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**ALACHUA COUNTY HOUSING AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
Regular Meeting held on July 5th, 2023 @ 5:00PM**

Located at ACHA administrative office located at 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

**Present:** Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount (*enters after introductions*); Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Deputy Director Amanda Nazaro; Staff Rodney Davis; Staff Catherine Hanner; **Absent:** Commissioner Latonya Porter; Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); Staff Ebony Harrington **Public:** N/A

**1. Call to Order and Introductions @ 5:00 PM**

**2. Approval of this Agenda**

**Resolution #07052023A**– Chairperson Packer calls for discussion or comments. **Commissioner Martin-Back MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Agenda accepted unanimously.

**3. Public Comments**

None

**4. Approval of Minutes**

**Resolution #07052023B** – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept June 7, 2023, General Meeting Minutes. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. June 7, 2023, General Meeting Minutes accepted, unanimously.

**5. Financial Reports**

**Resolution #07052023C**– **Kori Allen, CFO**, reviewed April 2023, Financials. Mrs. Allen commented on options being considered for the loan with the Sunshine Inn such as refinancing the loan or paying down the principle on the loan. **Vice Chairperson Martin-Back** advises against refinancing at this time as current interest rates are around 7% and ours is 4.5%. **Mrs. Allen**

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suggested going with paying down \$50,000 on the principle and suggested waiting until the CDs coming up in July come through so we know we have the extra cash. **Chairperson Packer and Vice Chairperson Martin-Back** agreed that paying down the principle was a good idea. **Mrs. Allen** mentioned the new maintenance inventory warehouse going in at the Sunshine Inn as well as a property manager's office. **Executive Director Ken Armstrong** discusses charging the Public Housing department fair market rate rental for the storage space to get more de-federalized dollars to be able to continue to fix it up and pay it off. He also discussed how the Sunshine Inn is doing what is was meant to do.

**DISCUSSION: Chairperson Packer** suggests that we consider getting veteran peer counselors for these veterans to talk to. **Vice Chairperson Martin-Back** suggests reaching out to volunteer service agencies first. **Chairperson Packer** states veteran suicide rates and the importance of these individuals having someone they can talk to. **Vice Chairperson Martin-Back** has a question for Mrs. Allen on the budget for Public Housing and how it concerns her that we only have \$113,000 in the bank account but yet we have liability of almost \$117,000. **Mrs. Allen** said that this is because the new move ins are on payment plans but we book the full \$500 liability and the deposit runs through a re-payment agreement. This can be found inside of the formal agreements under account receivable. The full \$500 gets booked upon move in; they put \$200 down and then make payments of \$50/month. Mrs. Allen states that often tenants use their utility reimbursement to go directly towards this so we immediately get our money. The new move ins this year make up about \$3000 of receivables. **Vice Chairperson Martin-Back** asks is there somewhere that breaks this down because that is one of those escrow accounts that should be tied out perfectly. **Mrs. Allen** states she keeps spreadsheets to tie it out and she can provide them next time for the chair members to see.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve April 2023 Financials. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. April 2023 Financials accepted unanimously.

## 6. Old Business

None.



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**7. New Business**

- a. **Resolution #07052023D**– Ken Armstrong, ED reviewed the approval of disposal. There are 5 refrigerators, 5 stoves, 2 water heaters, 1 washer, and 6 PTAC units from the Sunshine Inn for a total of 19 units.

**Tenant Commissioner Vaughn MOTION** to approve disposal. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. Approval of Disposal accepted unanimously.

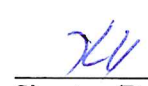
- b. **Resolution #07052023E** – Ken Armstrong, ED states we have TAR write offs for the Public Housing Department in the amount of \$10,554.24. The board has been provided the list of the clients that are in question. Mr. Armstrong mentions you will see a lot of the charges are legal fees and unreported income charges/late fees/rents, etc. These are individuals who are all out of our units and have been for at least 30 days.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve these TAR write-offs. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Approval of TAR write offs accepted unanimously.

