

**Housing Authority of the City of Daytona Beach**

**April 19, 2024, Board Meeting 10:00 a.m.**

**I. Call to Order** - Meeting called to order at 10:00 AM by Chair Kelvin Daniels.

**II. Roll Call** - Commissioners Daniels, Sandy Murphy, Kim Brown-Crawford (via Teams), Dr. Irma Browne Jamison, and Sally Jass, attended.

**III. Invocation** - Invocation by CEO Charles Woodyard.

**V. Recognition of Visitors** - Housing Choice Voucher FSS Coordinator, Tericka Scatliffe, presented FSS graduate Tambrina McCants with a check, in the amount of \$6,775.72. Public Housing FSS Coordinator, Taneha Petties, presented FSS graduate Stacy Davey with a check, in the amount of \$11,424.12

**VI. Public Comments (limited to 3 minutes each)** - None.

**VII. Approval of Minutes - Regular Board Meeting - March 15, 2024** - Commissioners Present: Murphy, Jamison, Jass. Commissioner absent: Daniels, Brown-Crawford. - Motion by Murphy. 2nd by Jamison. Passed unanimously.

**VIII. Changes to the Agenda** - Woodyard added Director of Resident Services' FSS Report to the Monthly Performance portion of the Agenda. Motion to approve the Agenda with changes - Jamison. 2<sup>nd</sup> by Jass. Passed unanimously.

## **IX. Discussion**

**1. Board Retreat Conclusion** - Woodyard referred to the facilitators' summation emailed to Board members. Daniels thanked Retreat presenters and the facilitators for a job well done at the Retreat. Jamison said that she was surprised at the differences in perspectives of staff versus commissioners. Brown-Crawford commended the CEO and staff and said that she got some valuable information from the Retreat about where the agency wants to go. Murphy said that she thinks the Board came out of the Retreat with a good game plan, a clear path, and she said that she thinks that there is a lot of consensus around the idea that the Agency has to start with the activities that will provide the resources to do all of the things, and provide all of the opportunities, for the residents. She said that she thinks the Agency has a great staff, prepared to do the work, to help bring the policies to life. Woodyard said that he wants to bring a draft, two-year Strategic Plan back to the Board next month, and then finalize the plan the following month.

**X. 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) -**  
None.

**XI. Real Estate Development -** None.

**XII. Business Action Items -**

**Resolution 2024-12** to amend the existing contract, with EJP Consulting Group, LLC, to provide Planning Coordinator Services, for the Choice Neighborhood Planning Grant. - Director of Development Services Kara Lennard said that EJP Consulting worked with the Agency to apply for, and receive, HUD's Choice Neighborhood Planning Grant. Lennard said that the Agency would like to continue working with EJP to develop the grant. Daniels asked how EJP's consulting fee is paid. Lennard said most of the consulting fee is paid for by grant funds, or the in-kind funds provided by grant partner, the City of Daytona Beach, or by the Housing Authority. Motion by Murphy. 2<sup>nd</sup> by Jass. Unanimously approved.

**Resolution 2024-13** to enter into a Joinder contract with Gator Moving and Storage to provide moving services. Lennard said that the Agency is going to be in need of resident moving services because some of the work being done in units is

triggering Uniform Relocation Act (URA) and requiring the Agency provide relocation services to residents. Jamison asked under what circumstances the Agency provides moving services. Lennard said renovations of units triggers the URA. She said that it's not specific to any property. Motion by Jamison. 2<sup>nd</sup> by Daniels. Unanimously approved.

**Resolution 2024-14** Authorization to enter into contract with Jacaranda Air Const. Inc. to compete Palmetto Park HVAC, smoke detectors, and electrical panel work. Lennard said that Palmetto Park was originally built between 1959-1960, without air conditioning, and with fuel oil heaters. She said that when the central air conditioners and heaters were added, they were built into closets. She said that there is a recurring issue inside of the closets and that a consultant has recommended the replacement of the HVAC and air handlers, triggering a need to upgrade the electrical systems and the smoke detectors. The Agency will be changing from gas to electrical furnaces. Woodyard encouraged the Board to view this as a health-and-safety initiative. Daniels asked if the \$1.6 million cost is coming out of the capital fund. Woodyard said yes. Jamison asked if only one bid was received. Lennard said yes. Murphy said that receiving one bid has been consistent with City bids as well and that the City has had a difficult time getting bids for anything involved in construction. Murphy asked if going to electricity

allows for the Agency to move toward solar power. Lennard said this is a first step toward that. Brown-Crawford asked again why only one bid was received. Lennard said the bid was issued, then extended, then an outreach was conducted. Lennard said that when construction is booming, housing authorities and other public agencies have a difficult time attracting contractors because of a lot of paperwork. Motion by Jamison. 2<sup>nd</sup> by Murphy. Unanimously approved.

