Authority proves that they've done everything they can to recover the money through insurance. Mr. Woodyard stated he wants to do everything he can to get money back. Commissioner Jamison made a motion to approve Resolution 2023-10 Ratification of expenditures for emergency resident relocation and approval of the budget for future expenditures associated with disaster relocation. Commissioner Jass seconded the motion. Unanimously approved.

XII. Old Business - Chair Daniels asked Mr. Woodyard about the property at Derbyshire. Mr. Woodyard stated he's reaching out to the other owners to see if they put in an

application. Ms. Lennard stated that there's a meeting with the other owners the first week of December.

XIII. Monthly Performance

1. Customer Satisfaction -

a. Family Self Sufficiency (FSS)

i. Monthly Progress Report - Seletha

Bradley-Morris stated there are 53 families in the HCV program and 40 in Public Housing, which brings the total to 93 families. There were two families that ported out to a different Housing Authority within HCV. One family was exited from Public Housing. HCV is the only program that allows ported in and families to be ported out.

Ms. Bradley-Morris stated there was the graduation that took place last month to graduate with escrow. One participant completed goals without an escrow, which means that they didn't graduate because they didn't have escrow to receive. They

purchased a home, which is what they set out to do.

Ms. Bradley-Morris stated that the Board will begin to see new enrollments start up again December 1st. Public Housing is moving some people into the HCV program. The people who are on FSS now will be received into HCV. These residents will take precedence over those who were already enrolled in Section 8.

Ms. Bradley-Morris stated that it appears that there are fewer people in the program but that they're receiving more escrow, which is why the numbers are changing.

Ms. Bradley-Morris stated that she previously stated there would be a meet and greet for the families to do their new contract of participation. A letter was sent to all participants explaining the FSS new contract of participation, which also included a Q&A. If the residents have any other

questions, they can call and find out what to do. Residents need to read over it and send the contracts back to staff in order to be in compliance.

HUD is planning to do a monitoring of the FSS Program starting in January. They'll choose 80 percent of the region's agencies. Ms. Bradley-Morris doesn't know if the Housing Authority will be chosen as one of the agencies, but she is planning to be prepared if HUD comes.

Chair Daniels asked if there were any upcoming graduates. Ms. Bradley-Morris stated there wouldn't be any more graduates until next year.

Ms. Bradley-Morris stated she participated in a national FSS two-day conference through Zoom, which was informative. She stated the best part of it was the panel of participants who participate in the FSS program.

Ms. Bradley-Morris stated she also attended a trauma informed online training conference that was presented by Community Resilience on November 3rd. She stated it was absolutely life changing in ways of dealing with and understanding the mindsets of people. She encouraged anyone dealing with people to take the course. It's a free course.

Commissioner Brown-Crawford asked for the information to be sent the Board members.

Ms. Bradley-Morris stated she'll be taking part two on December 1st.

2. Housing Solutions

a. Public Housing Reports - Ms. Shirley Roman gave her report for public housing. For 30 days for Palmetto Park, there is \$34,349; Caroline Village, \$20,643; Northwood Village and Walnut Oak, \$20,202; Northwood Village II, \$9,436. Ms. Roman shared the overdue amounts.

Commissioner Murphy asked how overdue accounts translate into collectible funds and how much ends up being written off. Ms. Roman stated that more than 90 days is written off.

Commissioner Jamison asked if people are evicted for nonpayment. Ms. Roman stated that's not her goal. Mr. Woodyard stated that it is technically true. Ms. Roman stated that she tries to work with the families in curing balances before the families are evicted. The in-house agreement has a clause that indicates if the resident defaults the agreement, the Housing Authority can evict.

Commissioner Jass stated that it's up to the judge to evict. Mr. Woodyard stated that if the judge sees that the Housing Authority has worked with the resident for 90 days to get the balance caught up and that there is a signed agreement, the judge will give the Housing Authority possession of the unit.

Attorney Ric Gilmore stated that for nonpayment of rent, judges are not to have discretion.

Ms. Roman stated that the Housing Authority is seeking possession of seven abandoned units in Palmetto Park. The residents did not give notice to vacate, and the keys were not turned in. Ms. Roman stated that she's receiving guidance from a legal advisor on how to proceed with obtaining legal possession of the units.

Regarding occupancy rates, Caroline Village currently has 33 vacancies. Palmetto Park had seven vacancies at the time of the report, but three units have since been leased. So, Palmetto Park is down to four. Northwood Village and Northwood II is at 100 percent occupied.

Commissioner Brown-Crawford asked about the vacancies in Caroline Village and whether they're due to the storm. Ms. Roman stated that five residents moved out after the storm. She stated that some residents were transferred to Palmetto Park and Northwood.

Chair Daniels asked the commissioners to remember the discussions from the last meeting regarding moving residents out of Caroline Village as it needs to be fixed.

