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

Regular Meeting held on April 6, 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; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro HCV; Staff Rodney Davis; Staff Ebony Harrington; **Absent:** Tenant Commissioner Rudolph Vaughan; 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 #04062022A – Chairperson Packer calls for discussion or comments. **Vice Chair Person 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 #04062022B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept MARCH 2, 2022, General Meeting Minutes. **Commissioner Porter 2nd**. Roll Call Vote taken. MARCH 2, 2022, General Minutes accepted unanimously.

5. Financial Reports

Signature/Date

Signature/Date

Resolution #04062022C – Kori Allen, CFO, reviewed the January 2022, Financial Report and noted a few financial related comments including that CARES ACT funding ended at the close of the year and the Administrative Fee for the Section 8 program increased to 88%. Mrs. Allen went on to note that the audit has been scheduled for the week of April 18, 2022. She advised that the FDS was approved by HUD and was accepted without conditional adjustments, earning ACHA a full 25 points. Mrs. Allen reviewed the CD consolidation that was previously done and that it was now with TD Bank at 1.25%. She went on to review the General Fund noting that we had no expenses in January, so there is a Balance Sheet, but no Income Statement.

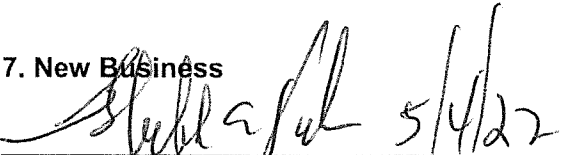
DISCUSSION: Vice Chairperson Debra Martin-Back inquired about the length of the term for the CD to which **Kori Allen, CFO**, advised 12 months. **Commissioner Blount** inquired if we had a plan in place to quickly utilize the funds once they matured, so that they were not taken by HUD. Mrs. Allen advised no, not at this time, but this had been up for discussion prior. **Ken Armstrong, ED**, noted that it was important to understand that those dollars could not be utilized for Capital Improvement while there are certain things that we could utilize those dollars for. Mr. Armstrong went on to advise that he anticipated that we would be receiving the ~\$400,000.00 from the lawsuit that we won from funds HUD recaptured years ago. He noted that he anticipates that these dollars are going to be defederalized, but he would be getting clarification on that soon.


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

6. Old Business

None

7. New Business


Signature/Date


Signature/Date

a. **Resolution #04062022D** – Disposals None

b. **Resolution #04062022E – Amanda Nazaro, HCV Director**, reviewed the Housing Choice Voucher Policy Update, effective May 1, 2022, advising that with the Merrillwood project there are 17 families that need to be relocated. Mrs. Nazaro noted that HUD granted 5 Tenant Protection vouchers and 7 vouchers were still needed for those displaced families. Mrs. Nazaro stated that HUD advised that the best way to implement a preference to serve these families was to create a policy. Mrs. Nazaro went on to review the proposed policy, Displacement via Public Housing Demolition or Disposition Preference, 'ACHA will provide a preference for a family displaced because of the demolition or disposition of an ACHA Public Housing project and may be classified as a special admission'. Mrs. Nazaro noted that this would allow us to provide assistance to these families moving them to the top of the list and allowing us to issue them a voucher.

DISCUSSION: Vice Chairperson Martin-Back inquired if this was a one-time policy.


Amanda Nazaro, HCV Director, responded advising that this was going to be a preference that would remain in our policy unless another policy change was made to remove it. She additionally noted that this would help families with the future projection for similar ACHA demolition projects. **Commissioner Porter** inquired if there was a cap on the number of families that would be able to use this particular voucher. Mrs. Nazaro stated that this is specific to ACHA and future families that fall into this same situation, so there is no cap on the number or monetary amount (regarding vouchers) to rehouse these families/issue vouchers. **Ron Hall, DOO**, asked if we would need to define section 5.7 of the policy more specifically to reiterate that it was only for Alachua County Housing Authority tenants, which Mrs. Nazaro agreed.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve the Housing Choice Voucher Policy Update.

Commissioner Porter 2nd. Roll Call Vote taken. ACHA Housing Choice Voucher Policy Update accepted unanimously.



