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

Regular Meeting held on August 3, 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 Blount; 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; **Absent:** Commissioner Latonya Porter; 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 #08032022A – Chairperson Packer calls for discussion or comments. Vice Chairperson 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

Resolution #08032022B – Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount** noted typo, deferred, to be corrected on page 7 of July 6, 2022, ACHA Board of Directors Meeting Minutes. **Vice Chairperson Martin-Back MOTION** to accept July 6, 2022, General Meeting Minutes with correction. **Commissioner Blunt 2nd**. Roll Call Vote taken. July 6, 2022, General Meeting Minutes with correction accepted unanimously.

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5. Financial Reports

Resolution #08032022C – Kori Allen, CFO, reviewed May 2022, financials opening the floor for anyone with questions. She advised that we received the money from HUD for legal fees and we also had a lot of money in the Sunshine Inn account. Mrs. Allen stated that she reviewed options to move funds because they were not in interest-bearing accounts. She advised that TD Bank had the best rate so she took approximately \$250,000.00 from the General account and approximately \$150,000.00 from the Sunshine Inn account and put them all together into a 12 month CD.

DISCUSSION: Commissioner Blount asked if these funds were unrestricted and the life of the CD. **Ken Armstrong, ED** advised that the funds were unrestricted. **Commissioner Blount** also inquired about page one of the HCV Budgeted Income Statement, HAP Payments, Utilities budget reading zero. He noted that this appeared to be an item that could be anticipated and projected for. **Kori Allen, CFO**, stated that this is the Utility Reimbursement portion of the HAP and she doesn't split it out between UAP and HAP. She went on to note that we are leasing higher than we anticipated and our average cost is higher than we anticipated in our budget.

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


6. Old Business

None

7. New Business

- a. **Resolution #08032022D – Ken Armstrong, ED** reviewed the August 2022, Disposal List advising that there are two refrigerators, three ranges, four water heater, five condensers,


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one gas burner, four air handlers, one lawn tractor. **Ron Hall** stated that the value of the mower was \$600.00 and it was purchased in 2013. Additionally, he stated that ACHA has the option to keep the mower, donate the mower to a non-profit, trade-in for new, or the option of selling it. He also advised that they may purchase an additional mower in the future to have two mowers to provide tenant lawn services.

DISCUSSION: Commissioner Blount asked about doing notices for quotes for lawn service like GHA currently has listed. **Ron Hall** followed stating that they usually quote us for garbage or garbage cans not being put back.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve August 2022, Disposal List with the option to separate out the mower to be utilized as resale or trade-in. **Commissioner Blunt 2nd**. Roll Call Vote taken. August 2022, Disposal List with the option to separate out the mower to be utilized as resale or trade-in accepted unanimously.

b. **Resolution #08032022E – Audit Tabled**

c. **Resolution #08032022F – TAR Tabled**

d. **Resolution #08032022G - Ken Armstrong, ED**, reviewed proposal for approval of Unit Make Ready Contract Change/Order – Revision. Mr. Armstrong advised that he is requesting an extra \$50,000.00 on to the Hernandez Home Service contract, which would bring it to a total of \$100,000.00. He advised that part of this is because the contract allows for us to have them do other things besides make ready items. Mr. Armstrong stated that in the past 24 months we have noticed that our units are in desperate need of mod rehab, so we are trying to put the best product out there for tenants. He stated that some of the units are 50 years old and a lot of these units we are doing new countertops and new doors. Mr. Armstrong also noted that a recent unit was \$13,000.00 to repair. **Ron Hall, DOO**, stated that there is still an issue with supplies. He stated that with a five bedroom unit there are five bedroom doors, so if two of those doors are damaged and we can't match up the replacement doors, then we have to switch them all or REAC will write us up for Non-



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Standard Repairs. Mr. Hall advised that sometimes he can get cabinets from Lowes and sometimes they don't have them. He stated that these things have caused the costs to go up.

