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

**Regular Meeting held on January 4, 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; Commissioner Latonya Porter; Tenant Commissioner Rudolph Vaughan; Staff: Kori Allen, Rodney Davis, Ron Hall, Amanda Nazaro; **Absent:** Executive Director Ken Armstrong; Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); Minute/Note Taker: Ebony Harrington. **Public:** None

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

**2. Approval of this Agenda**

**Resolution #01042023A** – Chairperson Packer calls for discussion or comments. **Vice Chairperson Martin-Back MOTION** to approve the agenda as is. **Commissioner Blunt 2<sup>nd</sup>**. Roll Call Vote taken. Agenda accepted unanimously.


*Inaudible*


**3. Public Comments**

None

**4. Approval of Minutes**

**Resolution #01042023B** – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept December 7, 2022, General Meeting Minutes. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. December 7, 2022, General Meeting Minutes accepted unanimously.

  
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## 5. Financial Reports

**Resolution #01042023C – Kori Allen, CFO**, reviewed October 2022, Financials. She stated that we are getting towards the end of the year, close of the year. She advised that she did not have anything of note. Mrs. Allen went on to state for transparency purposes, they previously estimated an increase in insurance and budgeted for a 10% increase, but the increase was far greater than anticipated, around \$85,000.00. Mrs. Allen advised that they would have to procure it out, that they would have to pay the whole year in full, procure it out and there would be a refund for the (*Inaudible*) year. She went on to state that she and Ron spoke about this for months and they probably all went up substantially.

**DISCUSSION: Commissioner Blount and Vice Chairperson Martin-Back** commented on insurance (*Inaudible*). **Commissioner Blount** asked if it was property insurance that Ms. Allen was referring to regarding the large increase. **Kori Allen, CFO**, stated yes, property insurance and liability insurance rates and values increased. **Commissioner Blount** inquired about the Budgeted Income Statement for HCV and asked for more information on Portability and HAP. Mrs. Allen advised that we have people that port in to us from other housing authorities, we are refunded dollar for dollar from the other housing authority and we get an admin fee.


### *Tenant Commissioner Vaughn Enters Meeting*

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount MOTION** to approve October 2022, Financial Statements. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. October 2022, Financial Statements accepted unanimously (including Tenant Commissioner Vaughn).

## 6. Old Business

None

## 7. New Business

  
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- a. **Resolution #01042023D – Ron Hall, DOO** reviewed the January 2023, Disposal List advising that there are 4 refrigerators, 4 stoves, 10 technology items (phones and tracking devices that came out of the vehicles).

**DISCUSSION: Commissioner Blount** asked for clarification if the trackers were replaced and if the staff who used those vehicles were aware of the tracker. **Ron Hall, DOO**, replied yes, he believes so and he is pretty sure they know.

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

- 4 **Resolution #01042023E – Kori Allen, CFO**, reviewed Write/Offs for October-December 2022. She advised that she had to make one adjustment for a security deposit date. She stated it is \$1,542.55 in Public Housing and \$145.00 in Sunshine Inn for a total of \$1,687.55.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve Write/Offs. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Write/Offs motion passed with four votes in favor and one abstention (Commissioner Porter).

***Commissioner Porter Enters Meeting***

- 5 **Resolution #01042023F – Amanda Nazaro, Deputy Director**, reviewed approval of ACHA Public Housing Policy Updates. She advised that the first policy change would be from Chapter 4, Tenant Selection. She stated that they are removing Certified Mail as a necessity. Mrs. Nazaro went on to state that the agency does not have the money to do this nor is it necessary. She advised that this would be changed to read that 'we may send certified mail'. Mrs. Nazaro went on to review that the first two policy changes only deal with mail regarding Chapter 4, Section H and Section J. Mrs. Nazaro stated that the