Mr. Woodyard stated that there were 11 vacancies before the storm.

Ms. Roman stated that there are 58 displaced families. They are currently in hotel rooms. The residents will remain in the hotel rooms until they find new homes.

Commissioner Jamison asked if there has been attempts to make sure that all of the residents have a kitchen. Ms. Roman stated that she's trying her best. Ms. Roman met with the families at the Hilton and there were some families that did not have an accommodation at the time. As of the date of the meeting, no residents should be at Caroline Village.

Ms. Roman stated they're looking to bring customer-service training to the entire staff extending to the maintenance department.

b. Housing Choice Voucher Report - Mr. Woodyard stated that the HCV Manager is out sick. Commissioner Jass stated that she had a resident approach her and said somebody told her that they're not Public Housing anymore. Mr. Woodyard stated that if residents are forcibly relocated through HUD, residents received Tenant Protection Vouchers. Some vouchers were used for Caroline Village residents.

3. Financial Strength

a. September Finance Report - Dominic Morgese presented the finance report. Mr. Morgese stated that Commissioner Murphy has reviewed the detail of all the finances. Chair Daniels asked when the deposit from the closing at the WM at the River will be submitted. Mr. Morgese stated he will find out and let the commissioners know.

4. Innovative Systems - Mr. Woodyard stated that staff has switched over to Office 365. Mr. Morgese stated that everything looks in order.

5. Employee Success

a. October Leadership Team Retreat - Mr.

Woodyard stated that he didn't believe he did a very good job of communicating to the rest of the organization what's in the Strategic Plan and what needed to be done to work together. He then noticed that the workforce was going back to old habits. Mr. Woodyard called for a retreat.

Mr. Woodyard handed out a document to the Board members which staff was to read and learn. Mr. Woodyard asked the Board members to take a look at the document and return it. Commissioner Brown-Crawford asked if she could sign out the document.

Mr. Woodyard stated that he hired a facilitator, and everyone met at his house. The morning was spent focusing on the diversity of the team members. The afternoon was devoted more toward the Strategic Plan and elements of the Strategic Plan, specifically asset repositioning and what needs to be done with the LIHTC properties. As a result, the team is going to do a minimum of four meetings over the next

several weeks. Each meeting will be devoted to a category of the Housing Authority's assets. The first one is the LIHTC communities.

The second meeting will be about the vacant properties. The third meeting will be about the family communities, Palmetto, Caroline, Northwood, and Walnut Oak. The last meeting will be about the building in which the current Board meeting is being held.

Mr. Woodyard stated that the Retreat was the kickoff to change the culture and get everybody on the same page at the Housing Authority.

Commissioner Jamison asked Mr. Woodyard if he is at full staff. Mr. Woodyard stated he's pretty close to it. He's fully staffed in HCV with the exception of an HCV Director.

Commissioner Jamison asked if there's a need for additional staff. Mr. Woodyard stated that there's probably a need for additional staff in Public Housing. Mr. Woodyard stated

he would like to study Public Housing and HCV.

Commissioner Jamison asked Mr. Woodyard if he is considering cross training. Mr.

Woodyard stated that cross training happens organically in Public Housing division.

Mr. Woodyard stated that he hired an HR generalist. He decided he did not need a Chief Operating Officer, but he did need a Chief of Staff. So, Mr. Woodyard moved Tarneisha Thomas to Chief of Staff, which presents a natural cross-training opportunity.

XIV. CEO Evaluation - Chair Daniels presented the CEO evaluation sheet with scores.

Attorney Gilmore commended the Board members for completing the evaluation form in a timeframe for Mr. Gilmore to be able to give the report at the meeting. Mr. Gilmore compiled all of the scores from the commissioners. From the scores, he comes up with a final composite score. The composite score is out of a possible 10 points, and Mr. Woodyard scored 8.76, which is in the excellent range.

At the bottom of the evaluation sheet, there is an asterisk that states if anyone wants a copy of all of the score sheets, Mr. Gilmore will provide them.

Mr. Gilmore stated that from the score, commissioners would determine if there is to be an adjustment in Mr. Woodyard's compensation, which could be in the form of a bonus or an increase in salary, or both. The discussion needs to happen on record. An executive session is not permitted.

Chair Daniels asked Commissioner Brown-Crawford what her and Commissioner Ivey came up with for a bonus.

Commissioner Brown-Crawford stated she couldn't recall exactly, but that it should be in the minutes. There would be a certain percentage of increase that Mr. Woodyard would receive annually above the salary, which can be based on how he scored. Since Mr. Woodyard scored high, it would be the highest percent. Commissioner Brown-Crawford believes the highest percentage was 4 to 5 percent increase over annual salary, as well as a bonus.

