



703 N.E. 1st Street • Gainesville, FL 32601
Phone: 352.372.2549 • Fax: 352.373.4097 • TTY: 1.800.955.8771 or 711
www.acha-fl.com

**ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

Regular Meeting held on June 7, 2023 @ 5:00PM

Located at ACHA administrative office located at 703 NE 1st Street, Gainesville, FL 32601

Present: Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Commissioner Latonya Porter (*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 (*enters after introductions*); Staff Ebony Harrington; ACHA Attorney Ric Gilmore (*enters after introductions*) **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); **Public:** N/A

1. Call to Order and Introductions 5:00PM

Ron Hall, DOO, noted for the record that the County website has the ACHA Board meeting listed as taking place today at 6:00PM at one point and specifically notes it as 5:00PM meeting everywhere else. He additionally stated that the time is posted correctly on the ACHA website and outside. **Commissioner Blount** noted that we should be aware that it is listed as 6:00PM in the header and 5:00PM in the body on the County website.

2. Approval of this Agenda

Resolution #06072023A – Chairperson Packer calls for discussion or comments.

Commissioner Blount MOTION to approve the agenda as is. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

None

4. Approval of Minutes

Signature/Date

Signature/Date


Resolution #06072023B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept May 3, 2023, General Meeting Minutes. **Tenant Commissioner Blount 2nd.** Roll Call Vote taken. May 3, 2023, General Meeting Minutes accepted, 3 Yes – 0 No -1 Abstain (**Chairman Packer**).

5. Financial Reports

Commissioner Porter enters meeting

Resolution #06072023C – **Kori Allen, CFO**, reviewed March 2023, Financials. She reviewed CDs previously discussed in the May 3, 2023 BOD meetings. Mrs. Allen advised that she put \$500,000.00 from the Section 8 program in a TD Bank CD at a term of 4 months at 5.35%. She noted that the rate increased from what was previously reported at the last BOD meeting to 5.35% by the time that she got them done. Mrs. Allen stated that in March was when the first tenant from our Partners in Hope program leased up, so those will be reflected in the Financials moving forward. She reminded the BOD that this was the project with the County where they are giving us HAP funds to house 10 people. Mrs. Allen advised that the very tail end of the TBRA grant happened in March, but we have one new referral that is utilizing the remaining funds, which they anticipate will provide 12 months of service. Specifically she noted that it is around \$25,000.00 in funds. **Amanda Nazaro, DOO**, stated that this single mom, with three children and is employed with around \$30,000.00 of income. She went on to note that prior participants received assistance for 24 months, but due to funding, they selected a family that is moving towards self-sufficiency. Mrs. Allen stated that, in March we received almost \$47,000.00 from the development for refunds on our legal fees that we spent. Lastly, she advised that we should be getting our audit back.

DISCUSSION: **Vice Chairperson Martin-Back** inquired if she is missing a page in Sunshine Inn, Budgeted Income Statement. **Kori Allen, CFO**, advised that there must have been an issue with the formatting and get this corrected.



Signature/Date



Signature/Date

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

6. Old Business

None

7. New Business


a. **Resolution #06072023D – Ken Armstrong, ED** reviewed the approval of ACHA Co-Developer. He advised that this is done every five years, he has already done the procurement and he received two bids that he is diligently going over. This was tabled.

b. **Resolution #06072023E – Ken Armstrong, ED** reviewed RFP for legal services advising that this is also done every 5 years. He reviewed the extensive efforts for outreach and only received one bid for Saxon, Gilmore and Carraway. Mr. Armstrong advised that he had Amanda help him with it this year and they reached out to almost 20 local attorneys in this area. Mr. Armstrong stated that they are recognized by HUD, they work with Gainesville Housing Authority and represent 30-40 housing authorities in Florida. Lastly, he advised that they scored 87.33% and were scored by himself, Amanda and Ron.

DISCUSSION: Commissioner Blount asked who did the scoring. **Ken Armstrong, ED** advised himself, Amanda and Ron. **Commissioner Blount** also asked for more information/background on Smith & Henry firm, tabled action. Mr. Armstrong stated that they are from Florida, they got out information from our attorney, that they have 10-12 developments in Florida and appear to have a good background.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve Saxon, Gilmore & Carraway for Legal Services. **Commissioner Porter 2nd**. Roll Call Vote taken. Saxon, Gilmore & Carraway for Legal Services accepted unanimously.