  
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third part of policy changes they are wanting done is for Section 5, Occupancy Guidelines, Section A. Determining Unit Size. She advised that the main changes are in the first bulleted point removing the word 'Adult' and changing it to 'Individuals'. Mrs. Nazaro went on to read the revised policy, Individuals of Different Generations, 10 Years or Greater Age Difference, Persons of the Opposite Sex Other Than Those in a Domestic Partnership and Unrelated Adults Will Not be Required to Share a Room. She advised that children with a 10 year age difference should be included in that not just adults. **Ron Hall, DOO** (*Inaudible*). Mrs. Nazaro went on to state that 'Spouses' changed to 'Domestic Partnership', because you don't have to be a spouse. She went on to state that it then lists whose going to be required to share a bedroom; Individuals 10 Years or Greater, Persons of the Opposite Sex Other Than Those in a Relationship and Unrelated Adults will not have to share a bedroom. Mrs. Nazaro stated that the second bullet point was removed only to simplify it in the third bullet point. She stated that the previous bullet point said Separate Bedrooms Should be Allocated for Persons of the Opposite Sex Other Than Adults Who Have a Relationship and Children Under Five. Mrs. Nazaro stated that what they are saying is that Children of the Opposite Sex, Under the Age of Six will Share a Bedroom. She advised that after age six they will get a different bedroom. Mrs. Nazaro reviewed the fourth bullet stating that Children of the Same Sex will Share a Bedroom Other Than Those of a Different Generation. She advised that this will remove children will a 10 year age difference having to share a bedroom. Mrs. Nazaro stated that this is how the Public Housing program has been operating and they just thought that the policy was a bit unclear. Mrs. Nazaro stated that this won't change anyone on their waiting list, any currently housed families and it won't cause transfers or anything like that.

**DISCUSSION: Vice Chairperson Martin-Back** asked what would make it necessary to send certified mail. **Amanda Nazaro, Deputy Director**, stated that on the Section 8 side of the house, they do not send certified and on the Public Housing side of the house, they use it for removal from the waiting list to verify that an individual received the letter. Mrs. Nazaro went on to state that in current day we have email and other ways to verify noting that 99% of clients have email. She advised that email is another way that they can verify. **Vice Chairperson Martin-Back** suggested that this wording (email verification) be added to the policy. Mrs. Nazaro stated that typically on Public Housing



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side of the house they send everything by mail and as we are moving forward, we need to become more into email. She went on to state that for Public Housing blast notices have to be mailed. Mrs. Nazaro stated that the Postal Office contacted us about the massive amount of Certified Mail we are sending at almost \$8.00 each. Mrs. Nazaro stated that policy mandated in certain parts which was policy driven not federal regulation driven so they removed it in parts of the policy. Mrs. Nazaro advised that Public Housing will continue to operate if they send a termination or closure from the waiting list. **Commissioner Martin-Back** stated that she knows in some instances people have to opt in and asked Mrs. Nazaro if they have to opt in to these emails as their primary form of communication. Mrs. Nazaro responded stating that it would not necessary be their primary form of communication we would do both, noting that on the HCV side they send things through email and mail. Mrs. Nazaro went on to state that on their side they don't just send it one way, they do both. She also stated that they ask on their Personal Declaration form if they want to be contacted by email and they normally prefer to be contacted by email. Mrs. Nazaro stated that she gets reasonable accommodation request to only be contact by email oppose to snail mail also because it is a cost for individuals to get their mailbox. Mrs. Nazaro went on to state that the purpose of this is to save money, not doing a 'must' and by doing a 'may' to cover us. (*Tenant Commissioner Vaughn requested permission to speak*). **Chairperson Packer** reconfirmed that it is not a federal mandate to send certified mail. **Commissioner Blount** inquired more about the use of email asking if when email is used, if tenants have to reply specifically to the email. Mrs. Nazaro replied not necessarily, sometimes we can. She went on to advise that it depends on what the email is about, and noted that they can send 'Read Receipts', so they will always know if you get it or not, you can always do a 'Read Receipt'. **Chairperson Packer** asked about how time sensitive emails work (*Inaudible*). **Tenant Commissioner Vaughn** asked about emails (*Inaudible*). Mrs. Nazaro stated that COVID-19 moved us towards texting so we all now have cell phones, prior to that we only had landlines. Mrs. Nazaro stated that this has been an amazing avenue to get information from our clients noting that it is a challenge for our clients to commute to the office. She went on to state that some of her staff only communicate through their cell phones. **Tenant Commissioner Vaughn** stated that when staff send emails they also need to send a letter because he doesn't always check what people send to him on the phone. **Ron Hall, DOO**, replied that he thinks that they