Mr. Gilmore stated there is a HUD-imposed salary cap of what can be paid in terms of salary with HUD funds. Mr. Gilmore believes it is around \$178,000. Mr. Gilmore stated that Mr. Woodyard is close to the cap.

However, Mr. Gilmore stated that the cap can be supplemented with non-federal funds. Mr. Gilmore stated

that Mr. Morgese told the Board that there are available non-federal funds, if the Board decides to do a salary increase.

Commissioner Murphy asked if the Board looks at a salary increase based on merit, or if there is a base increase based on cost of living. Mr. Gilmore stated that those are two different things. Commissioner Murphy asked if the Board should be considering both items. Mr. Gilmore stated that a cost-of-living increase normally is an across-the-board adjustment for all employees. The Board only has one employee, who is Mr. Woodyard. Any other cost-of-living increases comes from the Executive Director. Mr. Woodyard's contract says that if there's a cost-of-living adjustment, Mr. Woodyard gets it also.

Chair Daniels suggested doing an eight percent staff bonus, which is common in the area.

Commissioner Brown-Crawford stated that she believes the Board could give Mr. Woodyard an option as to whether he wants a one-time bonus or an annual increase in salary.

Commissioner Jamison agreed with Commissioner Brown-Crawford.

Commissioner Jass stated she agreed with Commissioner Brown-Crawford.

Commissioner Murphy said that if it has to be up to the Board, her preference would be a salary increase. She also agreed that it makes sense to request a preference.

Chair Daniels asked Mr. Woodyard what his preference was.

Mr. Woodyard thanked the Board. He stated that it has been a great year. Mr. Woodyard suggested a \$5,000 annual salary adjustment, which would take it to a round number, and then a five-percent bonus and an adjustment on the car allowance to what it was for the previous CEO.

Commissioner Jamison asked Mr. Woodyard what he is seeking in terms of adjustment on the car allowance. Chair Daniels stated that the previous CEO received \$650, but Mr. Woodyard receives \$500.

Commissioner Jamison asked Mr. Woodyard what he wants it adjusted to. Mr. Woodyard stated he would like it adjusted to \$650.

Mr. Woodyard asked for a \$5,000 increase in salary, a five-percent bonus, and a car-allowance increase of \$150.

Commissioner Jamison made a motion to approve \$5,000 increase in salary, five-percent bonus, and the \$150-a-month increase for car allowance. Commissioner Jass seconded the motion.

Commissioner Brown-Crawford would like to separate the car allowance from the increase in salary and bonus as she

believes the car allowance has nothing to do with his annual performance.

Commissioner Jamison took the \$150 a month increase for car allowance out of her motion.

Attorney Gilmore stated that in order to change the motion, Commissioner Jass would have to agree to the substitute motion. If Commissioner Jass is not willing to withdraw the car allowance increase, then the motion has to move forward with a vote as is.

Commissioner Jass stated that she's not willing.

Chair Daniels called for a vote on the initial motion that Commissioner Jamison brought before the Board.

Commissioners Jass, Jamison, and Murphy voted yes.

Commissioner Brown-Crawford and Daniels voted no. With a 3-2 vote, the motion passed.

XV. CEO Comments

XVI. Commissioners Comments - Commissioner Murphy did not have comments. Commissioner Jamison did not have comments.

Commissioner Brown-Crawford thanked Samantha Griffin for putting items into a binder. She asked Ms. Griffin for the binder before the meeting.

Commissioner Brown-Crawford stated that she had an organization, True Destiny Community, reach out to her wanting to provide a catered Thanksgiving dinner to

families who are living in hotels. She stated that she's wanting names, and she needs the names today. Commissioner Brown-Crawford stated that she's looking for residents staying in hotels who do not have their normal household use of a full kitchen. Mr. Woodyard stated he will get back to Commissioner Brown-Crawford today.

Commissioner Jass stated that she's in the process of moving into the new apartment. She asked how to get the people in the buildings to realize that they are not the Housing Authority anymore. Mr. Woodyard stated that the elevator will be repaired, which should happen by Monday. Mr. Woodyard stated that the computer for the elevator must be reconfigured before the new part is installed.

Chair Daniels stated that he loves the direction the Housing Authority is going. He loves the training that's taking place.

Chair Daniels wished Commissioner Brown-Crawford and Mr. Gilmore a happy birthday the following Friday, November 25th.

Chair Daniels thanked the Board for the good job they've been doing. He thanked Mr. Woodyard for bringing harmony to the Board. He stated he's excited to come to the Board meetings.

Mr. Gilmore echoed what Chair Daniels stated. Mr. Gilmore stated that he probably needs to do a training soon. He also stated that he needed to do better with texting. Mr. Woodyard acknowledged Commissioner Jass's birthday, which is on November 27th. Chair Daniels wished Commissioner Jass a happy birthday.

XVII. Adjournment - Chair Daniels adjourned the meeting.

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