

**Daytona Beach Housing Authority**

**October 21, 2022 Regular Board Meeting 10:00 a.m.**

- I. Call to Order** - Chair Daniels called the meeting to order at 10:02 a.m.
- II. Roll Call** - Commissioners Jass, Jamison, Murphy, and Daniels were present for roll call. Commissioner Brown-Crawford arrived at 10:06 a.m.
- III. Invocation** - Commissioners Jamison and Daniels led the invocation.

**IV. Recognition of Visitors**

- 1. FSS Graduate Melanie Barnes** - Seletha Bradley-Morris, who is the HCV FSS coordinator, presented Melanie Barnes with a certificate of achievement, a check for \$7,406, and flowers.

Ms. Barnes stated she is a single mother of three kids. She is a licensed aesthetician and licensed massage therapist.

Commissioner Brown-Crawford applauded Ms. Barnes for her other degrees.

- 2. FSS Graduate Jasmine Harper** - Ms. Bradley-Morris presented Jasmine Harper with a certificate of achievement, a check for \$7,346.94, and flowers. Ms.

Harper stated that she is a single mom of five kids, with two sets of twins.

Chair Daniels stated that he's happy to see graduates come through the FSS program.

**V. Public Comments (limited to 3 minutes each)** - Keisha Brown from Caroline Village brought up her concerns to the Board. She stated that due to the hurricane, she was told two days prior that she'd be put in a hotel. However, she still has her belongings in her house. Ms. Brown stated she was placed in a hotel that doesn't have a kitchen. She doesn't have money for extra food to be eating out every day and is still paying full rent. Ms. Brown asked what she is to do. Ms. Brown stated she is speaking for herself and her neighbors in Caroline Village.

The CEO, Charles Woodyard, stated there was a letter sent out to the residents of Caroline Village. He stated that families will be relocated according to the Uniform Relocation Act, which means the Housing Authority pays for some of the moving expenses associated with the move.

According to the Act, food is not included. Mr. Woodyard stated he had to get the hotels that they could get.

Ms. Brown stated that some residents got kitchens in their hotel rooms, but some people didn't. She stated that she's

expected to pay full rent, but she doesn't have all of the amenities that she has at home.

Mr. Woodyard stated that the extended-stay hotels were hard to get, and the Housing Authority got the hotels that they could get.

Mr. Woodyard stated that the letter that was sent to residents stated that if possessions have been damaged by flooding, they need to be taken out.

Chair Daniels stated that there shouldn't be a back and forth during public comment time.

Mr. Woodyard stated that there are two options. The first option is for the residents to file a claim with FEMA to get reimbursed for moving expenses, such as storage. The other option is to look at the rules and see what the Housing Authority can reimburse or pay for regarding storage.

Ms. Brown stated that it's hard to contact the Housing Authority over the phone. Mr. Woodyard stated that if Ms. Brown calls the property managers and they're not in their offices, the calls are being forwarded to Northwood Village.

Ms. Brown stated she did receive the letter that was sent out by the Housing Authority.

Chair Daniels confirmed Ms. Brown's concerns of needing storage, food, while paying full rent. Chair Daniels told Ms. Brown that her concerns will be addressed and that a letter will be sent out.

Ms. Brown asked if she should cancel her utilities. Mr. Woodyard stated that the utilities are paid for by the Housing Authority and the resident is charged an allowance when the resident goes over the amount. Ms. Brown stated that she doesn't receive a utility check. Mr. Woodyard stated that he'll look into it.

Commissioner Brown-Crawford stated that on Monday, October 24th, all of Volusia County residents can apply for SNAP or e-WIC and they'll receive a card. If residents are already a recipient of the program, residents can go online and put in a case number, and somebody will call the resident and find out what the additional losses are. If residents don't receive the assistance, they can apply for it on Monday as it was going county by county.

Chair Daniels told Ms. Brown that the Board will address and take care of the concerns.

Commissioner Jamison asked if someone on site can call a meeting and talk with the residents. Chair Daniels stated that Ms. Brown contacted him and he contacted Mr. Woodyard and asked him to give all the residents a letter and

provide it on everybody's door. Chair Daniels stated they're trying to work through all the issues.

Ms. Brown stated she had concerns about paying rent and for storage. Mr. Woodyard stated that they're trying to figure it out and they may need a few more weeks to figure out how they're going to do rent.

Mr. Woodyard stated that Ms. Shirley Roman is not present at the meeting because she's busy trying to figure out all the transfers and do what needs to be done with rent. He wasn't able to address it in the letter because he doesn't really know yet. He stated that as soon as it's figured out, residents will be informed.