- c. **Resolution #07052023F** – Ron Hall, DOO discusses the options for a new Public Housing vehicle for inspections. Mr. Hall states that this vehicle will be for Rodney when he gets back and starts doing inspections. Mr. Hall started with procurement on the state level contract, and sent out request to every dealer under this category on the state contract even if they didn't sell a trailblazer. Contractors were allowed to send us something comparable. We ended up with 3 evaluations. Mr. Hall discussed the three options on the table including Tropical Ford who came back with \$40,485.40 for a 2023 Ford Explorer, Duval Fleet with a 2023 Trailblazer at \$23,752.80 if they received more allocations of the 2023, and Davis Gainesville Chevrolet who is not on the state contract with \$29,281.50 for a 2023 Trailblazer with multiple in stock. The Davis Gainesville quote was \$1581 over ICE. Mr. Hall spoke with Davis Chevrolet and they came back with \$25,216.50. Mr. Hall called Palm Chevrolet Ocala and received the same quote and recommends going for the one locally as that is the most advantageous.

**DISCUSSION:** **Vice Chairperson Martin-Back** asks for confirmation that that price includes tax, title, and out the door. **Commissioner Blount** asks for clarification on the 2023-2024 change over situation and the reallocation of vehicles and mentions the value of 2024 over 2023. **Vice**

  
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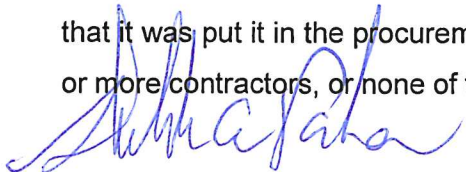
  
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**Chairperson Martin-Back** motions that we accept the \$25,216.50 but it must include tax, tag, title, out the door. **Mr. Hall** mentions that with the county tag on the last 2 vehicles, he has had to go down and separately done the tag on a separate check. **Vice Chairperson Martin-Back** agrees to tax, title, out the door other than a possible tag fee, that is the total price we will write a check for.

*Commissioner Blount Enters Meeting During This Segment.*

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back** **MOTION** to approve purchase of vehicle from Davis Chevrolet. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Approval of the purchase from Davis Chevrolet was accepted unanimously.

- d. **Resolution #07052023G – Ron Hall, DOO** Approval of Public Housing Make Ready Contract. Mr. Hall sent out a contract for unit turns so that we don't have so much going to one contractor. Mr. Hall states that this time he included flooring as we are doing new flooring over the current flooring due to what we discovered with the old floors. Mr. Hall did a full procurement out to 50+ agencies and ended up with seven responses, one of which was responding that they would not be putting in a bid. The evaluation of these bids included pricing for paint and cleaning, extra items such as doors etc., and flooring. Upon evaluation, only 2 of the 6 organizations submitted everything like they were supposed to submit. We reached back out to all 6 of the agencies for clarification with a deadline to submit any additional information. Mr. Hall clarified that the bids should include the price of parts/materials and labor, as it was realized upon evaluation that some bids left out these things or thought that we would provide materials. We received 3 email responses back, including the original 2 that completed everything correctly the first time. Shin – N – Glow is a small company who called back rather than email back to say that all they wanted to do was painting and cleaning, not the flooring. After an evaluation of these bids, the decision was made to go with 3 companies; The Works, Hernandez Home Services, and Shin – N – Glow. The Works and Hernandez Home Services will be utilized for full service unit turns, while utilizing Shin – N – Glow for quick unit turnovers that just require painting and cleaning. Mr. Hall states that one of the questions that has come forward is "is this allowable?" Mr. Hall assures the board that it was put in the procurement that ACHA reserves the right to issues this contractor to one or more contractors, or none of them and that when the re-request was sent out to those 6, it was



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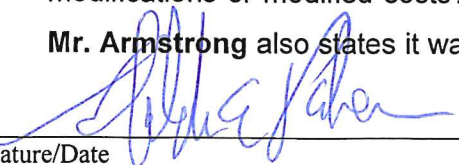


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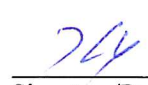
restated that we elect to reserve the same right. Mr. Hall states ACHA wanted to confirm that this was allowed, so he has reached out to HUD for verification. At this time, Mr. Hall still has not received a response from HUD. The only question Mr. Hall would have would be on pricing. Do the full service contractors get the same price, do they get the price they bid, or do we negotiate a price? Mr. Hall believes they should get the price under the contract; the price they bid is the price they get. Mr. Hall plans to check and get further verification on this. ACHA is asking the board to approval 3 contracts with details to be worked out as far as pricing.