Signature/Date



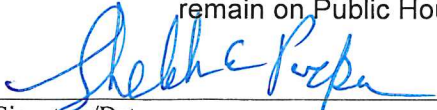
Signature/Date

- c. **Resolution #06072023F** – Ron Hall, DOO reviewed procurement for Plumbing Contractor. Mr. Hall stated that there are drain lines that have started to rust out and cause leaks. Further, he stated that it is causing mold/mildew and it is not noticeable until it starts showing on the outside. Mr. Hall stated that he did an RFP for plumbing and this was advertised for more than the minimum of 14 days, it was posted in the paper, sent to companies that we have used and in the local contractor listserv. Mr. Hall stated that two bids were received, Roto-Rooter and Sunshine Plumbing and Gas. Roto-Rooter did not submit a number of items for evaluation criteria. Sunshine Plumbing and Gas received a score of 90% and he recommends using this company. Mr. Hall noted that an ICE was done and they are in reasonable range.


DISCUSSION: Vice Chairperson Martin-Back stated that they are one of the few local companies that can work on gas. Commissioner Blount asked if we are working towards getting away from gas. Ken Armstrong, ED, stated that yes we are looking further into that and starting the process. He noted that there is concern with using gas, time consumption, training/certification of maintenance, environmental, safety, etc. He stated that we did put in the new detectors, but we are looking into how to start the process and how we can go about that.

Chairperson Packer asks if there are any questions or comments. Vice Chairperson Debra Martin-Back MOTION to approve Sunshine Plumbing and Gas. Tenant Commissioner Vaughn 2nd. Roll Call Vote taken. Sunshine Plumbing and Gas accepted unanimously.

- d. **Resolution #06072023G** – Approval of Monetization Service Contract, tabled as no bids received.
- e. **Resolution #06072023H** – Amanda Nazaro, Deputy Director reviewed the HOTMA update. She stated that some of these will have to go into effect immediately. Mrs. Nazaro stated specifically, Public Housing updates would need to become immediately effective. She stated that prior to July 1, 2023, clients who were over income could remain on Public Housing indefinitely and pay Flat/Market Rent. Now the Housing



Signature/Date



Signature/Date

Authority has the option to terminate (graduate) them after 24 months of paying full rent or enter into a non-housing authority lease after 24 months. Mrs. Nazaro stated that we have to take the very low-income limits already established by HUD and bring them to the 120% payment standard. Mrs. Nazaro stated that they will be evaluated every 12 months, after the first 12 months the family is reevaluated and if they are still above income, they receive a notice advising in 12 months they will graduate if their income remains above the guideline. She also noted that if their income decreases they would then move off of the graduation track and resume normal housing assistance. Mrs. Nazaro restated that this is saying that families that are over income from more than 24 months will graduate from the program allowing us to assist other families.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to HOTMA update. **Commissioner Blount 2nd**. Roll Call Vote taken. HOTMA update accepted unanimously.

- f. **Resolution #06072023I – Ken Armstrong, ED** reviewed the Update of ACHA Procurement Process. He reviewed extensive efforts to advertise procurements and the difficulty finding good construction companies. Mr. Armstrong stated that they are looking to change the wording on the procurement policy from Obtain a Reasonable Number of Quotes, to Solicit a Reasonable Number of Quotes. Mr. Armstrong stated that it would be preferably three. He also advised that we are looking to add in Resident's Health as well as Serious Plumbing Leaks into emergency repairs, **55.1.2**.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve Amendment to Procurement Policy. **Commissioner Blount 2nd**. Roll Call Vote taken. Amendment to Procurement Policy accepted unanimously.

