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

Regular Meeting held on November 2, 2022 @ 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; Tenant Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro; Staff Rodney Davis; Staff Ebony Harrington; Staff Jasan Pound; **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

2. Approval of this Agenda

Resolution #11022022A – Chairperson Packer calls for discussion or comments.

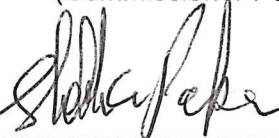
Commissioner Blount MOTION to approve the agenda as is. **Tenant Commissioner Vaughn 2nd.** Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

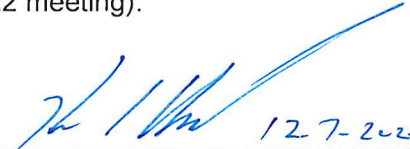
None

4. Approval of Minutes

Resolution #11022022B – Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept October 5, 2022, General Meeting Minutes. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. October 5, 2022, General Meeting Minutes motion passed with four votes in favor and one abstention (Commissioner Porter not present at October 5, 2022 meeting).



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Signature/Date 12.7-2022

5. Financial Reports

Resolution #11022022C – Kori Allen, CFO, reviewed August 2022, Financials noting that she did not see anything that stood out to her outside of the midyear budget amendment that was reviewed at the last meeting. Mrs. Allen then opened the floor to answer any questions.

DISCUSSION: Commissioner Blount inquired about the Public Housing Budgeted Income Statement, Operating Transfer Out. Kori Allen, CFO stated that the ones on the bottom are CFP income and we get administrative funds from CFP.

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

6. Old Business

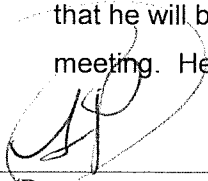
None


7. New Business

- a. **Resolution #11022022D – Ken Armstrong, ED** reviewed the November 2022, Disposal List advising that there are two refrigerators and three ranges.

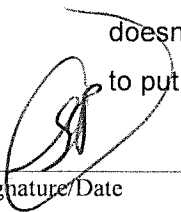
Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve Disposal of Property. **Commissioner Blount 2nd**. Roll Call Vote taken. Disposal of Property accepted unanimously.

- b. **Resolution #11022022E – Ken Armstrong, ED**, reviewed the ACHA 2023 Budget noting that he will be reviewing the most recent budget that he provided on the table at the meeting. He advised that this is the budget that he has been speaking of containing



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transition plan, repositioning, restructuring and trying to get people in place for the 2030 vision. Regarding Public Housing and our operating subsidy Mr. Armstrong stated that right now Public Housing looks to be receiving almost 100% proration for the first time in a long time. He advised that this will bring in around \$1,800,000.00 under Public Housing. Mr. Armstrong went on to state that with 2.8 billion that the House and Senate came up with it will be around a 16% admin increase in Public Housing which is more than we have received in a lot of years. He went on to review Capital Fund increase and noted that we should be in pretty good shape next year. Mr. Armstrong moved on to review the Salary Schedule for 2023 because he has done a lot of repositioning and created new jobs. He stated that as always he is very transparent with the Salary Schedule to make sure that the BOD concurs. Mr. Armstrong stated that they did do a new salary study for the first time in about five years. He advised that they did an extensive salary survey so they have new numbers and various step scenarios. He advised that starting pays were a little bit low eight years ago and noted that a salary study was done every year, but it didn't reflect what was going on nationwide. Mr. Armstrong reviewed the Schedule of All Positions and Salaries noting that for the Cost-of-Living they decided to stay within the Federal scenario at 3%. He stated the following for each area... Maintenance Staff: All staff will receive 3%. Fred and Lewis will receive 5% (3% cost-of-living and 2% based on performance and because they were underpaid). Maintenance Director hired a few years ago at the lowest possible level based on our old salary. He stated that Robert has succeeded and has met the expectations, and he has a very long way to go, but he is trying to get him in the middle lower part of the salary range and move him to \$62,000.00 per year, 12% increase. Administrative Staff: AP Specialist new position is at \$16.00/HR. Brittney, new Inspector and Public Housing resident (Section 3), has over performed and it was found that she wasn't even in her salary range, so she was given a small increase at the meeting before last and now she will be getting a 5% increase to \$19.70/HR. Director of Operations, Ron will get a 6% increase as he is a part of the Development Team which has brought in a lot of defederalized dollars, so he is looking at giving bumps for helping out and becoming part of this team as well as taking care of the Housing Authority as well. Public Housing Staff: Jessica and Adina, the new Public housing case managers are brand new and have been here less than 6 months, so we are looking at COLA there. He advised that normally he doesn't give this out to employees that have been here less than 9 months, but he is going to put it in the budget to evaluate. He stated that both came in at a higher step, so he will