Chair Daniels stated that a letter will be sent out, and he thanked Ms. Brown for coming in to address her concerns.

Ms. Brown asked if she needs to suspend her utilities. Mr. Woodyard stated that he'll let her know how that will be done.

Commissioner Brown-Crawford told Ms. Brown to suspend her electricity temporarily.

Mr. Woodyard stated that the Housing Authority can switch the electricity over once Ms. Brown has moved out.

## **VI. Approval of Minutes**

### **1. Regular Board Meeting - September 16, 2022 -**

**Commissioners Present: Jass, Jamison, Murphy, Daniels.**

**Commissioner Absent: Brown-Crawford** - Commissioner Murphy made a motion to approve the minutes as presented. Commissioner Jass seconded the motion. Commissioners Jass, Jamison, Murphy, and Daniels approved. Commissioner Brown-Crawford stated that she was present.

**VII. Changes to the Agenda** - No changes to the agenda.

**VIII. Discussion**

**1. The WM at the River roles and responsibilities** - Mr.

Woodyard discussed the RAD program. He stated that the RAD program is a preservation tool that talks about selling public housing stock to the private sector. Mr. Woodyard stated that the Housing Authority owns one percent of the WM. The managing partner is BGC, which is now called Knight Development. Knight Development hired Allied Orion.

Commissioner Jass stated that the person who handles the final paperwork for people to move into the new apartments is so far behind that the contractor had 20 finished and only three can move in because of the paperwork being so far behind.

Commissioner Jass stated that the management in the building is good except they're in the building in their office and they have no idea what's going on in

the Windsor as the Windsor's the one being rebuilt. Commissioner Jass stated if she had seen it before RAD, she would not have voted for it.

Chair Daniels stated this item was added to the agenda to point out that Windsor/Maley belongs to Allied Orion and 99 percent other people. The concerns need to go to Knight Development and not the Board.

Commissioner Brown-Crawford received calls about Windsor/Maley, and she contacted Holly Knight directly. She stated that a lot of issues were happening during the storm when it was hard for people to get out to certain areas. Commissioner Brown-Crawford agreed with Chair Daniels that the issues with Windsor/Maley need to be moved off the agenda. She suggested to Commissioner Jass to have the residents call. Commissioner Jass stated that the residents don't understand that the Housing Authority is separate. She is working with the residents.

Mr. Woodyard stated that the Housing Authority is not the managing partner of the general partnership. In the future, Knight Development could decide to pull out of the partnership. If they do, the Housing Authority will then become the managing partner of the general partnership.

If that happens, Allied Orion will handle the calls. However, for certain decisions, Allied Orion will send emails to the Housing Authority.

Attorney Ric Gilmore stated it's natural to have concerns about what's happening with the residents at Windsor/Maley. However, the Housing Authority needs to be smart in how concerns are brought up and expressed. He suggested expressing concerns directly to management.

**IX. Consent Agenda**

*(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.)*

**X. Real Estate Development (Caroline Village)** - Mr. Woodyard stated he has been through hurricanes before but not like the one currently experienced. He stated that the flooding situation will not change until the Nova Canal is addressed and that the City is currently working on that. However, getting the work done is a competitive process that has two layers. The two layers include the study to be completed by the Army Corps of Engineers and then there's a competition to see if the project can be done. Only a small number can be flooding projects. Due to this, it'll be at least five



years before the city gets approved. And then there's no telling how long it will take to fix the canal.

Mr. Woodyard asked what should be done with Caroline Village. Should people be put back in Caroline Village, or not? Mr. Woodyard stated that the situation is so fluid that he doesn't have a recommendation for the Board. He's trying to get a meeting with the Special Application Center within HUD this afternoon to talk about whether or not demo/disposition is the way to go. Mr. Woodyard stated it doesn't mean the Housing Authority automatically loses housing for families. In this particular situation, Tenant Protection Vouchers would be received, which can be worth more than the normal standard vouchers.

Mr. Woodyard stated he's going to be working hard to build housing communities.

Mr. Woodyard stated he's not asking for the Board to take a vote, but he needs a quick discussion to find out how the Board is leaning about whether demo/disposition is the way to go for Caroline Village.

**Chair Daniels:** Stated that he has a great concern about demo/disposition of Caroline Village. He said that he is concerned because people are having a hard time finding housing in Florida already.