DISCUSSION: Vice Chairperson Martin-Back asked if these were things we were identifying as needing to be done or is Mr. Hernandez identifying these items. **Ken Armstrong, ED**, advised that these are things that are being identified in the move out inspection and noted that he has reviewed three or four units in the past month and the end product is a really good product. **Vice Chairperson Martin-Back** asked about situations where all doors in a unit need to be replaced because staff isn't able to get two doors to match. She asked if staff are taking those remaining doors that are in good condition to hold to be used on another project. **Ron Hall, DOO**, advised that usually if the slab is good we can do that. He stated that usually, the frame comes apart and will not come out of the wall as easy, but he is sure that he (staff/contractor) is doing that if the slab is good. Mr. Hall stated that the original contract that they approved a couple of meetings ago including pricing for doors, vanities, etc. **Commissioner Blount** stated that the door issue seems outrageous referencing the fact/concept of HUD having an issue with the replacement of doors that are fully, properly, functioning because they don't match the other doors in the unit. **Commissioner Blount** asked if HUD scrutinized to this degree, referencing the aesthetic difference between doors. Mr. Hall advised yes, if it is a paneled door verses a flat door, yes. Mr. Hall stated that if he patched a popcorn ceiling and if the portion that was patched was over a certain square footage, then that is a Non-Standard Repair. **Commissioner Blount** stated that he understood that scenario, but that the door issue seemed so wasteful for the replacement of all the unit doors because staff can't find two doors. **Commissioner Blount** also asked for a quick thumbnail of what typically needs to be done in the units that need a mod rehab verses a unit turn. Mr. Armstrong stated that in a unit turn, we normally paint entire unit, clean, wax floors and small things, but in these mod rehabs we are doing countertops, replacing the cabinets that are falling apart, replacing the floors with tile floors, new refrigerators and tub and shower walls. Mr. Hall added that if we mod rehab a unit we can take it offline (referencing the Linton Oaks units) and it doesn't count against us. Mr. Hall also stated that HUD does not consider repairs that were postponed but should have been completed as a mod rehab. He also stated that HUD won't take these type of units offline because they see it as postponed maintenance that



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should have been done. **Commissioner Blount** asked for confirmation that we are not purchasing fancy higher-level appliances for these units or smart appliances. Mr. Hall confirmed that they went a little higher in appliances level for the mod rehab units in Linton Oaks because they really wanted to show what they could do in Public Housing, but these are not this degree of upgraded appliances. **Chairperson Packer** referenced the five bedroom interior door replacement asking for further clarification on the issue. He asked if these are issues because they are different types of doors or if it is possible to paint over all of them to make them uniform. Mr. Hall stated that HUD's issue is with flat panel doors vs multi panel door, and mentioned that a few years ago ACHA switched to stained doors and now staff can not find stained panel doors due to there being no slabs available, so those would have to be pulled out.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** MOTION to approve Unit Make Ready Contract Change/Order – Revision. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Unit Make Ready Contract Change/Order – Revision accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ken Armstrong, ED** advised that there was nothing to report. He did note that the Sugar Foot project was closed out and completed. **Ron Hall, DOO**, advised that they are doing a few small things left on the project and additionally he has a contract for LED lighting, he is going to restripe the parking lot and is doing landscaping. Mr. Hall also noted that Youth Build would be working on the landscaping project for this project.
- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing currently has six vacancies, so we are at 97.56% for the year. Mr. Armstrong advised that he has met with staff and has a game plan in place to alleviate this issue.
- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed the Section 8 program noting that there are 381 of 397 vouchers in use, with 23 vouchers on the street. She advised that with Tenant Protection Vouchers (for the relocated families from Merrillwood development area) we 4 vouchers in use with 5 vouchers searching. Mrs. Nazaro advised that under the



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Main Stream program there are 182 vouchers in use out of 198 with 23 issued and actively looking. Additionally she advised that we received an additional 10 vouchers under this program, and HUD gave us \$104,000.00 in additional admin funding. Mrs. Nazaro went on to state that under the HUD-VASH program 378 vouchers leased up, 50 vouchers issued and 105 vouchers available. Next, she reviewed the Foster Youth program advising that 3 of 3 families were still housed and the program was going well. Mrs. Nazaro reviewed under the TBRA program, noting it was in month 20 of the 24 month program, so it would be coming to an end soon and those numbers will continue to decrease. Mrs. Nazaro stated that there were 14 port-ins. Lastly, she advised that they are working on policy updates across both programs as they purchased a new Administrative Plan that they hope to put into effect in the near future.

DISCUSSION: Commissioner Blount asked if one of the families under the Tenant Protection Vouchers turned down the voucher, and for confirmation that HUD-VASH is based on VA referrals. **Amanda Nazaro, HCV Director**, confirmed a few did turn down the unit and these families decided to stay in Public Housing, and that VASH vouchers are based on VA referrals.

9. **Discussion of Vision 2030 ACHA Projects – Ken Armstrong, ED**, advised that we are working to get families moved and moving forward towards the demolition process following.


DISCUSSION: Chairman Packer inquired about when might the City move forward in the hotel project. **Ken Armstrong, ED**, advised they received 4,000,000.00 grant to rehab the project and Ron Hall has been going over working with them on a few things.

10. **Commissioners Comments/Public Comments**

Chairperson Packer: Thanked Vice Chairperson Martin-Back for her help in the check process today. He advised that he watched a PBS series, Frontline regarding evictions that was very informative. Lastly, he advised that he appreciates everyone.

Vice Chairperson Martin-Back: None


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Commissioner Blount: Invited everyone out to Cypress and Grove on August 19th for enjoyable free jazz.

Commissioner Porter: *Absent*

Tenant Commissioner Vaughan: No Comment

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF:

Ron Hall: Advised that there is a book called Evicted that was good insight about the eviction process.

PUBLIC: N/A

10. Future Scheduling:

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

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:49 PM



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