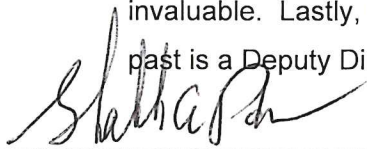


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take a look at them. Cathy, Public Housing Director will receive a 10% increase to put her in the lower middle range. He advised that the salary study showed that of the department heads she was in one of the lowest steps. He also noted that she has talked about retirement, and that the program was declining in numbers, but to be fair this moves her to the same step as a Section 8 Director or Maintenance Director. Dora, only part-time employee will go from \$12.00 to \$13.00/hour. HCV Staff: Mark (Inspector) will get COLA, Cody will get COLA and noted that he was given an increase at the last meeting, Catie (Assistant) \$15.90/hour to \$18.00/hour noting that she was another low employee from the salary study, but this gets her in line with other people with similar positions such as Ruth, Heather will get a 6% increase to \$22.70/hour to put her in line with some of the other scenarios. It was noted that she is very reliable, and she is over the Mainstream, Foster Youth and new program they are working on Partners in Hope (10 families a collaboration with the County). Nathan is one of the new employees will get the 3% taking him to \$19.90/hour. Karen has noted that she is contemplating retirement and is a senior director with over 350 clients. It was also noted that Mark is contemplating retirement, and that each HCV coordinator has over 350 clients, which is really good and unheard of. Mr. Armstrong stated that in comparison our Public Housing staff have around 140 and some of the other agencies we have talked to are in the 200 mark. Mr. Armstrong stated that this is almost a 50% difference. Rodney is our IT guy and he was IT/Maintenance now he will be IT/Inspector and will go from \$20.00/hour to \$23.00/hour and get him in the same range as everyone else. Ruth will go to 18.60/hour. He stated because of her job title there isn't much that can be done for her, but they are trying to increase her to the high end of her job. Mr. Armstrong also noted that she has been offered other jobs, but she doesn't want to change jobs. HR Staff: Jasan will be doing a new post HR plus other duties and will be paid right at around \$58,000.00/ year putting her in the mid-range of that position and in line with the Senior Public Housing and Senior Section 8 staff. He noted that she has already done a lot of trainings and she will be scheduled for a lot more trainings over the next 6 months. Kori will be at \$55.30/hour. He noted that she put together the Financial Policy and is helping put together the Personnel Policy. She has been offered a lot of jobs in the outside making a lot more money, but she likes it here so she will be increased again to \$115,024.00. He advised that this will be in her step range, and reiterated that she is invaluable. Lastly, he advised that the final new position that he has spoken about in the past is a Deputy Director position, which will pay \$125,000.00. He stated that we have

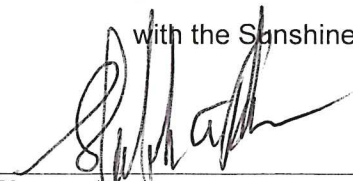


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needed this position and while we don't have the numbers to hold the position it has been created and Amanda will hold this position. He stated that the position will have to hold a position as a department head as well. Mr. Armstrong reviewed that she will be the head of all departments, she will evaluate every department, she will review performance, analytics, see if she can save us money. He advised that her program is a model for the country and a lot of programs are mirrored after her program. He went on to read emails of people stating how impressed they are with Amanda's performance. Mr. Armstrong stated that she is the reigning ACHA Employee of the Year, the City speaks highly of her, the County and has even been offered a position at Gainesville Housing Authority. He went on to state that she is a natural born leader, she cares about the community, her roots are here and that he let her know that this will be a 50-60 hour per week job. He advised that she will also take over the Public Housing Director position as they groom Ebony to do that position. Mr. Armstrong stated that there is almost \$3,000,000.00 in Public Housing Reserves so we have done a good job being fiscally responsible over the last 8 years. He lastly noted that the three people here, Ron, Amanda and Kori were the A-team that will take us into the development part and the future. **Kori Allen, CFO** continued the review of the budget noting that under Public Housing the net tenant rental revenue is \$40,000.00 in rent per month and \$19,000.00 in utility reimbursements. She stated that funds are being pulled from Capital Grants and there is an option for more if needed. Mrs. Allen noted that the salary has been reviewed, and utilities are paid for unit turns. She advised that the unit turn contract was reduced down to \$70,000.00 and reviewed money being put in ACs, plumbing, insurance, etc. Mrs. Allen reviewed the Operating Grants, HAP funds and Administration were estimated at 94.5% proration, and that they anticipate full occupancy in all programs besides HUD-VASH. She advised that TBRA is the only program not budgeted for this year. Mrs. Allen noted that a lot trainings are in the budget for next year with the shift of the staff and the tax credits. She advised that there is finally money in Section 8 now because they have such a large program and are very conservative with their administrative cost. Mrs. Allen went on to review the COCC budget. Mrs. Allen stated they are looking at switching over and revamping the computer system to support new software. She reviewed maintenance expenses, security for the office, other changes to the office and 10% insurance increase is anticipated. She advised that we will be in a management agreement with the Sunshine Inn at 5%. Mrs. Allen noted that the current rent at Sunshine Inn is