**Commissioner Jamison:** Stated that she was concerned about demo/disposition of Caroline Village as well. She stated that if Caroline Village is moved to a different location, housing is not gained, and that the Housing Authority's purpose is to gain housing, not lose housing.

**Commissioner Brown-Crawford:** Stated that the flooding issue is not going to get better at Caroline Village. She stated that she would be in favor of moving people permanently out of Caroline Village - in phases and stages - since the flooding is going to continue due to global warming.

**Commissioner Jass:** Asked if it was possible to add on to Northwood and Northwood II. Mr. Woodyard stated he doesn't think it's possible for Northwood II. Northwood II has land around it, but it doesn't belong to the Housing Authority, it'd owned privately. Northwood wouldn't be able to have a lot of units added as there's an unusual layout.

**Commissioner Murphy:** Stated that she doesn't believe that the Housing Authority can stay in Caroline Village in the long-term as the flooding is a problem that won't be solved for decades, even with the most aggressive efforts. She said that she doesn't think that the tenants should be forced to deal with flooding again and again.

Commissioner Murphy asked what the difference is between the Tenant Protection Vouchers and the regular vouchers.

Mr. Woodyard stated that it is 110 percent of FMR.

Mr. Woodyard stated his goal is to have the dominant portion of the portfolio be Project-Based Vouchers where the Housing Authority is in the ownership position. There is no cap on how many Project-Based Vouchers the Housing Authority can have in the portfolio.

**CEO Woodyard:** Agreed with Commissioner Jamison in that if Caroline Village is demolished and is moved to somewhere else, it doesn't add housing stock. Mr. Woodyard reminded the Board that RAD is a preservation strategy. He's comparing RAD to what he would do at Caroline Village. Demolishing Caroline Village and getting vouchers that can be used and have a community that the Housing Authority owns is a backhanded preservation strategy.

Mr. Woodyard stated that the preservation strategy would avoid historic floods. Commission Jass stated that floods can't be avoided in Florida. Mr. Woodyard stated that Daytona Beach has significant land that is not in the 100-year floodplain.

The Board was split on what to do about Caroline Village.

Mr. Woodyard will come back to the Board as there are a lot of unknown variables.

Commissioner Murphy asked how long the Housing Authority can maintain the residents in hotels. Mr. Woodyard stated six months for relocation, but he doesn't believe it will be that long. He does believe it'll be a few months. Chair Daniels stated that FEMA will reimburse certain items.

Mr. Woodyard stated that the way the insurance policy is written, the Housing Authority has a 2.5 percent deductible, which is 2.5 percent of the value of a certain building. The Housing Authority will have to pay for everything and will try to get money back from FEMA.

Commissioner Brown-Crawford asked if the Housing Authority could partner with the developers who are building homes for rent for temporary housing.

Mr. Woodyard stated that the Housing Authority has a minimum of around \$5 million to \$6 million in assets and recommends that it's not just sitting around.

**XI. Business Action Items - None.**

**XII. Old Business Items - None.**

**XIII. New Business Items - None.**

**XIV. Monthly Performance**

**1. Customer Satisfaction**

**a. Updated Relocation Report - Mr. Woodyard**  
sent all the Board members a copy of the

relocation report from a week ago. One of the main things that was done was relocate 23 families into the Housing Authority's own portfolio. There were some vacant units. There were 25 families put into hotels with a 30-day stay. Five families moved out. There are three families that have refused hotel accommodation and refused to move into other units in the portfolio, which becomes a Uniform Relocation Act issue. Mr. Woodyard sent staff a link to the act. There are 33 families in Caroline Village that staff is working with and trying to get them somewhere.

There were 34 families in the Housing Choice Voucher program that were displaced.

**b. Family Self Sufficiency (FSS)**

**i. PNC Bank Partnership - Ms. Bradley-**

Morris stated that she and Tarneisha Thomas met with PNC Bank via Zoom on September 21st regarding partnering to offer home ownership and financial literacy classes to FSS families.

This could possibly start in November via Zoom to gauge participation.

Chair Daniels asked if TD Bank offered anything to the Housing Authority. Ms. Thomas stated that she reached out to PNC Bank, and they are now offering an unsecured loan option for residents as well as employees who were impacted by the storm, which is available until October 31st. PNC Bank is also offering second-chance accounts for those who need the option. Families can apply for between \$1,000 and \$5,000. There are no eligibility requirements or proof of income documents required. The only requirement is that the resident or employee have a PNC Bank account. The flyer has been attached to the Board members' packets.

