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

Regular Meeting held on April 5, 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 Ebony Harrington; **Absent:** 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

Resolution #04052023A – Chairperson Packer calls for discussion or comments. **Vice Chairperson Debra Martin-Back 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

Commissioner Porter enters meeting

Resolution #04052023B – Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount MOTION** to accept March 1, 2023, General Meeting Minutes. **Vice Chairperson Debra Martin-Back 2nd**. Roll Call Vote taken. March 1, 2023, General Meeting Minutes accepted, 4 Yes – 0 No -1 Abstain (**Tenant Commissioner Vaughn**).


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5. Financial Reports

Resolution #04052023C – Kori Allen, CFO, reviewed January 2023, Financials. She advised that unrelated to the financials ACHA received approval from HUD on our 2021 audit, and our 2022 audit will take place on the week of May 8th, 2023. Mrs. Allen went on to reference CD discussion from the last meeting noting that both CDs have matured and noted \$2,526,063.22 in Truist. She advised that before the next meeting she would go out for bid and get rates, so that we could come back and decide what we wanted to do with that. Mrs. Allen went on to review the January financials noting that we normally run on a cash basis and she is trying to get us on an accrual basis, so that way January is not empty. She also advised that she did a 10% budget amendment for insurance, but it ended up being a lot more than she anticipated. She stated that they may need to reprocur it out.

DISCUSSION: Commissioner Blount asked for the amounts on the CDs to which **Kori Allen, CFO**, pointed this information out to him on the handouts for the BOD meeting. **Vice Chairperson Martin-Back** inquired if this amount includes the earned interest in the amounts listed. Mrs. Allen advised yes.


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

6. Old Business

None


7. New Business

- a. **Resolution #04052023D – Ken Armstrong, ED** reviewed April Disposal List advising that there were 11 items; 2 printers, 1 switch, 7 wooden chairs and an antique ice box.



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DISCUSSION: Ron Hall, DOO, advised that the antique ice box was an antique and mentioned the 7 wooden chairs. Mr. Hall noted that they were not sure how the ice box or the chairs were acquired, so they chose this route of disposal in hope of getting funds for other projects. **Vice Chairperson Martin-Back** voiced concerns on the value of the antique items.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back** **MOTION** to approve Asset Disposal with research into selling the antique ice box. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Asset Disposal with research into sell the antique ice box accepted unanimously.

- b. **Resolution #04052023E – Ron Hall, DOO** reviewed radon and lead based paint noting that he applied for a grant under Public Housing, but we did not get the grant. Mr. Hall noted that while Florida is not as high as some states when it comes to radon, that Alachua County was of some of the highest in the state. He then advised that they would like to the Capital Fund grant to move forward with this project, reviewing radon and lead based paint for our Public Housing units. Mr. Hall stated that we are going to continue other Capital Fund projects like some roofing, flooring, siding work and work to continuously update our units. Mr. Hall advised that we have some funds left on the Security Grant noting that the fencing projects have been completing and Mr. Rodney is working on the last portion of the security cameras. He advised that with the leftover funds we are looking to tie in with the Phoenix Neighborhood Association and GPD to provide a few cameras at the ACHA substation. Mr. Hall noted that he found out that GPD was not aware that they had a substation. He added that now afterschool programs that existed in the past will get started back up again at this location. Lastly, Mr. Hall advised that HUD is moving forward with a lot of environmental focus and in anticipation of this requirement coming in down the road we are being proactive with this radon and lead based paint project.

DISCUSSION: Commissioner Blount noted that he thought GPD was aware of the substation and referenced past discussions at the BOD meetings discussing getting verifications that the substation was being utilized and that it did not house an actual


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family. **Vice Chairperson Martin-Back** asked for clarification if the lead based grant was to check all of our units, but not for the remediation. **Ron Hall, DOO**, advised yes.

8. Secretary's Report

a. **Capital Fund Report:** None

b. **Public Housing Occupancy Report:** **Ken Armstrong, ED**, reviewed that we have nine units vacant and we are still around 98% for the year. He noted that there were a lot of move out at the end of the month and that there was a lot of work being done in the units during the turns to bring them up-to-date (new flooring, etc.).