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are still sending out letters with all the emails and that this policy change was for not mandating certified mail. Mr. Hall then asked Mrs. Nazaro to confirm those statements. Mrs. Nazaro confirmed. Mrs. Nazaro went on to review the wording again on the certified mail. She then agreed with Tenant Commissioner Vaughn that if they do email they do a letter too, but she would like to start communicating more through email and text as well as snail mail, but it would save cost not to do certified mail. **Chairperson Packer** made a comment on text and email (*Inaudible*). **Vice Chairperson Martin-Back** stated that they would want to be careful with texting because there has been some case law that it did not hold up in court because they could not determine time it was sent, who it came from, etc. She suggested that there is a follow up after the text in another form and not to use it as the primary method of contact. Mrs. Nazaro agreed. **Chairperson Packer** stated the text should only be used to notify a tenant that something was sent to them or something similar. **Vice Chairperson Martin-Back** concurred. Mrs. Nazaro stated that she thinks that this can be used for appointment reminders, such as a phone call the day before and a reminder text in the morning. **Commissioner Blount** commented that when he texts business related matter he inserts the time and date which is helpful. Mrs. Nazaro stated that the goal of that is to have tenants be able to send things in, alleviate having to come all the way back to the office, someone having to call MV Transport to come back to the office to turn something in, etc. Instead, they can just take a photo of the document and send it in, but not for any (*Inaudible*) things. **Vice Chairperson Martin-Back** asked for clarification that when it is stated that children under age six 'will' share a bedroom this means that they have to share a bedroom. Mrs. Nazaro stated yes, they will have to share a bedroom.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve ACHA Public Housing Policy Updates. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. ACHA Public Housing Policy Updates accepted unanimously.

6 **Resolution #01042023G – Amanda Nazaro, Deputy Director**, reviewed approval of the Housing Choice Voucher Policy. She stated that first fist policy change is under Section 4, Managing the Waitlist and Grounds for Denial. Mrs. Nazaro stated that under

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L.1 previously it stated Drug Related Criminal Activity, now they have added Drug Related and or Violent Criminal Activity. She advised that previously, if you had a violent criminal conviction you could not get assistance for 10 years and now we are changing it to 5 years, mirroring Public Housing. Mrs. Nazaro stated now instead of screening for 10 years for violence we are screening for 5 years equal to our drug related convictions. She went on to review the next policy addition, Chapter 4, Managing the Waiting List Statute of Limitations advising that it is simply saying that we can not go after a debit owed that is past five years. Mrs. Nazaro went on to review that this is per State law. She reviewed the third policy Chapter 5, Selecting Families From the Waiting List. Mrs. Nazaro stated that we have a lot preferences/specialty programs at this agency and she wanted to make our preferences very simple. She advised that as a housing authority we could weight our preferences, but in reviewing what this would require she found it to be complicated and impossible to maintain where they move on the waiting list as their scoring changes. Mrs. Nazaro stated that instead she thought that we should mirror Miami Housing Authority and some other larger housing authorities so if you get a preference you get a (*Inaudible*) Mrs. Nazaro reviewed the policy change; We Preferences for Individuals That are Displaced Due to ACHA Public Housing Demolition or Disposition, Disabled and or Elderly, Chronically Homeless, Mainstream Preference for Specialty Programs. Mrs. Nazaro opened the floor for questions. She went on to review Targeted Funding being a requirement just like statute of limitations. She advised that we receive Targeted Funding so we have to have this CFR in our policy. Mrs. Nazaro stated that this would mean that when HUD awards special funding for certain family types we would first need to go through the whole waiting list to see if anyone qualifies than a referral process can be used. The final policy reviewed by Mrs. Nazaro was regarding terminations of households if they did not have utilities on in the head of household's name. She advised that now it would just need to be in the name of an adult household member.