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\$730.00, but it will increase to \$850.00, and office rental/storage space billing. Lastly, she reviewed management fees for NSP units.

DISCUSSION: Commissioner Blount asked for clarification on Rodney's new roles at IT/Inspector. **Ken Armstrong, ED**, noted that he will be IT/ Public Housing Inspector. He went on to state that for an agency this size we do not have the dollars or the power to have a full time IT person, but it just like a lot of agencies this size only have Fee Accountants and that has been proven to be really problematic. **Commissioner Blount** inquired about the retirement of Mr. Armstrong who advised that it was not in the near future. He noted that he has been working in this industry for almost 40 years, he is like Amanda he cares about his tenants and noted that things like not having a smoke detector up somewhere keeps him up at night so it is hard job, but a pleasure. **Commissioner Blount** asked if the monies mentioned could be taken back by HUD to which Mr. Armstrong stated it's not right now, but could be in the future. Mr. Armstrong stated that they have the funds earmarked and are working to hopefully have them approve the use for capital improvement. He went on to state that he will come back to the Board next month with a plan to start earmarking these dollars, at least \$1,500,000.00. **Commissioner Blount** asked for clarification on the TBRA program. **Amanda Nazaro, HCV Director** stated that the COCC offered funds for the program, but they would not be able to establish an agency to fill the intense case management role. She went on to advise that at around 16 months of the program running it was found that case management wasn't being provided to those families by St. Francis, and that her staff was not able to provide case management they were only able to provide housing. She went on to state that with Heather having a caseload of 350 clients it would be hard to provide the services they need. **Commissioner Porter** asked what the COCC was and NSP. **Kori All, CFO** advised that it was the COCC is the Central Office Cost Center (office building, administrative staff) and NSP is the Neighborhood Stabilization Program (6 houses the County owns that will transfer over to use in 4 years and explained the program). **Commissioner Blount** inquired about the Public Housing Bad Debt. Mrs. Allen stated this is a projection of amounts tenants will not pay. **Commissioner Blount** asked how many people are on the new wait list. Mrs. Nazaro stated that they accepted around 2,200 applications. Mr. Armstrong noted that the applications were taken in person not online and this allowed it to go to Alachua County more. Mrs. Nazaro advised that they made the



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applications available online and this allowed them to focus on our residents. She advised that Public Housing opened their wait list online and they had thousands of applications open to anyone in the nation. She went on to note that her program offers portability, so this may mean that someone in California could apply and she would have to provide that person assistance which could amount to the cost of housing 3 families locally. Lastly, she advised that the application was available online for reasonable accommodation allowing people to print it and email or fax it in. Mr. Armstrong noted that the process went flawless with no problems and that staff did a great job. Mrs. Nazaro noted that it was a great team affair. **Chairperson Packer** advised that he was very pleased to see the teamwork through this process.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve ACHA 2023 Budget. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. ACHA 2023 Budget accepted unanimously.

c. **Resolution #11022022F – Tabled**

d. **Resolution #11022022G – Ken Armstrong, ED** reviewed approval for Employee Training in Orlando, FL. Mr. Armstrong stated that this is an account training that Kori attends.

