

**Daytona Beach Housing Board of Commissioners Meeting**

**March 19, 2021 Regular Board Meeting**

- I. Call to Order** - The audio started after the call to order.
- II. Roll Call** - The audio started after the roll call.
- III. Invocation** - The invocation was led by Commissioner Ivey.
- IV. Recognition of Visitors** - Family Self-Sufficient graduates were recognized and checks were presented. The graduates thanked the board members. Ms. Bates recognized Ms. Bethune for working with the health department in giving vaccinations to residents. Commissioner Jass thanked Ms. Bethune for her work.
- V. Approval of Minutes**
  - A. Regular Board Meeting February 19, 2021** - Commissioner Ivey made a motion to approve the board minutes. The motion was seconded by Commissioner Jass and passed unanimously.
- VI. Public Comments** - None.
- VII. Approval of Agenda**

Commissioner Ivey made a motion to approve the agenda. The motion was seconded by Commissioner Jass and passed unanimously.

**VIII. Development Update - Holly Knight, BGC Advantage**

Ms. Bates let the board know Holly Knight was on vacation, so the presentation was pulled up and any questions can be directed to her later. Commissioner Ivey asked if Holly was able to meet with the city. Ms. Bates stated a lot of meetings will take place before moving forward. Ms. Bates explained Holly and the architects will be on site the 5<sup>th</sup> through the 7<sup>th</sup>. Ms. Bates relayed to the board she met with Michael and went through every line of sources and uses and pro formas. Michael expressed to the board what was talked about and stated he is available to take any questions. Ms. Bates relayed to the board a document will be resubmitted to the state on Monday and hopefully they will receive another bond allocation. Ms. Bates stated a meeting with the appraiser is being coordinated to discuss tax abatement for consideration due to taxes having a big impact on project. Ms. Bates described how layouts in the pictures is a concept for discussion. Ms. Bates discussed having meetings with residents about plans and updates to get feedback.

**IX. Old Business** - Commissioner Ivey brought up having a discussion about partnering with the city on the Mason overwrite. Ms. Bates described her meeting with the city manager last Thursday discussing possible options that the

city is looking into. Ms. Bates described how this project will continue to go and other projects, if approved, will become a new project, not associated with RAD or a developer.

**X. New Business**

**A. Resolution 2021-15 Sale of vacant land on Rose Street and Dr. Mary Mcleod Bethune Blvd in the City of**

**Daytona Beach** - Ms. Bates stated Kara is the contact person, but she wanted to update the board. Ms. Bates expressed the contract with 10 percent commission was declined because that's not what the contract said. She stated they will be put in touch to discuss interest in lots and if that doesn't work out, a real estate agent will be contacted, and that's why there is no for sale sign on the Rose Street lot. On two other lots, Ms. Bates stated she met with a development corporation and their recommendation is that two of those lots be built with homes facing Fulton Street and a rendering and pro forma are being prepared. Ms. Bates explained this would authorize the board to begin the application process. Questions by the board were addressed regarding house placement and proximity to railroad tracks. Ms. Bates stated two lots are potentially buildable and all lots have to be

disposed of, (developed or sold). Ms. Bates explained the board should expect the CDC developer partner will come with rendering and a pro forma to the development corporation, if the development corporation agrees with it, it will come back to the housing board for specifics of lots and others will start with SAC application. Ms. Bates described the same funds used for down payment assistance could be used; for housing choice voucher participants, Cares funds may also be available. She stated they need to build what they can and dispose of the rest at the board's direction. Attorney Gilmore suggested these ideas be fleshed out at the next retreat. Commissioner Brown-Crawford made a motion to approve Resolution 2021-15 as stated. The motion was seconded by Commissioner Ivey and passed unanimously.

**XI. Information Items**

None.

**XII. Monthly Departmental Reports**

**A. Chief Executive Officer (CEO) Report**

Ms. Bates expressed to the board that annual 5-year plan needs to be submitted the day of the board meeting on April 16<sup>th</sup>; a quorum and resolution has to be made. Ms. Bates stated COVID continues to be an operational

challenge, with people being off work due to COVID. Questions by the board were addressed regarding emails sent to commissioners with details of the 5-year plan meeting, applying for 32114 grant again, what to discuss during retreat, etc.

**B. Affordable Housing Reports - Special Presentation,**

**Julia Williams**

Ms. Williams presented on Caroline Village, which has 100 units, built in 1965, houses 297 residents, 127 adults, 170 children. Ms. Williams discussed the family portfolio history to the board, as well as her background and staff at Caroline Village. Ms. Williams applauded her staff in dealing with the COVID-19 pandemic.