Commissioner Brown-Crawford asked if PNC Bank is waiving the check-systems requirement. Ms. Thomas stated that for this particular option, families

need to prove that they were impacted by Hurricane Ian, which is proof of residence. Commissioner Brown-Crawford stated that if families don't pass the check-system requirement, families won't qualify for a checking account. Commissioner Brown-Crawford stated that the bank needs to start with waiving the check-system requirement. Ms. Thomas stated she'll follow up with PNC Bank to inquire about it.

Chair Daniels stated that as the Housing Authority banks with TD Bank, he wondered if they were offering the same type of help that PNC Bank is offering. Chair Daniels asked if they'll offer any type of financial literacy classes.

**ii. Monthly Progress Report - Ms.**

Bradley-Morris stated she's been doing dual roles for PHA and HCV, helping the staff with Yardi, assisting with clients, and

participated in the interview for the new hire for the FSS coordinator.

There have been 765 PHAs submitted update Action Plans by a deadline of September 30th. The Action Plan was approved September 15th. All Action Plans will be reviewed by HUD no later than November 16th.

Ms. Bradley-Morris stated she will be submitting letters to FSS participants early November regarding FSS new rule, the new contract of participation. She will also meet with the participants late in November to explain in more detail and have them sign a new contract of participation.

There will be an FSS Family Meet and Greet during this time. Families will be able to choose between breakfast or lunch to attend the meeting. If families cannot meet during those times, Ms. Bradley-Morris will make arrangements, even if she has to go



to individual homes to get participants to sign the new contract of participation.

FSS enrollment will start again in November. This will allow families the time that they need to get their affairs in order due to the hurricane.

Ms. Bradley-Morris stated that Ms. Haynes put in a ticket for Yardi. Yardi needs to be updated in order to handle the new contract of participation, the new rent calculations, and the escrow calculations. The software companies have until November to get it done. Yardi has until November 16th to get things included in the new software. Ms. Bradley-Morris stated that she and Ms. Thomas have been working on the renewal of the FSS Nova grant. HUD extended the deadline from October 7th to the 21st due to the hurricane. Ms. Bradley-Morris stated

that it was submitted the day prior, October 20th. They needed at least three MOUs to submit with the Nova grant renewal. The renewed MOUs reflected the new CEO's contact information, name, and signature. Ms. Bradley-Morris will be attending a national FSS two-day conference via Zoom October 24th and 25th. FPP, Florida Prosperity Partnership, is planning their annual financial capability conference for 2023, of which Ms. Bradley-Morris is on the committee. She will be meeting every Tuesday via Zoom until May. The conference is in June. Ms. Bradley-Morris will be taking a trauma informed online training course presented by Community Reliance Initiative on November 3rd and December 1st. The training will afford Ms. Bradley-Morris an opportunity to learn how to assist

families dealing with toxic stress and other situations.

Ms. Bradley-Morris will be attending the One Voice Coalition meeting on November 9th. The October meeting was cancelled due to post-hurricane recovery efforts.

Ms. Bradley-Morris will be meeting with the new FSS coordinator for public housing, Michelle, to assist her on the following Wednesday.

## **2. Housing Solutions**

**a. Public Housing Reports** - Mr. Woodyard stated that Shirley Roman is dealing with transfers and relocations and working with Yardi, so she wasn't able to attend the meeting.

**b. Housing Choice Voucher Report** - Venkisha Haynes, who is the manager of the Housing Choice Voucher program, presented her report. Ms. Haynes stated she is up to date with annual recertifications. She is working closely with the VA to house veterans, some of whom were displaced with the hurricane. The VA has taken the veteran residents into

their facility until they're able to locate units.

There was a total of 36 participants who were displaced, with the majority being veterans. The veterans were able to go to the VA for assistance, even though the Housing Authority issued them vouchers to relocate. She's working closely with the Homeless Coalition for the remaining families that are displaced. The Homeless Coalition is assisting with security deposits and getting families housed.

Any HCV participant that has been displaced from the storm has been issued a voucher and has alternative housing currently.

There are 1,081 vouchers that are active. There are still a lot of vouchers on the street for participants on the waiting list that are still in search of units. A lot of the apartment complexes were damaged, but some don't want to take the voucher. A lot of the landlords are asking for three times the rent, which is to deter participants from renting from them. Participants are

having to go to Jacksonville or Orlando to find suitable housing for their families. At last month's meeting, Ms. Haynes stated she contacted 300 clients from the waiting list. She currently has about 68 vouchers still out searching. Last month, it was 98. They're having to continue to give extensions on vouchers because it is difficult to find a unit in Volusia County. Ms. Haynes told the Board that the Mainstream Vouchers are for people aged 18 to 61, non-elderly, disabled families. Ms. Haynes stated that in the HCV department, there are about eight home ownership vouchers. Every month, they're getting a participant to purchase a house.

