

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

**February 16, 2024, Board Meeting 10:06 a.m.**

**I. Call to Order** - Meeting called to order by Vice Chair Sandy Murphy.

**II. Roll Call** - Commissioners Sandy Murphy, Kim Brown-Crawford, Irma Brown Jamison, Sally Jass. Commissioner Kelvin Daniels did not attend. Attorney Ric Gilmore was late. The meeting was called to order at 10:06 a.m.

**III. Invocation** - Invocation by Brown-Crawford.

**V. Recognition of Visitors** - None.

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

**VII. Approval of Minutes - Regular Board Meeting - January 19, 2024** - Commissioners Present: Daniels, Murphy, Jamison, Brown-Crawford. Commissioner absent: Jass. - Motion by Jamison. 2nd by Brown-Crawford. Passed unanimously, with Commissioner Jass voting present.

**VIII. Changes to the Agenda** - None.

**IX. Discussion** - Charles Woodyard asked commissioners to check their calendars for March 14 for a Board Retreat, at Daytona Beach International Airport, and let him know if that date works for them. He said that is the day before the regular Board meeting. He asked them to provide alternate dates if March 14 does not work.

Woodyard told commissioners that HUD is visiting Daytona on March 19 for a field visit for the Choice Planning Grant. He invited the commissioners to join the tour of midtown. Commissioner Murphy asked what they're looking for. Woodyard said that they want to know the process the Agency has gone through to set up the committees, look at the partners, get input and feedback from clients and the rest of the neighborhood, and to look at the physical sites. Woodyard told the commissioners that he will call them individually to talk about these two things.

**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** - Director of Development Kara Lennard provided a progress report and timeline on the disposition of the vacant lots. She said that the Agency needs updated Phase I environmental reviews. She said that the Rose Street property, which once had a gas station nearby, will require a Phase II assessment for underground gas leakage. They will do borings. Brown-Crawford said that she is sure someone has already done a (Phase II) survey and asked that someone check with the City. Lennard said that she will double check on

that. Woodyard said that the gas leakage can migrate, that it creates a plume. Murphy asked if there's monitoring equipment at the Rose Street property after Phase I. Lennard said that she's not aware if there's any monitoring equipment on that site.

Woodyard reminded the commission that the developer for the Brentwood property has been moved to the LIHTC properties, to do RAD conversions. Woodyard recommended that the Housing Authority hire a consultant to help the Agency work through issues and to make sure that the Agency is protected and gets the best deal possible. Woodyard said he will do an RFP (Request For Proposals) to hire someone and that he will bring it back to the Board. Murphy asked if it would be in terms of structuring the deal or someone who would work with the Agency through the whole process. Woodyard said through the whole process, including structuring the deal.

**XII. Business Action Items** - None.

**XIII. Old Business Items** - None.

**XIV. Monthly Performance** -

1. **Housing Solutions** -

a. **Public Housing Reports**

i. **Caroline Village, Palmetto Park** - Property Manager Yvonne Gonzalez provided the January report for Caroline Village and Palmetto Park. Gonzalez said that 15 applicants have been selected from the waiting list but only three

have been moved in. She said that it has been a slow process because they are not getting cooperation with documents that are needed. She said relations have improved with residents. She said that they are working toward residents being able to make rent payments online. Woodyard asked Gonzalez to provide context about how the Agency had been doing it, some of the issues there, and why this needs to be more of an electronic process. Gonzalez said that previously everything had been done manually and that the Agency wanted to make the process easier for residents. She said that under the electronic system, residents can pay their rent online, use their checking accounts, do recurring payments, and that they don't have to go get money orders anymore, or worry about their payments being past due and having late fees. She said that tenants won't have to drop their rent payments in an outside box anymore and worry about whether that payment is there when the office staff arrives in the morning. She said that a lot of residents were complaining that their payments were being lost. She said that, with the digital payments, it's much easier, and easier for accounting because it goes straight to the bank and doesn't have to be processed in office. She said that residents can see when the payments are made through the electronic system, which is an app on the

phone. Woodyard said that the Agency needs to move toward not having paper files for families and clients. Gonzalez said the system is sophisticated, digital. She said tenants can submit work orders, complete recertification paperwork online. She said that staff can communicate with clients electronically. She said paperwork won't be lost anymore and that staff will be able to access tenant files wherever they are. Woodyard said that the files are backed up on the Cloud. Brown-Crawford asked about who pays debit and credit-card usage fees. Gonzalez said it's minimal, a dollar or two, and that residents pay to be able to use the service. Jamison said that she didn't think many people had computers in their homes and checking accounts and asked whether that had been assessed. Gonzalez said that there are several ways to pay - debit, credit card, through a social security bank card, through WIPS via Amscot or WalMart. Woodyard said that people use their phones as computers now. Brown-Crawford said that she thinks it is great. She asked how residents will be made aware. Gonzalez said that she has been introducing this to residents, helping them download the app on their cell phones. She said that everybody has cell phones, and that the majority of people have Smart phones. Brown-Crawford asked if the app provides text updates on payments. Gonzalez said yes