Ms. Williams highlighted the community highlights, including Caroline Village won award for most resident attendance in the resident meeting, her staff once again, and the resident matriarch, Ms. Hattie Reynolds, who turned 100 years old. Commissioner Brown Crawford raised a question regarding the COVID vaccine. Ms. Bethune explained all sites were eligible for vaccine and information was given to all.

Ms. Williams highlighted the challenges, which include COVID, eviction moratorium, understaffing issues,

and supply delays. Commissioner Brown Crawford expressed gratitude to Ms. Williams.

Ms. Bates answered a question regarding maintenance pay, challenges, and expressed an incentive for maintenance is being worked on currently.

### **C. Community Engagement and Partnerships Report**

Ms. Bethune presented her report and discussed the positive engagement and participation at Windsor/Maley meetings. She discussed the financial aid workshop in February, which are done monthly, to help high school seniors and people who need assistance filling out financial aid packets. Daytona Dream Center distributes food at Palmetto Park and Windsor/Maley once a week; over 80 families have taken advantage of the opportunity so far, 35-40 at Palmetto Park. She recalled the Valentine's Day concert at Windsor/Maley, which the residents seemed to enjoy. She discussed Votran providing transportation for getting residents to the vaccination site. She stated neighborhood network centers are open at limited times at Northwood, Palmetto Park and Cedar Street. She described the seniors are taking advantage of computer classes at every site, where the residents can learn to use the internet, fill out forms, use Zoom, etc. She described the rental assistance program providing food, doing bingo

once a month at Windsor/Maley. Questions by the board were addressed regarding scholarship applications, sending available scholarship information to residents, etc. Ms. Bates stated the first graduation will be pushed to May. Ms. Bethune said she will send invites to commissioners to participate in events via email.

**D. Development and Business Management Report**

Ms. Lennard let the board know she is now on the Affordable Housing Committee. She also let the board know she received word from HUD that the designated housing plan for Maley building has been approved and the Windsor still has elderly designation.

**E. Chief Operating Officer (COO) Report**

Ms. Smith Wells pointed out the rental assistance program to the board, which is finished as of March 1<sup>st</sup>; the program supplied over \$600,000 in rental assistance. She stated the percentage of those approved was over 91 percent. Support will be continued if the new stimulus bill allows. Ms. Smith Wells stated with regard to annual plan, they're in the middle of the 45-day comment period, which will end on April 2<sup>nd</sup>, and will be submitted on April 16<sup>th</sup>. She discussed the career source program enrollment should be picking up. Ms. Bates discussed the program benefits and how the funding has helped

residents. Ms. Smith Wells stated around 20 new landlords have been added to help with the HCV program. Ms. Smith Wells named a few staff members who helped get this program up and running.

#### **F. Housing Choice Voucher Report**

Mr. Franklin, Deputy Director for HCV, stated the waitlist was open February 9<sup>th</sup> through the 12<sup>th</sup>; 2,306 applications were received; 546 families were selected to go through eligibility process to receive HCV through housing authority. Mr. Franklin discussed the housing authority is utilizing an internal tracking system, Sharepoint, to track every application, to ensure no one slips through the cracks.

Mr. Franklin stated the HCV department has seen a 5 percent increase in overall recording rate; current HCV rate is 99 percent as of February 28<sup>th</sup>. Mr. Franklin stated the HCV department continues to work with special programs' external partners to lease and issue vouchers; monthly meetings have been established.

Mr. Franklin explained that the department is continuing to work with owners and developers; during May, \$400 is offered and during April, \$300 is offered for new contracts. He stated customer service is continuing to be improved.



**G. Director of Finance - No report** - Ms. Bates applauded finance department for their work to advance objectives of the agency. Mr. Edgar described the finance report to the board. He described the process of 8 weeks of feedback, submitting documents, questions, additional requests, and in the next week or two, the process will be finalized, resulting in three financial statements. He stated state and federal tax forms were filed yesterday and also finalized the Sunbiz process.

**XIII. Public Comments** - None.

**XIV. Staff Comments** - Ms. Bates asked the board to consider a meeting with the development corporation in April to discuss opening a bank account. Commissioner Ivey asked to have it before the board meeting next month.

**XV. Commissioners Comments** - Commissioner Brown Crawford noted the time is 11:30, applauding the board for the swift meeting and she thanked the board for participating.

**XVI. Motion to Adjourn** - Commissioner Brown Crawford made a motion to adjourn. The motion was seconded by Commissioner Ivey and passed unanimously. The meeting was adjourned at 11:30.

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

DBHAFL\_Regular Board Meeting March 19