

Daytona Beach Housing Authority

October 1, 2021 Special Board Meeting 10:00 a.m.

- I. Call to Order** - Meeting was called to order at 10:02 a.m.
- II. Roll Call** - Commissioners Jass, Jamison, Brown-Crawford, Ivey, and Daniels were present for roll call.
- III. Invocation** - Invocation was led by Natalie Smith-Wells.
- IV. Recognition of Visitors** - None.
- V. Public Comments** - No public comments.
- VI. CEO contract** - Ric Gilmore joined the meeting via Zoom. He told the commissioners that he has worked with Mr. Woodyard to come up with a proposed contract, which was provided to the commissioners. Mr. Gilmore stated that the term of the contract is 36 months, with a projected start date of October 1st.

Mr. Gilmore asked the commissioners to specifically look at page five of the contract which lists compensation for Mr. Woodyard. Mr. Gilmore stated that the amount and availability of salary figure was verified by Ms. Smith-Wells and the accounting department. Mr. Gilmore thanked Ms. Smith-Wells for the help and hard work she provided in negotiating the contract.

Mr. Gilmore asked the commissioners to specifically look at page six of the contract, item seven, which is contract and benefit.

Commissioner Brown-Crawford asked Mr. Gilmore about the automobile allowance under the contract. She stated that the amount is a lot for Daytona. Commissioner Brown-Crawford then asked Mr. Gilmore about the contract being signed. Mr. Gilmore stated that the contract is only signed by Mr. Woodyard.

Commissioner Brown-Crawford stated that she believes the automobile allowance is excessive and that the average is about \$300 a month. She then asked if the previous CEO received an automobile allowance and if she did, what happened during the COVID months when nobody was driving. Ms. Smith-Wells stated that the previous CEO continued to receive the automobile allowance during COVID months, and the allowance was \$650 a month.

Commissioner Brown-Crawford believes the automobile allowance needs to be renegotiated.

Commissioner Brown-Crawford asked Mr. Gilmore what he sees in Orange County. Mr. Gilmore stated that in all of the executive director contracts that he negotiates, the \$500 automobile allowance is on the low end. Mr. Gilmore told Commissioner Brown-Crawford that he does not believe it is

excessive based on other contracts that he has done with executive directors. Commissioner Brown-Crawford stated that she believes it's excessive compared to what other CEOs get in Volusia County. Mr. Gilmore stated that may be true for Volusia County.

Commissioner Jamison stated she doesn't believe the automobile allowance amount is excessive. She also stated that the previous CEO did not stay at home during COVID.

Chair Daniels asked Mr. Gilmore about the signed contract.

Mr. Gilmore stated that there is not a finalized contract.

Mr. Gilmore told the Board that he asked Mr. Woodyard to sign the contract to ensure that Mr. Woodyard was good with the terms of the contract.

Mr. Gilmore asked the commissioners to look specifically on page seven, item C, which discusses annual leave. Mr.

Gilmore stated that normal leave is accrued at 20 hours a month. However, for this contract, it was requested for the first three months to have 25 hours partially due to Mr. Woodyard needing to move and take care of things.

Mr. Gilmore asked commissioners to look specifically at page 11, in which a new provision was added to the contract that requires residency in Volusia County within 90 days of signing the agreement. Chair Daniels asked if it should say Daytona Beach as opposed to Volusia County. Mr. Gilmore

stated it could be changed to Daytona Beach. Mr. Gilmore stated it was listed as Volusia County because it gives a little flexibility because of how close some of the municipalities are to Daytona Beach. Commissioner Brown-Crawford suggested changing it to within 10 to 15 miles of the Daytona Beach Housing Authority office. Commissioner Ivey stated that he believes 10 miles from the Housing Authority is a fair mileage distance.

Mr. Gilmore discussed the relocation allowance of \$10,000, which was negotiated down from a requested amount.

Some discussion took place with the commissioners regarding the contract. Specifically, Mr. Gilmore clarified termination with or without cause from item eight on the contract.

Mr. Gilmore stated that he picked the points from the contract to discuss with the Board because the points are significant changes from the previous contract with Ms. Bates.

Commissioner Brown-Crawford stated that she's okay with all the points in the contract except she wants the language for residence location changed from Volusia County to saying within 10 miles of the Daytona Beach city limits. Commissioner Brown-Crawford made a motion to approve the CEO contract for Charles Woodyard with the modifications of

the residence location to say within 10 miles of the city of Daytona Beach. Commissioner Jass seconded the motion. Unanimously approved.

Mr. Gilmore told the Board that he will text Mr. Woodyard and ask him to join the Zoom meeting. Mr. Gilmore stated that there will be a conference call between Mr. Woodyard, Ms. Smith-Wells, and himself to discuss the logistics of him getting to the Housing Authority and getting up to speed on things. Mr. Gilmore stated that until Mr. Woodyard is physically at the Daytona Beach Housing Authority, Ms. Smith-Wells will continue to run the Authority and be responsible for running the day-to-day operations in coordination with Mr. Woodyard.

VII. The WM at the River LP EIN - Mr. Gilmore told the Board that a Federal ID number is needed for the WM at the River. He explained the process of obtaining a number. Mr. Gilmore stated that in order to apply online, an officer has to provide a personal social security number temporarily in order to make the application go through. The IRS then drops the information and issues the Federal ID number. Mr. Gilmore offered three solutions, which included a Board member offering to use his or her number, the newly appointed CEO, Mr. Woodyard, could use his number, or Mr. Gilmore offered to use his social security number. However,

in order for Mr. Gilmore to provide his social security number, the Board would have to give him limited power of attorney to be able to complete the task.

Commissioner Jass volunteered to use her social security number. Mr. Gilmore told Commissioner Jass that he and Attorney Marty Walsh will contact her after the meeting.

Mr. Woodyard joined the call on Zoom. Mr. Gilmore informed Mr. Woodyard that the contract was approved by the Board with the change of residence location needing to be within 10 miles of the Housing Authority. Mr. Woodyard stated that properties that worked for him are inside Volusia County but he's not sure if it's within 10 miles of the Housing Authority. He stated he will try his best to stay within 10 miles.

Chair Daniels stated that the meeting was supposed to be over at 10:40 a.m. and that the meeting needs to be extended. Commissioner Jamison made a motion to extend the meeting to 11:00 a.m. Commissioner Ivey seconded the motion. Unanimously approved.

Commissioner Jamison asked Mr. Woodyard if there'll be a significant issue for him to continue looking for residence within 10 miles of the Housing Authority. Mr. Woodyard stated he will continue looking. He stated he plans to come

to Daytona Beach within the next week or two and look for residence.

Mr. Gilmore told Mr. Woodyard if there's an issue with finding residence within 10 miles of the Housing Authority, the issue could be brought back to the Board.

Mr. Gilmore told Mr. Woodyard that he wants to schedule a conference call that afternoon between Mr. Woodyard, Ms. Smith-Wells, and himself regarding the transition.

Mr. Woodyard told the Board that his intentions are to be on site no later than November 1st. He stated that he's excited about the partnership and that he's convinced that they'll do great things.

Chair Daniels told Mr. Woodyard that the Board is looking forward to working with him.

VIII. Commissioners Comments - No commissioner comments.

IX. Adjournment - Chair Daniels adjourned the meeting.

Transcription Services Performed by:

eTranscription Solutions, LLC
www.etranscriptionsolutions.org
(404) 644-2665
DBHAFL_10012021_Special Board Meeting