and that staff can communicate with residents through the app. Gonzalez said this provides office access to residents at all times. Jass said technology is difficult for seniors. Woodyard said that this is not being suggested for the WM at the River. Brown-Crawford said that it will streamline the process and it's not mandatory. Jamison asked if a computer can be available to residents in the neighborhood center. Brown-Crawford said that computers are already there. Attorney Gilmore recommended that, as the Agency moves toward paperless, that state rules on retention and destruction be reviewed. Gonzalez commended the maintenance team members at Palmetto Park and Caroline Village. She said that they're doing an amazing job and that they are working relentlessly, around the clock and non-stop, and that they closed 275 work orders in the month of January.

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

Voucher Program Manager Venkisha Haynes presented the HCV Report saying that it was a bit short this month because the department has been aiming toward the waiting list. She said that the department's recertifications are pretty caught up. She said the 500 names were pulled from the waiting list in October and that multiple notices were sent to the families, and that the department issued 48 vouchers out of the 500. Murphy asked if

she was seeing a consistent reason. Haynes said that being over income and no response are the biggest reasons for not being able to issue more vouchers. Haynes said that criminal history background issues are also a reason for not issuing more vouchers. She said that a lot of the new people in the program come through referrals from the Homeless Coalition, Disability Solutions, or First Step Shelter and that the department has been working closely with them as well. Haynes said that the PBV (Project Based Voucher) waiting list, to house 62 and older in the WM at the River, will be opened next month. Brown-Crawford asked if she should continue to recommend that people who call her concerning the waiting list be directed to call the Housing Authority. Haynes said that there are 467 people left on the waiting list. She said once those people are pulled, the list will be cleared and the waiting list will be opened again within the next month. Haynes said that the department is in the process of training three new staff.

**XIV. Choice Neighborhood update** - Woodyard said the update was previously given. Gilmore reminded the Board of the significance of the grant. Woodyard said that the Board is about getting extra units, but that in order to do that, the Agency needs its own source of capital, or equity, or financing. Woodyard said that the only funds that the Agency has are the land assets and that as formidable as those are, those are not

nearly enough to do the kind of housing production that the Agency wants, so that the \$50 million dollars for the grant is critical. He said that the RAD conversion at the tax-credit properties will be a big thing and will be more visible than at the WM at the River. He said that the WM is a good thing and that he gets compliments on how it looks, but that the RAD here is in the middle of midtown and will be very, very visible.

**IV. CEO Comments - Hiring** - Woodyard said that it has been tough hiring the C-suite staff and that the Agency still doesn't have a Chief Operating Officer. He said he had two candidates last week that he offered positions but, that for one reason or another, they declined. He said that the good news is the former Chief Financial Officer, Dominic Morgese, is returning as a contract worker for a couple of days each week, and that Morgese will be helping with the tax-credit conversion. Woodyard said that the Agency hasn't been making some of the loan payments and are about to default and need to look at loan modification. Woodyard said that was Dom's baby before he left. Brown-Crawford asked why the payments haven't been made. Woodyard said that after Hurricane Ian, the property casualty insurance premiums rose by like seventy percent or maybe even more, eating up the money that the properties were making every month. He said it has caused huge problems and that the Agency is trying to modify the loans, just do whatever, and increase the revenue.



**Finance Report** - Woodyard said that he will ask Dom Morgese to put together a finance report, which the Board hasn't been provided for some time, and help with the upcoming budget. Woodyard said that since Dom Morgese's been gone, there haven't been any outlying expenditures, so that what the Board would have been hearing is the same thing over and over. Brown-Crawford said that when the new CFO is hired, somebody ought to be able to pull a report every month, and that financial stuff is important. Jamison said that she believes in cross-training but that, there's so much turnover here, it's impossible. Brown-Crawford said that turnover is an issue across not-just-corporate industries. She said that people don't stay long enough and that there are people who don't want to be cross trained. She said that it's not a Housing Authority issue alone. Brown-Crawford and Murphy asked for any financial report since the Board hasn't received one since October. Woodyard said that the Board would not be able to consume the report generated from the database. Brown-Crawford said she wants any report, even if it cannot be digested, and that members could meet with Mr. Woodyard individually to ask questions. Murphy said that even if it's not an ideal budget, it would be helpful to get an informational, general budget so that the Board could feel that it's keeping an eye on the overall picture. Mr. Woodyard said that he totally agrees.

