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

**Regular Meeting held on May 3, 2023 @ 5:00PM**

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

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

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

**2. Approval of this Agenda**

New Agenda distributed

*Commissioner Porter enters meeting*

**Resolution #05032023A** – Vice Chairperson Martin-Back calls for discussion or comments.

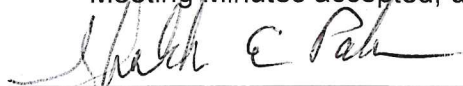
**Commissioner Blount MOTION** to approve the agenda as presented. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Agenda accepted unanimously.


**3. Public Comments**

None

**4. Approval of Minutes**

**Resolution #05032023B** – Vice Chairperson Martin-Back asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept April 5, 2023, General Meeting Minutes. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. April 5, 2023, General Meeting Minutes accepted, unanimously.

  
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**5. Financial Reports**

**Resolution #05032023C – Kori Allen, CFO**, reviewed February 2023 Financials and opened the floor for questions. She advised that the audit will be next week and she feels okay about it. She stated that she was working on emailing the auditor some things in advance to decrease the amount of time the auditors are here.

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

**6. Old Business**

None

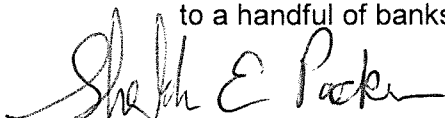
**7. New Business**

- a. **Resolution #05032023D – Ken Armstrong, ED** reviewed April Disposal List advising that there are 7 Refrigerators, 8 air handlers, 8 condensers, 12 ranges and 11 water heaters. He noted that most of these were from the 17 Merrillwood demolition units.

**DISCUSSION: Ron Hall, DOO** spoke further on some of the on the disposal list being from the Merrillwood demolition units.

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

- b. **Resolution #05032023E – Kori Allen, CFO** reviewed bank CD procurement. She advised there was some money in the Public Housing department and she reached out to a handful of banks regarding CD rates. She advised that TD Bank had the best rates.



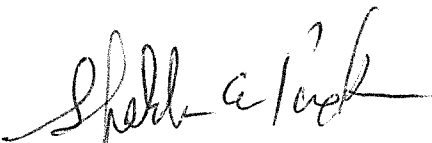
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Mrs. Allen then presented a rate sheet reviewing terms and rates. Mrs. Allen advised that she did confirm that these are Public Funds and that TD Bank already has the proper paperwork for Public Funds. She reviewed placing \$3,000,000.00 in one CD and \$500,000.00 in another as well as different rates and terms. Mrs. Allen advised that we also have a little over \$1,000,000.00 in our Voucher bank account, so this could be split out. She additionally noted that we still have excess in our admin account. Mrs. Allen reviewed possible conservative HAP money scenarios to put into a CD and stated that she did not know what the amounts would be, but that she could look further into this. Mrs. Allen lastly advised that she would prefer to have two different CDs.

**DISCUSSION: Commissioner Blount** reviewed interest rates, inflation concerns and unknown risk of longer terms. **Vice Chairperson Martin-Back** suggested that \$3,000,000.00 in the 5.24% and \$500,000.00 in the 5.03% or vice versa noting that this way if the rate did go up we would still have a substantial amount, leaving only 8 months on the other CD. She then asked if any of that money needed to be liquid for other projects going on. **Ken Armstrong, ED**, mentioned that if the Federal Government did not get funded we would be good for two or three months and he concurred with Vice Chairperson Martin-Back's proposal on how to split the funds across the CDs. **Commissioner Blount** asked if there was a plan in place for if the Federal Government did not get funded. Mr. Armstrong advised that we would use these dollars and that with current budget, we would be okay for 2-3 months and that in the past we have reviewed utilizing loans, but nothing is ironclad. In follow-up to Mrs. Allen speaking about there being \$1,000,000.00 in the Voucher bank account, her review of excess Admin and being able to utilize these funds, **Commissioner Blount** inquired about possible issues with fungibility. Mr. Armstrong stated that it would not be an issue. **Commissioner Porter** noted that using two different CDs for different programs would help with not comingling funds. **Commissioner Porter** also asked for clarification on what scenario was being recommended regarding the CDs, rates and terms. She asked if the second choice, \$500,000.00 where the rate was at 4.15% for 12 months was off the table, as earlier this was mentioned with placing the \$3,000,000.00 in TD Bank at 5.24%.



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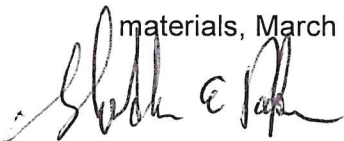
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**Vice Chairperson Martin-Back** asks if there are any questions or comments.

**Commissioner Blount MOTION** to approve Bank CD Procurement; \$3,000,000.00 into TD Bank at 5.34% for 4 months, approximately \$500,000.00 into TD Bank at 5.03% for 12 months and an additional \$500,000.00 into TD Bank at 5.24% for 4 months. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Bank CD Procurement; \$3,000,000.00 into TD Bank at 5.34% for 4 months, approximately \$500,000.00 into TD Bank at 5.03% for 12 months and an additional \$500,000.00 into TD Bank at 5.24% for 4 months accepted unanimously.

- c. **Resolution #05032023F – Ken Armstrong, ED**, reviewed the approval of Make-Ready Contract Extension. He advised that this would be another extension to the contract and the dollar amount. Mr. Armstrong went on to state that this is a bit different in from in the past, because this new contract that Ron procured out included make-ready units and modernization (kitchen cabinets, countertops and flooring). He noted that this is another reason why our vacancy rate has been a bit high. Mr. Armstrong stated that this would be a \$50,000.00 increase bringing the contract to \$200,000.00. Mr. Armstrong stated that this only extends the contract dollar amount, the dates are already in place and the procurement has already been done.