### **3. Financial Strength**

**a. August Finance Report** - Dominic Morgese presented the August finance report. The first report he discussed is the COCC. The first four columns are period-to-date actual, period-to-date budget, variance, and then percentage variance. The next four columns are year-to-date actual, year-to-

date budget, and variance. The right column far to the right is the annual budget.

Commissioner Brown-Crawford asked if the actual is what the Housing Authority has spent. Mr. Morgese stated it would be income.

Mr. Morgese stated he sends the detailed report to Commissioner Murphy, but anyone on the Board can get a copy.

Commissioner Jamison asked Mr. Morgese how he plans on reducing the deficit. Mr. Morgese stated that deficit spending means net income. The budgeted expenditures exceed the budgeted revenues.

Mr. Woodyard stated that it's a revenue issue. The Housing Authority needs to bring in more revenue to get rid of the deficit spending. There's a category called business related activities. As a COCC, Mr. Woodyard stated his plan is to act like a developer, which means the Housing Authority will get developer fees and programming money in development transactions to get income as well every month and annually. This can go

into business related activities which supplements the COCC.

Mr. Morgese stated that in the past, there was excessive drawing from reserves, which they're trying to reduce.

Commissioner Jamison stated she has an issue with owning so much property for years and it just sits there. She said the Housing Authority should be building or selling.

Commissioner Brown-Crawford stated she liked the format of the reporting tool.

**4. Innovative Systems** - The overhaul for IT was delayed due to the storm. Equipment is in.

**5. Employee Success** - Mr. Woodyard highlighted the training that staff has been attending over the last month.

**a. Senior Human Resource Management (SHRM)**

**Certified Professional (CP) Certification**

**b. Fair Housing Essentials**

**c. REAC Inspection Boot Camp Part 3: Site Deficiencies**

**d. Procurement training**

**XV. CEO Comments** - Mr. Woodyard stated that he will be meeting with Dr. Drake, who is the interim president of Bethune-Cookman University.

Mr. Woodyard stated he wants to pursue a Choice Neighborhood initiative grant. If the Choice Neighborhood initiative grant is received, it would probably result in tearing down Caroline Village.

Commissioner Jamison asked Mr. Woodyard if Dr. Drake told him about the idea of a family facility run by BCC. Mr. Woodyard stated he did and that he also wants an incubator. Mr. Woodyard stated he wants the Board to understand that his vision for the Housing Authority to reduce deficit spending, be entrepreneurial, and bring in more revenue, is to become its own Section 8 landlord all across the portfolio. Doing this means the Housing Authority will receive more money every month and be in partnership with the private sector.

Commissioner Jass asked about Windsor/Maley and if they're Section 8. Mr. Woodyard stated Windsor/Maley is Section 8. There is a two-year window that is coming up in a few months for most of the properties where the Housing Authority can approach the limited partners, the equity partners, and ask them what it will take for the Housing Authority to buy them out.



Mr. Woodyard stated that he has asked a few staff members to get trained on the URA, which is the Uniform Relocation Act.

**XVI. Commissioner Comments** - Commissioner Murphy commended the staff for the work they've done.

Commissioner Jass commended the staff as well. She thanked the staff for doing the jobs that they do.

Commissioner Jamison commended the staff as well. She's thankful that the meeting starts with the FSS Program graduates.

Commissioner Brown-Crawford commended the staff as well. She stated that Daytona Beach has something on the books that says that a landlord cannot discriminate, but she doesn't know how it's being enforced. She asked if the Housing Authority is reporting it to the City when someone believes that has happened.

Commissioner Brown-Crawford asked if there is a policy in place that states when a phone call from a resident should be returned. She said she doesn't need an answer today, but she would like to know what's happening.

Commissioner Brown-Crawford wished Mr. Woodyard a happy birthday.

Chair Daniels thanked the Board for the efforts that were made during the storm. He also thanked the CEO and staff

for all the work they did during the storm. Chair Daniels asked the Board members to not tell residents that the Housing Authority can do something, but instead forward concerns to Mr. Woodyard. Mr. Woodyard can bring it back to the Board.

Commissioner Jamison told the Board that she is now a great grandmother.

**XVII. Adjournment** - Chair Daniels adjourned the meeting.

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