**Audit** - Mr. Woodyard said that because of a lack of finance personnel that the Agency has asked HUD for an audit extension. He said that preliminarily he did an exit interview with the auditors on the compliance, not the finance, piece. He said that there aren't as many repeat offenses.

**XVII. Commissioner Comments** - Jass said that the construction of the Community Room at the WM at the River is beginning. Brown-Crawford thanked the staff present and asked about the status of the Girls on the Run Program. Woodyard said that he does not know. She asked if the Agency has any youth programs initiated by the Agency. She said that she wants to be a part of that. Woodyard said he is going to bring up the topic at the next Board retreat. He said that the Agency has the FSS (Family Self Sufficiency) Grant and ROSS (Resident Opportunity and Self-Sufficiency) and that the Agency needs to get out and organize the residents again. He said that it's all a key part of the Choice Planning Grant also, and that the Agency needs to get that done. Brown-Crawford said it's good for the residents and the community as a whole. She said the Agency needs to start with the younger generation in public housing to break the generational curse. She said she would really like to see high-visible programs up and running by spring next year. Murphy said the Agency needs to work with the City of Daytona Beach to offer programs like these. Brown-Crawford said that there's plenty of

things for kids to do in Daytona in the summer, and that she wants the Agency to be a part of it. Jass said that she thinks it's a positive look for the Agency, too. Jamison said that her term on the Board of Commissioners is expiring and that she is unaware how many units have been added during her time, within five years, on the Board. Woodyard said that, due to RAD, there was probably a net loss. He said that the Section 8 program has grown, but that to add units, money is needed. Jamison wanted to know how to add something immediately and asked about the Beville lots. She said that it seems like everything is so slow and complex and shouldn't be that way and that she doesn't want to see the same thing in another five years on the Board. She said it seems like the Agency is spinning the wheel. Jamison said she was reflecting about whether she should remain on the Board, and that she was disappointed. She said that everybody is talking about affordable houses, everybody's making an effort, but nothing is being accomplished. Jass said that when she and Commissioner Murphy attended the last conference, about insurance, that is one of the reasons nothing is being built, because insurance has gone so high that Agencies cannot afford to build. Woodyard referenced Jacksonville's market-rate community that it owns. He said that it is a cash cow for them, and that Jacksonville leverages the income stream and the value of that asset to do certain things. Woodyard said that the

Agency needs the City of Daytona Beach and Volusia County to vote into effect a Housing Trust Fund. And, he said, the Agency needs the Choice Grant from the federal government. Woodyard said if the Agency gets those things, that it will be building like crazy. Murphy referenced the conference that she and Jass attended and said that building public housing is so difficult because HUD is not favoring that approach and that HUD wants things to go into the private market, so their focus is Housing Choice Vouchers and Project Based Vouchers. She said HUD doesn't want to see more housing units built under the public housing umbrella. Murphy said that the second thing is that because of those insurance costs and other regulatory things, when these affordable housing deals are put together, they are layering twenty sources of funding or more just to make it work. She said it's a tremendous job. Murphy said that she doesn't think that the Agency's lack of production is reflective of a problem with the entity, that it's a much bigger problem, that getting the Choice Neighborhood Grant and selling some properties will help. She said that the Agency really needs to find the funds, and that everyone is struggling. Brown-Crawford asked about the Choice Neighborhood Grant timeline. Woodyard said that the Planning Grant is a two-year grant, resulting in a master plan - housing, infrastructure, commercial, economic development - for the midtown community. Woodyard said that HUD wants to do

community development, with cities and other entities, involved. Woodyard said the Choice Neighborhood Grant plan should indicate what the Agency wants to do with Walnut Oak, Palmetto Park, and Caroline Village. He said that at the end of the two years, the plan is to spend the next year putting together the Choice Implementation Grant application. Woodyard said that if the Agency can sell Business Park, that he's going to merge that money with a transaction for Brentwood, and he will start developing Brentwood. He said that he will include Brentwood as an off-site portion of the Choice Implementation Grant, where people from Palmetto and wherever can land. Brown-Crawford asked why this time is different from the last two times that the Agency applied for the Choice Neighborhood Grant. Woodyard said because the City put down a quarter of a million dollars toward this grant this time. Woodyard said the Agency has never gotten this far. Woodyard said that when he was hired, the Housing Authority was not ready to build. Murphy said she likes to see the plan-ful approach and that she recognizes that the Agency has more constraints. Murphy thanked the staff again. She said that there is relatively few number of staff, a very big job, and more and more progress. She said that the attitude the staff conveys is positive and that she feels good about the future of the organization. Gilmore said that groundwork had to be laid for the Agency to get to where it is.

**XVIII. Adjournment** - Meeting adjourned at 11:34 AM.