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 (394 leased/16 issued/0 available), Tenant Protection Vouchers, a fully in use 6 leased, Mainstream Vouchers (180 leased/ 12 issued/ 16 available), HUD-VASH (378 leased/ 37 issued/118 available), Foster Youth Vouchers is at 100%. She reviewed the new Partners in Hope Initiative noting that 1 family moved in, they received 3 referrals and waiting on 6 remaining referrals. Mrs. Nazaro stated that they finally finished the waiting list and staff got all 2,000 applications entered into the system. She noted that this was not done online so it required data entry. Tomorrow she will do a quality control, then they will send out their letters and they will be able to start issuing vouchers soon. Lastly, she advised that they have absorbed about a dozen port-ins and they have 8 ports currently.

DISCUSSION: **Commissioner Blount** inquired if Family Promise gets involved with searching for housing. **Amanda Nazaro, Deputy Director** advised yes and that they screen, refer, case management and housing search. She also noted that we are the only agency with this Partners in Hope Initiative. **Commissioner Porter** asked about the waiting list and if Mrs. Nazaro preferred doing the waiting list in person/paper applications vs doing it electronic. Mrs. Nazaro stated that she has never done it electronic. She advised that Public Housing did it online and they were inundated with applications. Mrs. Nazaro stated that she 100% prefers an in person waiting list, but of course it is available online and she can mail, email and fax applications for accommodations. She noted that when it is online it goes into

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a portal and makes people aware of the waiting list and anyone in the US can apply. Mrs. Nazaro stated that the key is that when it is only open here, it is not open to the entire United States. She last noted that that by doing it here in Alachua County we serve the need of Alachua County and 95% of the waiting list is Alachua County. She lastly noted that it was well advertised.

9. Discussion of Vision 2030 ACHA Projects - Ken Armstrong, ED, reviewed that they should be starting demo on our 17 units in Alachua for our Merrillwood project. He advised that Ron was able to put together the use of the units for some GPD and ASO trainings. Mr. Armstrong stated that there will probably be a ceremony in the next 30 days and that he hoped that everyone could come out and participate. He advised that he is still working on the Housing Choice Neighborhood Grant and still looking at the Phoenix and Rocky Point neighborhoods. Mr. Armstrong noted that he is starting to touch base with some organizations noting that they would like to bring in the University of Florida, possibly some local sports teams, bring in a grocery store, businesses, etc. He noted that having transportation nearby, access to healthcare, etc. is very important. Mr. Armstrong reviewed the Planning Grant that recently came out noting that these go towards the use of architects, etc. He stated that they may need to bring in an architect to help with this, and noted matching funds efforts with the City and County.

DISCUSSION: Commissioner Blount stated that now is a great time with the current City Commissioners to get support for projects prior to any changes.

10. Commissioners Comments/Public Comments

Chairperson Packer: Advised that it was a waste of time to go to the Washington Conference as our congressional representative ended up cancelling, so he cancelled all the remaining meetings. He noted that this was done in hopes of saving the Authority funds due to the lack of value in the conference to ACHA. Ken Armstrong, ED stated that Commissioner Vaughn was unable to attend due to medical reasons. Chairperson Packet then reviewed a virtual meeting he was a part of reviewing building with new innovative materials.


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Vice Chairperson Martin-Back: Asked how is ACHA being affected by the City Rental Ordinance. Ron Hall advised that we have already been selected for inspection and there was discussion on permitting. **Vice Chairperson Martin-Back** stated that the inspections don't start until 2026 for the County. **Commissioner Blount** asked if we were still required to do inspections although we already complete inspections. Both Mr. Hall and **Vice Chairperson Martin-Back** confirmed yes.

Commissioner Blount: Made note of a slide show at last night's meeting and if we have such materials. Ron Hall advised that we participated in a meeting alongside GHA recently and presented a slide show of some similar information. Invited everyone to Cypress and Grove on 04/21/2023.

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, May 3, 2023 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:44PM


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