**DISCUSSION:** Mr. Armstrong states that the goal is to get these units turned expeditiously to keep our occupancy rates up while giving our tenants a nice, new fresh unit. Mr. Armstrong agrees that ACHA needs further questions answered as this is a different type of procurement. Mr. Hall states that we are not asking for a total price not to exceed price; it will be an IDI2 Contract for a year, extendable for an additional 4 1-year periods. Vice Chairperson Martin-Back asks what the difference in the pricing between each of them, particularly the just painting and cleaning, compare. Mr. Hall says they range from \$725 to \$1,350. Shin – N – Glow at \$725 for painting and cleaning and Hernandez Home Services at \$1,350. Vice Chairperson Martin-Back's thoughts are that anything that have painting and cleaning would go to Shin – N – Glow. Mr. Hall clarifies that anything that would need painting and cleaning only, would yes go to Shin – N – Glow. Vice Chairperson Martin-Back asked what percentage of the unit turns would fall into that category. Mr. Hall said he would have to ask Robert for clarification on that. The higher cost is concerning to all members of the meeting. The low cost of Shin – N- Glow is also concerning as it is well below the ICE and could mean they are bidding low and may be unable to handle the load. Mr. Hall states that it is up to the board, and that they can always go with 2 contractors rather than 3 contractors. Vice Chairperson Martin-Back states that she is on board with the 3 contractors but we should be making sure that as much as can be given to the lower priced contractor should be without overwhelming them. She also states we should get them tested as quickly as we can to make sure they can do the work. Mr. Hall agreed and said that there is an out in every contract written and that if they can't do it then we will give them notice and we will no longer give them any more units. Mr. Hall discusses the quality design standards and that they were required before hand to provide their comparables if they were trying to use a different product. Commissioner Blount's concern is if they are lowballing on purpose, do they understand that there will not be modifications or modified costs? Mr. Hall said if they don't understand it, they will very quickly. Mr. Armstrong also states it was made clear, and will be made even clearer upon awarding the

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contracts. Mr. Armstrong stated that if it does get HUD approved, that there should be a very extensive pre-construction meeting with him, Mr. Hall, and all 3 contractors. **Chairperson Packer** mentions the current contract with Hernandez and asks if this is in addition to that contract or is this a new contract? **Mr. Hall** states it will be a new contract, however, the one we currently have should be running out dollar wise shortly anyway. If this idea was to be scraped, we would then need to add more dollars to that already existing contract. **Vice Chairperson Martin-Back** states she thinks this is a good move to go after multiple vendors for a multitude of reasons. **Mrs. Amanda Nazaro** states that the intention was to get quick turn with quality product. Mrs. Nazaro states that we are falling behind on our occupancy rates so we need to have more options and more contractors providing quality work being the key. Mrs. Nazaro also states Hernandez just can't handle our amount of turnover. In addition, we are now investing in putting in new floors in almost all of the units which is extensive. **Chairperson Packer** agrees.

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount** **MOTION** to approve Make Ready Contracts. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. Approval of 3 Make Ready Contracts was accepted unanimously.