**DISCUSSION:** Chairperson Packer asked question (*Inaudible*). Chairperson Packer asked for clarification on renting to people who owed us these five year or older debts. Amanda Nazaro, Deputy Director, advised that we would have to rent to them and that Federal states 10 and it states to refer to your State law which is 5. Vice Chairperson Martin-Back asked for confirmation that we don't have a choice. Mrs. Nazaro confirmed that we don't not have a choice she was just adding it to our policy. Commissioner



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**Blount** inquired about people owing debts to other housing authorities. Mrs. Nazaro stated that if they owe any housing authority past five years we pretty much just have to ignore it.

**Vice Chairperson Martin-Back MOTION** to ACHA HCV Policy Changes.  
**Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. ACHA HCV Policy Changes accepted unanimously

## 8. Secretary's Report


- a. **Capital Fund Report: Ron Hall, DOO** reviewed the Board's approval in the last meeting of carbon monoxide detectors. He advised that he met with Deborah, talked to several people, Code Enforcement and the more stringent the better for our clients. Mr. Hall stated because of this he is moving forward with the Board's previously approved proposal for CO detectors with the add on of smoke detectors in every room. He advised that this change added on (*Inaudible dollar amount listed*) with a new total of \$340,163.50 of 9% Tax Credit Application. Mr. Hall advised that he has started working with Robert on the cost of installing cluster mailboxes in our neighborhoods and listed possible REAC dings if they are not maintained.

**DISCUSSION: Commissioner Blount** asked if the Postal Office is participating at all in the expenses of the cluster boxes. **Ron Hall, DOO**, advised no. **Tenant Commissioner Vaugh** asked if it would be one box or individual boxes. Mr. Hall advised that it would be every unit in a neighborhood would have their own individual box with their own individual key.

- b. **Public Housing Occupancy Report: Ron Hall, DOO**, reviewed the Public Housing Occupancy Report stating that we started the year off with 98.82%. He advised that things may change this year in terms of HUD Approved Vacancies, 17 of 22 units are disposal units. He stated that when these are removed from them from the approval chart it may change our numbers and the less units you have the harder it is to maintain 98%.

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**DISCUSSION: Commissioner Blount** inquired about the three none HUD approved units. Mr. Hall stated that two are Newberry and the other is Cedar Ridge move outs.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program and advised the following stats on programs under her department; 407 HCV vouchers (349 leased/58 issued/0 available), Tenant Protection Vouchers (Merrillwood) are all in use, 208 Mainstream Vouchers (184 leased/ 16 issued/ 8 available), HUD-VASH (379 leased/ 66 issued/88 available), Foster Youth Vouchers (3 leased/0 issued/0 available), 7 TBRA (7/25 families and 2 of those will graduate this month). She stated that under the new Partners in Housing Initiative, they just received 2 referrals today, and they have 20 port-ins. Lastly, she advised that they are working on the waiting list applicants from October, they received about 2000 applications and that they are now getting everyone in the system and processed.

**DISCUSSION: Commissioner Blount** asked for clarification on the Tenant Protection Vouchers being all used, but it lists that there are four vacant on the handout. **Amanda Nazaro, HCV Director** advised that they received 10 thinking they would be needed, but they did not and so those that were not needed are vacant. **Tenant Commissioner Blount** inquired about the HCV and how long will they have to use it before they expire. Mrs. Nazaro stated that the initial term is 60 days, but they can get an extension of up to 120 days.

## 9. Commissioners Comments/Public Comments

**Chairperson Packer:** Advised that on Monday, he was on a phone call with HUD people, the bank, attorneys and he was told that everything was in good shape and they expected to close mid-February. Happy New Year!

**Vice Chairperson Martin-Back:** Happy New Year!

**Commissioner Blount:** Happy New Year!

**Commissioner Porter:** Happy New Year!

  
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**Tenant Commissioner Vaughan:** Stated that he will be at the next meeting no matter the weather.

**Alt Commissioner:** Vacant

**Alt Tenant Commissioner:** Vacant

**STAFF:** NONE

**PUBLIC:** NONE

**10. Future Scheduling:**

Next ACHA Board of Directors meeting scheduled for Wednesday, February 1, 2023 at 5:00PM at ACHA.

**11. Adjournment of the Meeting:**

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:47PM

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