**Resolution 2024-15** Authorizing Saxon Gilmore & Carraway, P.S. to draft and negotiate, with Smith & Henzy Affordable Group, Inc., a Master Development Agreement, which the Housing Authority of the City of Daytona Beach's Chief Executive Officer, or his designee, is hereby authorized to execute, upon the concurrence of counsel. Lennard said that through a Request For Proposals process the Housing Authority solicited developer partners for various projects underway. Lennard said the Agency is currently in need of a developer partner for a RAD conversion of the Agency's tax-credit properties. The debts on the properties need to be refinanced. She said that the Agency wants to use the RAD conversion process to get some additional money to renovate and refresh the units. Woodyard encouraged the Board to pass the Resolution describing it as critical to the survival of the tax-credit properties, which are not cash-flowing the way

that they should. He said physical upgrades are needed. Motion by Murphy. 2<sup>nd</sup> by Jass. Unanimously approved.

**Resolution 2024-16** Authorization of the Housing Authority of the City of Daytona Beach (HACDB) to direct Smith & Henzy Affordable Group, Inc. to take whatever necessary action is required to combine Pine Haven, Lakeside, and Halifax into one Rental Assistance Demonstration (RAD) Project and for the HACDB's Chief Executive Officer, or his designee, with the concurrence of counsel, to execute whatever documents may be required to effectuate same - contingent upon the execution of the Master Development Agreement with Smith & Henzy. Woodyard said that combining the three properties into one is an efficient way to go and should save the Agency some money. He said that it is an opportunity for the Agency to get a developer fee and is a chance for the Agency to increase its non-restricted funds in a couple of years as well. Jamison said that since Resolution 2024-15 entering into a Master Development Agreement with Smith & Henzy is not completed yet, she does not want to direct Smith & Henzy to combine the three projects into one, under Resolution 2024-16. Woodyard said it's a two-step process, which is part of the same thing. Motion by Murphy to amend the resolution contingent upon the execution of the Master Development Agreement with Smith & Henzy. 2<sup>nd</sup> by Daniels. Unanimously approved.

**XIII. Old Business Items** - Daniels asked about the WM at the River completion date. Woodyard said that he will get back to him about that.

**XIV. Monthly Performance** -

**1. Housing Solutions**

**a. Public Housing Reports**

**i. Northwood Village** - Senior Property Manager

Sherley Roman presented the Northwood Village, Walnut Oak and Northwood II Public Housing Board Report. Brown-Crawford asked what violations of occupancy standards means. Roman said those include housekeeping, providing shelter to non-authorized guests, violations of pet- and non-smoking policies. Jamison asked whether tenants can smoke in their apartments. Roman said no. Woodyard said that it's a HUD regulation. Lennard said that next week there is a mandatory meeting with public housing families to discuss lease violations, occupancy standards, housekeeping, and to enroll new families into the FSS Program.

**1. Caroline Village, Palmetto Park** -

Assistant Property Manager Justice Mauldin presented the Palmetto Park and Caroline Village

Board Report for the month of March. Mauldin said that the team has been working with Occupancy Specialist, Porsha Dale, to offer public housing to qualified people from the waiting list.

Daniels asked about Caroline Village's occupancy.

Woodyard said that the Agency will increase its chances of being awarded the Choice Neighborhood Grant if Caroline Village is 100-percent occupied when the Agency applies for the big grant. He said that the Agency is moving aggressively to remediate the mold at Caroline Village and move families into the units. Daniels asked how many units are currently occupied. Woodyard said approximately 20 out of 100.