## 8. Secretary's Report

- a. **Capital Fund Report:** None. We will have a big one next month for siding for our in town units.
- b. **Public Housing Occupancy Report:** **Ken Armstrong, ED**, reviewed that we have five units vacant and we are still around 98% for the year. Mrs. Nazaro clarifies as of today we are at 1 vacant unit. Mr. Ron Hall states that HUD approved taking the 17 units off our total for the Merrillwood units as well as they approved to take the 3 we requested off. Mrs. Nazaro praised the Public Housing and Maintenance teams for their efforts getting those 2 units leased up at the end of the month. Mr. Armstrong states that Cathy Scott retired as of June 30<sup>th</sup>, 2023 and that we will do something nice for her after the fact once she is ready for that. Mr. Armstrong states that ACHA interviewed three in-house employees, and have chosen to go with Ebony Harrington as the new director for Public Housing. Mr. Armstrong states that we are going to do some new innovative things, mirror Public Housing more to Section 8, to do more and continue to improve customer service, and we want to get the complaints down to a minimal. Mr. Armstrong's goal is to really stress taking care of our clientele. Mr. Armstrong states that Ebony will slide into Cathy's spot, and Adina will slide into Ebony's spot temporarily and ACHA will give her a bump in pay for

  
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holding down the fort over the last few months as we have had people out and positions unfilled. He also mentions that Catie will be sliding into the minutes' spot, and will get a little bump in salary as well.

- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director**, reviewed the Section 8 program and that they are actively issuing vouchers. Mrs. Nazaro noted that Catie has been actively working on the waiting list and screening the first 100 families for eligibility with the goal being to get vouchers on the street. Mrs. Nazaro stated that the following stats on programs under her department; Housing Choice Vouchers (390 leased/20 issued/0 available), Mainstream Vouchers (182 leased/13 issued/13 available), HUD-VASH (363 leased/26 issued/144 available), and Partners in Hope Initiative (5 leased/ 3 issued/2 available). We have seen an uptick in referrals (about 8 in the last few weeks) from the Center for Independent Living for the Mainstream Voucher Program.

**DISCUSSION: Commissioner Blount** asks for clarification in why the issued and leased doesn't add up to the total vouchers for Housing Choice Vouchers. **Mrs. Nazaro** clarifies that we have 407 vouchers but really we have an allotted dollar amount that is averaged over the year, so we can over issue since we have been low over the course of the year assembling new vouchers from existing funds as long as it averages 407. She also states that we have an 80% success rate so we over issue knowing that not all voucher holders will lease up. **Commissioner Blount** states that not enough units are available. **Mrs. Nazaro** agrees and states that the vouchers are still too low even though we operate at a 110% of the payment standard which is as high as we can. She says we are also seeing clients coming in with higher incomes which does give them more opportunities. But even so, finding some of these bigger units in these price ranges are difficult even though in the world of housing the amount of the voucher is a good amount. Some clients however would rather spend more than 30% of their monthly income and remain in the private market.

- d. **Discussion of Vision 2023 Report: Ken Armstrong, ED**, discussed the groundbreaking that happened at the new Merrillwood project on June 8<sup>th</sup>, 2023. Chairperson Packer shares videos from the groundbreaking.

  
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**9. Commissioner's Comments/Public Comments**

**Chairperson Packer:** Mr. Packer raved about Amanda and her qualifications as future director of the agency. He believes the staff is trained well and we can promote from within for bigger positions, allowing new people to start from the bottom. He discussed wanting to reconstruct/reorganize the way Grace Marketplace operates.

**Vice Chairperson Martin-Back:** Ms. Martin-Back thanked Ken for his years of service.

**Commissioner Blount:** Mr. Blount believes that someone who is familiar with the agency is a great way to go and avoids the possibility of someone using the position as a stepping stone. He also mentioned shipping container unit options.

**Commissioner Porter:** Absent

**Tenant Commissioner Vaughan:** None

**Alt Commissioner:** Vacant

**Alt Tenant Commissioner:** Vacant

**STAFF:** Ken Armstrong states he is set to retired end of the year and is paving the path for the next generation. He believes we are in good hands here with Amanda. He shares that she is a natural born leader and is great with both the clients and the staff. Mr. Armstrong discussed de-federalized dollars and how we can use them.

**PUBLIC:** None

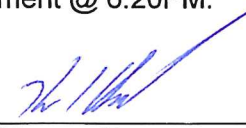
**10. Future Scheduling:**

Next ACHA Board of Directors meeting scheduled for Wednesday, August 2<sup>nd</sup>, 2023 at 5:00PM at ACHA. Tentative special meeting to be scheduled to address and discuss the change in leadership.

**11. Adjournment of the Meeting:**

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:20PM.

  
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