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

e. **Resolution #11022022H – Ken Armstrong, ED** reviewed the approval of Project Based AHAP Contract for the new 40-unit complex in Merrillwood to be constructed with 23- 1BR units and 17- 2BR units. He advised that this is a Section 8 project based program Housing Assistance Payment Contract. Mr. Armstrong advised that this is a new construction contract between the Housing Authority of Alachua County and The Arbors at Merrillwood One LLC for 20 years (40 units). He stated that the Fair Market Rents will be at 110% of the payment standard and it will be it's own waiting list housed at the Housing Authority with one part being seniors 62 and older and the other 62 and older under the VASH scenario. Lastly, he stated that we are in the third step of the Project Based layering. **Amanda**



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Nazaro, HCV Director reiterated and confirmed aforementioned statements by Mr. Armstrong and added that this wait list will be based on bedroom size, we will screen and they will do their own screenings for eligibility criteria, etc. Mr. Armstrong noted that he hoped to have this project done in 12-13 months.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve Project Based AHAP Contract. **Commissioner Blount 2nd**. Roll Call Vote taken. Project Based AHAP Contract accepted unanimously.

- f. **Resolution #11022022I - Amanda Nazaro, HCV Director** reviewed 2023 HCV Utility Allowance approval. She advised that Utility Allowances are required to be evaluated every year and that this year it was done by UA Pro. She advised of the following proposed Utility Allowances per location; Alachua had a 5.4% increase, Archer 5.7% increase, Newberry 6.2% increase, Gainesville 6.3% increase, Hawthorne 7.6% increase, Waldo 10% increase. Lastly, she advised that this will go in to effect January 1, 2023.

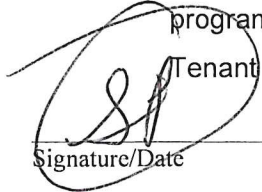
Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve 2023 HCV Utility Allowance. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. 2023 HCV Utility Allowance accepted unanimously.

8. Secretary's Report

a. **Capital Fund Report: NONE**

- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing currently has four vacancies, but it is going to three. He noted that there may be a few retro HUD vacancy approvals that may help our numbers. Lastly, he advised that we would need one or two in December to get to 98%. He also commended Public Housing and Maintenance.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program noting that they now have 407 vouchers from 397. She advised the following stats on programs under her department; 407 HCV vouchers (374 leased/57 issued/0 available), 6 Tenant Protection Vouchers, Merrillwood, (6 leased), 208 Mainstream Vouchers (185 leased/


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13 issued/ 10 available), 533 HUD-VASH (372 leased/71 issued/90 available), 3 Foster Youth Vouchers (3 leased/0 issued/0 available), Homeless School Children Grant 6 families graduate in November and 17 HCV Port Ins. Mrs. Nazaro noted that under the Mainstream program ACHA partners with the Center for Independent Living and Meridian for referrals to this program and they hope to get more vouchers under this program. Lastly, she advised that they just signed off with the Board of County Commissioners on the Partners in Hope program and are awaiting on funding to assist 10 new families.

DISCUSSION: Commissioner Blount asked if having only one (referral) source for Mainstream was an issue. **Amanda Nazaro, HCV Director** advised that some of the referrals come from this source, but that they also get them internally from their wait list. **Commissioner Blount** asked about the criteria for the program and Mrs. Nazaro stated that is a permanent supportive housing program so have to use the coordinated entry list to refer the families, they screen them, they must be homeless, disabled, adult with a self-sufficiency aspect.

9. Commissioners Comments/Public Comments

Chairperson Packer: Stated that his wife will soon retire from Shands.

Vice Chairperson Martin-Back: Stated that the annual holiday party will be the first Wednesday of December this year.

Commissioner Blount: Urged everyone to vote.


Commissioner Porter: Thanked the Board for allowing her to go to San Diego and stated that she learned a lot.

Tenant Commissioner Vaughan: Noted that all staff does a wonder job.

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

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STAFF: NONE

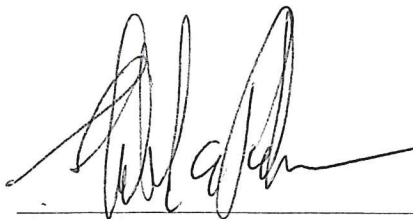
PUBLIC: NONE

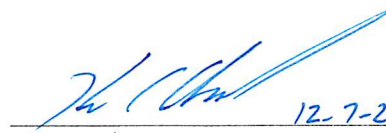
10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, December 7, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:38PM


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