**b. Housing Choice Voucher Report - HCVP Manager**

Venkisha Haynes presented the HCV Board Report. She said that staff is auditing files prior to the fiscal year end, which is June 30. Haynes said the plan is to open the waiting list on April 30. Haynes said that the Agency is working with outside organization for referrals to provide occupancy of 28 available units at the WM at the River. Haynes said that she and a team lead attended HUD NSPIRE training for HUD inspections. She said that she and



Woodyard are discussing hiring an in-house inspector versus hiring a third-party vendor to do inspections. She said it will save the Agency money. Daniels thanked Haynes for her work with the waiting list openings.

**2. Financial Strength - Chief Financial Officer Joan Lau**

presented the finance report for January 2024 for Amp II, Amp 7-20 (Northwood II), Housing Choice Voucher Program, and the COCC - Lau said that Amp II is at \$1,941,000 for the year actual. She said Amp II is doing well, outperforming the budget, which was projected at \$1.8 million. For Amp II, Lau said the expenses are down as well, with actual expenses at \$1.5 million versus projected at \$1.8 million. For Amp 7-20, which is Northwood II, Lau said it is also outperforming the budget at \$281,000 versus the projected \$180,000. She said that Northwood II's expenses are also down compared to budget at \$244,000 versus the projected \$275,000. She said that Amp 7-20 is also performing very well, and that the majority of that performance is coming from the operating subsidy that is helping the bottom line. She gave kudos to both teams but said the operating subsidy is really helping. For the Housing Choice Voucher Program, Lau said there is a \$62,000 loss for the year

versus an anticipated \$147 profit for the month of January. Lau said that a much larger profit will show once the Agency applies for and receives a HUD-held subsidy drawn through a new program. Lau said that an absorption of port-in voucher holders, to become Daytona Beach Housing Authority voucher holders, will increase the leasing numbers and show a better result for HCV. For the COCC, Lau said profit is a loss and that revenue is needed. However, she said the COCC is outperforming its budget, with an anticipated loss of \$426,000 versus the actual loss of \$407,000.

3. **Family Self Sufficiency** - Director of Resident Services Seletha Bradley provided the FSS Report for March for Housing Choice Voucher (HCV) and Public Housing. She said that the escrow amount for HCV is \$6,420, and \$148,000 for the year to date. She said that escrow amount for public housing is \$4,207, and \$82,547 for the year to date. She said that current FSS Program enrollment is 60 and needs to be higher.

**XIV. Choice Neighborhood update** - Woodyard said the Agency is preparing to negotiate a contract with One Voice Volusia for the Agency's community engagement entity. Bradley and Scatliffe will both be working on the grant. Woodyard said there are plans, in June or July, for an RFQ for Developer Partners on that Master

Planning process. He said that the local newspaper is doing a story on the Choice Neighborhood Planning Grant, and the other Housing Authority activities, that should come out on May 19.

**IV. CEO Compensation** - Daniels said that the Board was remiss, a few months back, in only offering the CEO a pay increase and not a bonus. He said that Mr. Woodyard did a lot of work, including the Agency being awarded the Choice Neighborhood Planning Grant, and that a lot of other agencies do compensations and bonuses as well. Lau asked that it be called a merit raise and said that the word, "bonus," is not allowed, per HUD. Daniels said he was going to offer a merit lump of \$5,000 along with whatever the CEO was given in compensation. Murphy said the amount that the \$5,000 Daniels picked was the same amount that was in her head. She said that it took a lot of effort and creative thought for Woodyard to put together something that got the Agency awarded the highly competitive Choice Neighborhood Planning Grant. She said that the award and building new alliances is work over and above the base-performance work of a housing agency executive. She said that the shift in terms of professionalism, the planful approach in all of the departments, and the raising of the quality of staff are all Agency accomplishments over the past year and half that warrant a \$5,000 merit sum. Daniels made a motion to give Mr. Woodyard \$5,000 from non-federal funds. 2<sup>nd</sup> by Murphy. Unanimously passed.

**XVI. CEO Comments** - Woodyard thanked the Board for its show of faith, and he thanked the staff.

**XVII. Commissioner Comments** - Jamison asked if there is money allocated to commissioners for trips and other possibilities. She asked if she could request something be paid through that. She said that she wants to present something for \$100.

**XVIII. Adjournment** - Meeting adjourned at 11:46 AM.