**DISCUSSION: Commissioner Blount** asked more about HUD not allowing units to be taken offline when we are doing this sort of extensive work on unit as Mr. Armstrong described. **Ron Hall, DOO** stated that if it is delayed maintenance work it is not an allowable action to take the unit offline. He went on to state that modernization activities had to be pretty extensive to come offline, but such things as fires, mold abatement, turning a unit into a handicap accessible unit (that is in our 5 Year Plan), etc. are types of approved reasons to take a unit offline. **Ken Armstrong, ED** noted that we have seen a lot of deterioration of the units, reviewed units being 40-60 years old and working to update the units. He advised that we have dollars in Operating and in doing it this way we can utilize these dollars. **Commissioner Blount** inquired further about the amount of the contract. **Vice Chairperson Martin-Back** inquired about the dates listed on handout materials, March 2022 and April 2022 with one year of service ending in April 2024. Mr.



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Hall explained that the end date of April 2024 was correct, because this was extended at the February BOD meeting. **Commissioner Blount** asked if time and inflated cost were the contributing factors as to why this contract dollar amount needed to be pushed up. Mr. Armstrong stated yes, as well as a lot of them we are not just doing make-ready we are doing countertops, flooring, cabinets, etc. Mr. Armstrong also noted that it is often a combination of things to be done to units. He stated that after moving through COVID, we have noticed units being destroyed or to some degree a level of tenant neglect and normal wear and tear being factors in the amount of work the units require.

**Vice Chairperson Martin-Back** asks if there are any questions or comments.

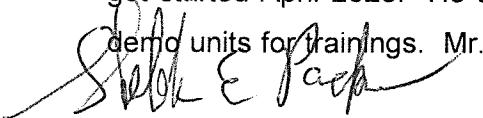
**Commissioner Porter MOTION** to Extend the Make-Ready Contract by an additional \$50,000.00. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Extend the Make-Ready Contract by an additional \$50,000.00 unanimously.

- d. **Resolution #05032023G – Ken Armstrong, ED**, reviewed approval for Maintenance Department Travel for Maintenance Director Robert to attend a new HUD inspection protocol, NSPIRE from 06/05/2023-06/07/2023. He noted that this training would be in Birmingham, Alabama and it would include the training, travel and hotel for around \$1,354.69.

**Vice Chairperson Martin-Back** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve Maintenance Department Travel for HUD NSPIRE training in Birmingham, Alabama totaling \$1,354.69. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Maintenance Department Travel for HUD NSPIRE training in Birmingham, Alabama totaling \$1,354.69 accepted unanimously.

## 8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO**, advised that photos of the Arbors at Merrillwood I demo project were requested, so he put together a presentation. He advised that the project got started April 2023. He also advised that ASO and GPD SWAT team used the vacant demo units for trainings. Mr. Hall noted that 90% of the demolition materials were recycled,



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and went on to give a visual presentation of the Merrillwood project that is currently in progress. He advised that the yellow taped areas in the photographs were old septic tanks that were found that they were not able to locate previously. Mr. Hall stated that they are ahead of schedule.

- b. **Public Housing Occupancy Report: Ken Armstrong, ED**, reviewed that we have 7 units vacant and we are at 98.03%. He advised that this would be a little bit more of a struggle with the unit turns.
  
- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director**, reviewed the Section 8 program and advised the following stats on programs under her department; HCV vouchers (396 leased/16 issued/0 available), Tenant Protection Vouchers, a fully in use 6 leased, Mainstream Vouchers (183 leased/ 9 issued/ 50 screening applicants), HUD-VASH (1 referral last week and no referrals this week. They are working to increase staff), Foster Youth Vouchers is at 100%. She reviewed the new Partners in Hope Initiative noting that 3 family moved in, 2 searching for housing and 5 that will be referred.

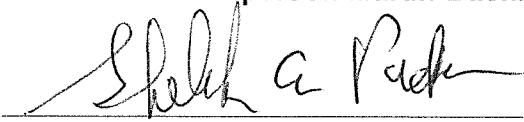
**DISCUSSION: Commissioner Blount** inquired about Partners in Hope referral process and the unused Family Unification vouchers. **Amanda Nazaro, Deputy Director**, reviewed that families must be referred in to this program to received housing, and went on to say that the Family Unification vouchers were just set aside to be used specifically for the Merrillwood development project, but they were working with HUD on seeing how else those may be able to be used.


**9. Discussion of Vision 2030 ACHA Projects – None**

**10. Commissioners Comments/Public Comments**

**Vice Chairperson Packer: Absent**

**Vice Chairperson Martin-Back: None**

  
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**Commissioner Blount:** None

**Commissioner Porter:** None

**Tenant Commissioner Vaughan:** None

**Alt Commissioner:** Vacant

**Alt Tenant Commissioner:** Vacant

**STAFF:** NONE

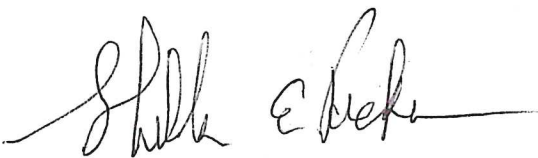
**PUBLIC:** NONE

**10. Future Scheduling:**

Next ACHA Board of Directors meeting scheduled for Wednesday, June 7, 2023 at 5:00PM at ACHA.

**11. Adjournment of the Meeting:**

Vice Chairperson Martin-Back asks for motion to adjourn. Adjournment @ 5:47PM



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