

Daytona Beach Housing Authority

December 16, 2021 Special Board Meeting 6:00 PM

I. Call to Order - Commissioner Daniels called the meeting to order at 6:00 PM.

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

III. Invocation - Invocation was led by Ms. Smith-Wells.

IV. Recognition of Visitors - None.

V. Public Comments - Attorney Gilmore said that he spoke with the city attorney and that he wanted to put on the record that, with previous holiday gatherings, the Board never conducted any business. He said that this meeting was noticed in the interest of complete transparency and that there will be a gathering after the business meeting that is strictly social and off-site and that no Board business will be discussed. He said that the city attorney was concerned about where the gathering would take place, and that since it is social in nature and will contain no board business, that the gathering can take place anywhere that the board sees fit, whether in the city limits or not. He wished the Board a wonderful evening of fun and fellowship.

VI. Approval of Minutes - None.

VII. Approval of Agenda - None.

VIII. Consent Agenda - No one had questions about the change to the Administrative Plan. Commissioner Brown-Crawford said that she had not seen the agenda. She said that the first agenda that she had one item on the first agenda that she had received and that now she has an agenda with a lot of stuff on it. Ms. Smith-Wells explained that the Housing Authority received thirty-one Emergency Housing Vouchers during the summer and that at that point, that portion was to go into the Housing Authority's Admin Plan. She said that it has been six months, and that the Housing Authority is about to go into audit season, and that it needs to be in the Admin Plan. She said that the language comes straight from the PIH Notice. Commissioner Brown-Crawford made a motion to approve Resolution 2022-13 Housing Choice Vouchers Administrative Plan Update. Commissioner Jass seconded the motion. Unanimously approved. CEO Charles Woodyard asked to clarify that the Board approved the Consent Agenda. Chairman Daniels said that the Consent Agenda was approved without discussion and that now the Resolution 2022-13 was approved. Commissioner Jass asked who the vouchers were for and was told by Commissioner Daniels that the vouchers were government-issued for people who get displaced, and that they do not have to be

low-income. Commissioner Jamison noted that the vouchers had already been distributed.

IX. Old Business - not discussed.

X. New Business - not discussed.

XI. Information Items - Mr. Woodyard talked about how he was surprised to learn that the Housing Authority offers one day off for Christmas but two days off for Thanksgiving. He suggested that the Housing Authority take off on December 27 and close the Authority as an official holiday. He noted that the Board annually approves the calendar so that commissioners will need to approve the proposed change amending the calendar.

Commissioner Daniels said that he appreciates the CEO updating the Board and that it is up to Mr. Woodyard. Ms. Lennard said that it is in the policy that the Board approves the holiday calendar. Commissioner Brown-Crawford said that other municipalities are doing the same.

XII. Monthly Departmental Reports - Mr. Woodyard said that after a financial review, he has decided to give a \$350 bonus to each employee. Mr. Woodyard mentioned the All-Staff Meeting on December 17, and asked Commissioners to attend. Ms. Smith-Wells discussed the logistics of the food truck providing meals at the All-Staff meeting. Commissioner Jass asked about how residents will be restricted from simply walking into the All-Staff

Meeting. Ms. Smith-Wells said that someone will be sitting at the door to so that tenants do not enter. Commissioner Daniels encouraged the Board to attend. Mr. Woodyard asked for Commissioner Jamison to talk about her experience as part of the Family Sites Listening Tour with the CEO. She mentioned a lack of communication, but said that the approximately twenty-five people who logged in for the Family Sites Listening Tour meeting with the CEO feel that they have a good communication avenue to the staff and to the main office.

XIII. Commissioner Comments - Commissioner Jamison wished everyone happy holidays and that they come back refreshed. Commissioner Jass discussed her husband being gone and an invitation she received to attend Hope Place for Thanksgiving and Christmas. She recognized Ms. Griffin for helping her with her iPad. Commissioner Brown-Crawford wished everyone a happy holiday and a safe season and discussed looking forward to completion of the Windsor Maley project. She thanked Ms. Smith-Wells, Ms. Lennard and Ms. Griffin for holding things down during the transition. Mr. Woodyard wished everyone happy holidays and said that it has been a pleasure meeting with the Board members individually during the past six or seven weeks. He mentioned that because the holiday schedule is a policy issue and it was voted on, and since it is being amended, that the Board needs to vote on amending the schedule, for the staff to

be off on Monday, December 27. Commissioner Jamison made a motion to approve the holiday schedule for the staff to be off on Monday, December 27, for that date to be designated as an additional holiday for the staff. Commissioner Brown-Crawford seconded the motion. Unanimously approved. Commissioner Daniels said that he prays that everyone continues to get along and hopes that everyone moves into the New Year amicably. He mentioned the new CEO's transition to the Agency and said that he's happy with the new CEO's first six or seven weeks. He thanked him for diving in and telling the Board what is what. He said that he is certain a lot of positives are going to come. He said that he is happy with everyone on the Board. He thanked Ms. Smith-Wells, Ms. Lennard and Ms. Griffin and all of the staff for their hard work. He said that he is excited about the future.

XIV. Adjournment - Meeting was adjourned at 6:26 PM.

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