- g. **Resolution #06072023J – Ken Armstrong, ED** reviewed approval of ACHA Make Ready Contract, \$50,000.00 Increase. He advised that with this we are not just turning units, but trying to do modern rehab as needed, giving the tenant a good product replacing floors, kitchen cabinets, etc. as needed. Mr. Armstrong noted that this is why

Signature/Date



Signature/Date

we are wanting to add to this contract. **Ron Hall, DOO**, spoke more on the reprocurement noting that it is actively posted, the goal is to secure a number of companies to provide services. Mr. Hall stated that they are working to ease, get more bids and be forward thinking the procurement process.

Commissioner Porter exits meeting

DISCUSSION: Vice Chairperson Martin-Back asked for confirmation that this request is coming from the Housing Authority for an additional scope of work and not the vendor. **Ken Armstrong, ED**, advised yes it is coming from the Housing Authority. He also noted that this contract will be rebid out again.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve \$50,000.00 Increase of Make-Ready Contract. **Commissioner Blount 2nd**. Roll Call Vote taken. \$50,000.00 Increase of Make-Ready Contract accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report:** None
- b. **Public Housing Occupancy Report:** **Ken Armstrong, ED**, reviewed that we have five units vacant and we are still around 98% for the year. He noted that there are some units that we are working on to take offline.
- c. **Section 8 HCV Report:** **Amanda Nazaro, Deputy Director**, reviewed the Section 8 program and that they are actively issuing vouchers. She advised that they recently purged the 1,800 applicant waiting list and saw a purge larger than usual, of around 600 families being removed from the waiting list. Mrs. Nazaro noted that they are screening the first 100 families on the waiting list, and currently they have 7 Section 8 vouchers available and 9 Mainstream available. Mrs. Nazaro sated that the following stats on programs under her department; HUD-VASH (- leased/ - issued/137 available), Partners in Hope Initiative (4 leased/ 4 issued/2 available), TBRA (1 family coming onto program). She went on to review that her team receives an annual report card from HUD and out of 135/135.



Signature/Date



Signature/Date

DISCUSSION: Commissioner Blount inquired about having heard about renters having to pay deposits in increments that are non-refundable fee. **Amanda Nazaro, Deputy Director** advised that unfortunately she has seen this in the past in forms of non-refundable fee or redecorating fee. **Chairman Packer** stated that the Governor recently signed into law allowing such additional fees with no cap on the amount. **Vice Chairperson Martin-Back** stated that in some cases you may have monthly fees to cover insurance instead of a security deposit that covers any damage to that unit.

Catherine Hanner, ACHA Staff enters meeting

9. Discussion of Vision 2030 ACHA Projects - Ken Armstrong, ED, advised that there is nothing going on besides the ground breaking ceremony tomorrow morning at 9:00AM.

DISCUSSION: Vice Chairperson Martin-Back inquired about the hotel project. **Ken Armstrong, ED** advised that the County received a \$5,000,000.00 grant to rehab it and the project is still moving forward.

Ric Gilmore, ACHA Attorney enters meeting

DISCUSSION: Ric Gilmore of Saxon, Gilmore & Carraway apologized for his tardiness to the BOD meeting noting that he had the meeting listed as starting at 6:00PM. **Ron Hall, DOO,** advised that the County had the meeting listed in one place at 6:00PM, but it was actually 5:00PM. Mr. Hall stated that he was going to review this issue with the County tomorrow.

10. Commissioners Comments/Public Comments

Chairperson Packer: Advised that he sat with the auditor and there were only a small bit of technical things that need to be done. He advised that there is a conference in July, but he will not be attending and opened the floor to see if there is anyone who would like to go. Lastly, he advised that after four years of being on the special committees for four years and he is going to reevaluate if his service there to be sure it is allowing him to bring value back to ACHA.



Signature/Date



Signature/Date

Vice Chairperson Martin-Back:

Commissioner Blount: Invited everyone out to a ceremony honoring Dr. Patricia Hillard-Nunn on Monday, June 19, 2023, at 10:00AM at the County Administration building (corner of University Avenue and Main Street). Unveiling of new statue in her honor, the Sankofa Bird.

Commissioner Porter: Exited Meeting

Tenant Commissioner Vaughan: None

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: NONE

Ron Hall: Restated that the ground breaking ceremony will be tomorrow

PUBLIC: NONE

10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, July 5, 2023 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:04PM



Signature/Date



Signature/Date