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

Regular Meeting held on March 1, 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; 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:** Tenant Commissioner Rudolph Vaughan Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); **Public:** One Individual

1. Call to Order and Introductions 5:00PM

2. Approval of this Agenda

Addition to Agenda,

Resolution #03012023A – Chairperson Packer calls for discussion or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve the agenda as is. **Commissioner Porter 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

None

4. Approval of Minutes

Resolution #03012023B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Debra Martin-Back MOTION** to accept February 1, 2023, General Meeting Minutes. **Commissioner Porter 2nd**. Roll Call Vote taken. February 1, 2023, General Meeting Minutes accepted unanimously.

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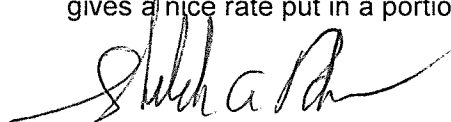
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5. Financial Reports

Kori Allen, Chief Financial Officer enters meeting

Resolution #03012023C – **Kori Allen, CFO**, reviewed December 2022, Financials. She stated that she noticed minor things that she made a couple of adjustments on. Mrs. Allen stated that this is what went into the FDS. She went on to state that these have some audit adjustments, salary adjustments, etc., and opened the floor for questions. Mrs. Allen noted that she is working on the Personnel Policy.

DISCUSSION: **Commissioner Blount** asked questions on the 4th and 5th page of the packet, Budgeted Income Statement, Materials \$56,204.00, inquiring if these are special or unit turns. **Kori Allen, CFO**, advised that this is out of our CFP grants, refrigerators, stoves, security cameras, etc. She went on to state that that the soft cost are move to the income statement and you capitalize the hard cost. **Commissioner Blount** then inquired about Administrative Sundry Expense \$59,000.00. Mrs. Allen advised that this is a part of the Safety and Security grant where we bought new locks for everyone and a Bessolo project, architect fees. She then advised that these are some of the year-end adjustments. **Commissioner Blount** then inquired about Capital Transfer Out and Other Expenses line item asking where they transferred out to. Mrs. Allen advised that they were moved out of the CFP bucket and into Public Housing one to capitalize on them. She then advised that we have two CDs, Truist \$535,634.60 maturing on 03/06/2023 and TD Bank \$2,500,000.00 maturing on 04/04/2023. Mrs. Allen advised that she once they matured she would like to cash them out, put them in our bank account and then figure out what we want to do/ where we want to move the funds. **Vice Chairperson Debra Martin-Back** inquired if we have anything major in Operating that we need to take some of these funds and allocate. Mrs. Allen advised not in Operating and that a lot of the stuff we are doing out of Operating Funds. **Vice Chairperson Debra Martin-Back** inquired about renovations in any of the other properties that need to be done. **Ken Armstrong, ED**, stated that we have to be careful using Operating dollars for mod-rehab, reviewed HUD recapturing funds, etc. **Vice Chairperson Debra Martin-Back** asked if we would want to put a portion of it in a shorter term like 9 months depending on the rates, but if there is one that is 15 or 18 months that gives a nice rate put in a portion of it. Mrs. Allen advised that she usually has



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\$1,000,000.00 in Operating. Mrs. Allen also stated that her next big project is a personnel policy.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve December 2022, Financial Statements. **Commissioner Porter 2nd**. Roll Call Vote taken. December 2022, Financial Statements accepted unanimously.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve Letting the CDs Mature and Putting the Funds Into the Operating Account Until we Establish the CDs we Want the Funds to go Into to. **Commissioner Blount 2nd**. Roll Call Vote taken. Letting the CDs Mature and Putting the Funds Into the Operating Account Until we Establish the CDs we Want the Funds to go Into to accepted unanimously.

6. Old Business

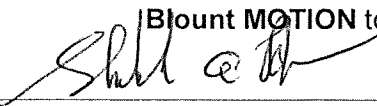
None

7. New Business

a. Resolution #03012023D – None

b. Resolution #03012023E – Ken Armstrong, ED reviewed Extension of Make Ready Contract to get units ready for leasing. He advised that the budget for \$70,000.00 was approved in the October/November meeting. Mr. Armstrong advised that this was the purpose of the procurement part of that and that we would need to extend the Hernandez contract. He then requested \$50,000.00 more stating that \$70,000.00 would be budget that the BOD has already approved and the \$50,000.00 would be for procurement. Mr. Armstrong stated that this would extend the time for the contract through the end of 2023.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve Make Ready Contract and Extension. **Commissioner**



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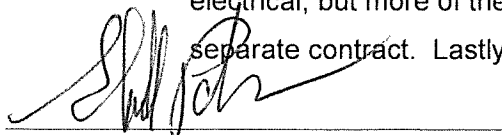
Porter 2nd. Roll Call Vote taken. Make Ready Contract and Extension accepted unanimously.

- c. **Resolution #03012023F – Ken Armstrong, ED** reviewed the approval of Demo of Two Public Housing Units. He advised that this was for the Waldo property previously reviewed with the BOD at the last meeting. Mr. Armstrong stated that we have done our due process noting that Ron Hall went to the City of Waldo's Board meeting and the County Board meeting for their approval. Mr. Armstrong stated that his plan was that this would be fully handicap accessible units, a duplex, review of possible lot size.


Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve Demo of Two Public Housing Units. **Commissioner Porter 2nd**. Roll Call Vote taken. Demo of Two Public Housing Units accepted unanimously.

DISCUSSION: Commissioner Blount inquired about the cause of the two units that burned. **Ron Hall, DOO**, advised that they were both arson. He stated that the first unit was arson 100% and that she was arrested, charged, found guilty, but due to her mental capacity, she was not held very long. Mr. Hall stated that the other was supposedly kids, but they could never narrow it down to which kids.

- d. **Resolution #03012023G Ken Armstrong, ED** stated that this would be a remodel of the units in the front portion of this building. He noted that there has been no electric/power in this part of the building for 4-5 years and that this would add electrical outlets, office space ext. to this area. **Ron Hall, DOO** reviewed the approval of Sunshine Inn Remodel Contract. He stated that we would be taking several units and turning them into storage units, not units that would be rented, removing walls, closing of window openings etc. Mr. Hall stated that room #36 would be turned into an office space for one of the ACHA staff members. He stated that this would not include the electrical, but more of the structural areas and that the electrical would be done on a separate contract. Lastly, Mr. Hall reviewed pricing and advised that they have decided



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to go with Slack Construction out of Ocala. He noted that they had the lowest price individually and with all options involved. Mr. Hall requested approval for \$65,709.00 for the base bid plus the options.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve Sunshine Inn Remodel Contract, Slack Construction at \$65,709.00. **Commissioner Porter 2nd**. Roll Call Vote taken. Sunshine Inn Remodel Contract, Slack Construction at \$65,709.00 accepted unanimously.

DISCUSSION: Commissioner Blount asked if we had an idea date to get the project done. **Ron Hall, DOO** stated that he would put in a timeframe inside of the contract probably no more than 60-90 days.


- e. **Resolution #03012023H Amanda Nazaro, Deputy Director** reviewed approval for ACHA Staff Member to Travel to a Conference in Atlanta, GA. **Amanda Nazaro, Deputy Director** stated that this is a two day conference, in Atlanta, HUD office focused on Special Programs. She stated that we have a Special Programs Coordinator, Heather Cook, so this free training was a good opportunity. **Ken Armstrong, ED,** stated that the only cost would be the hotel room and per diem, which should be less than \$500.00.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back MOTION** to approve ACHA Staff Member to Travel to a Conference in Atlanta, GA. **Commissioner Porter 2nd**. Roll Call Vote taken. ACHA Staff Member to Travel to a Conference in Atlanta, GA accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ken Armstrong, ED** advised that we received the 2023 CFP and it is the largest amount in the history of the ACHA, 1,038,688.00. He advised we would be meeting this week to review the final budget and put these funds towards the unit.

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- b. **Public Housing Occupancy Report: Ken Armstrong, ED**, reviewed that we have five units vacant and we are at 98.29% for the year.

DISCUSSION: Commissioner Blount asked if there is any reasonable way to anticipate the coming HUD unapproved vacancies. **Ken Armstrong, ED** advised that we have a good list of evictions that are pending and we try and teach our Maintenance staff to identify vacant/abandoned units. **RON HALL, DOO**, stated that unless there are situations where there are issues with domestic violence so we can anticipate those in some regard, but over all, there is not a way to anticipate this.

- 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 (380 leased/30 issued/ - available), Tenant Protection Vouchers, a fully in use, Mainstream Vouchers (181 leased/ 16 issued/ - available), HUD-VASH (381 leased/ 44 issued/108 available), Foster Youth Vouchers (2 leased/- issued/- available), TBRA (1 families housed). She stated that they are working with the new Partners in Housing Initiative, they received 3 referrals and one family pending inspection. Lastly, she advised that they have 19 port-ins.

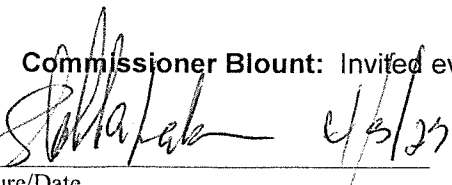
9. **Discussion of Vision 2030 ACHA Projects - Ken Armstrong, ED**, advised that we are getting ready to close the Merrillwood loan with a soft close on 03/08/2023 and full closing 03/09/2023. He then reviewed the legal aspect and funds we will be reimbursed on the legal side of this project.


10. Commissioners Comments/Public Comments

Chairperson Packer: None

Vice Chairperson Martin-Back: None

Commissioner Blount: Invited everyone to Cypress and Grove on 03/17/2023.


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Commissioner Porter: None

Tenant Commissioner Vaughan: Absent

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: NONE

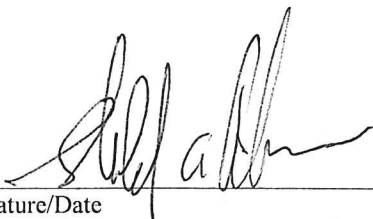
PUBLIC: NONE

10. Future Scheduling:

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

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:40PM



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