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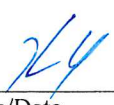
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c. **Resolution #04062022F – Ron Hall, DOO**, reviewed Unit Make-Ready Contract. He advised that these types of contracts have been done in the past where a contractor is used to turn units and supplement ACHA staff when they have so many vacant units that staff could not keep up. Mr. Hall advised that this will help with keeping up our numbers. Mr. Hall advised that this would be around \$50,000.00 for a one year contract and extendable for an additional one-year period for a total of five years. He stated that it was procured out into three categories; painting and cleaning, additional items and VCT floor replacement (one or two replacements a year). He advised that the contract was sent out to numerous agencies and three bids were returned. Mr. Hall, Ken Armstrong and Robert Cortez each evaluated the bids and they ranked as follows, Hernandez Home Services (receiving the highest score), The Works Maintenance Services and following was Mobile Maintenance. Mr. Hall stated that they are looking for approval to proceed with Hernandez Home Services in the amount of \$50,000.00 for a period of one year with the option to increase into future years. He then advised that if anyone wanted more specifics he had a notebook of the procurement available and was open to meeting with anyone to review the full procurement. Mr. Hall advised that they are looking at an average of two units per month and he took the average to review the estimated expense associated with this contract. **Ken Armstrong, ED**, stated that there is a new maintenance staff in place and with the high turnover we have experienced in the department, it is important to have an alternative strategy. He advised that this would come in handy when we have an abundance of move outs or are down staff we have an alternative strategy in place. Mr. Hall gave the example that if we had eight unit turns in a month then that would be the month to pull in the unit turn contractor, but if we had three unit turns then that would be on our staff to turn, so it wouldn't be that they (contractor) would be doing unit turns every month. He advised that we are hoping to get around 24 turns out of the contract every year. Mr. Hall stated that this number could decrease or increase and if it increased, they would need to return to the BOD for approval.

DISCUSSION: Vice Chairperson Martin-Back inquired if there was any type of guarantee with the Hernandez group as far as their turnaround time and being available. Mr. Hall noted that he would make sure the contract said five-day turnaround time, which should not be a problem. **Commissioner Blount** asked that Mr. Hall confirm VCT meaning, Vinyl Tile.



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Ron Hall, DOO, advised that he was correct it is Vinyl Composite Tile and that we were reviewing other floor options. **Commissioner Porter** inquired what would occur if it took the Hernandez group over the allotted five days in the contract to complete the turn due to permits, etc. would the alternative plan be to have our staff step in where they left off. Mr. Hall advised no, what he could do is put in liquidated damages into the contract.

Commissioner Porter advised that the contingency needs to be in the contract because if it is not we will not be able to recoup what our losses are based on the time. Mr. Hall advised that with the history of this company around 95%-99% of the time they are on time with their project. **Commissioner Porter** inquired what would the contingency plan be used for if we need to use the contingency? Mr. Hall advised that it would go against the contract price.

Commissioner Porter inquired if the contract would include increment weather conditions.

Ken Armstrong, ED, advised yes it would take into consideration this as well as shortages in supplies, etc. **Commissioner Blount** further discussed supply/material shortages and inquired if the Hernandez group had their own warehouse or backup of materials/basic supplies and parts. Mr. Hall advised yes, and noted that paint is still an issue and supply chains were still an issue, but we would certainly work with the contractor on this.

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

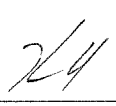
d. **Resolution #04062022G** – Automobile purchase, Tabled

8. Secretary's Report

a. **Capital Fund Report:** None

b. **Public Housing Occupancy Report:** **Ken Armstrong, ED** advised that Public Housing currently has 5 vacancies so, that is 98.09% however we are still down for the year which is why we have this contract in place. Mr. Armstrong also noted staff shortages and rehires in progress.

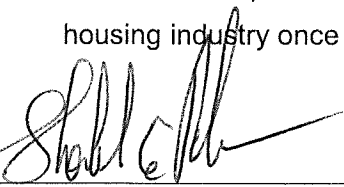
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c. **Section 8 HCV Report: Ken Armstrong, ED**, noted that Amanda Nazaro was steps away from becoming a Licensed Clinical Social Worker having just passed her required state examination. **Amanda Nazaro, HCV Director**, reviewed her journey and shared that she submitted everything and was now awaiting her licensing. She additionally reviewed ways that her skillset would benefit the agency specifically working alongside programs such as TBRA, Foster Youth, etc. Mrs. Nazaro reviewed Section 8 noting that under the HCV program, there are 3 vacant vouchers and she does project an increase as they are averaging 4 terminations a month which is a bit high, but they have 15 orientations coming to get them back up to 100%. She noted that in the Mainstream program, there were no vacant vouchers and they should be at 100% in the next 30-60 days. Mrs. Nazaro noted that with HUD-VASH they are around the same numbers as last month's numbers and that she is in communication with the VA regarding news outlets to bring light to the program. She advised that she is open to using the news route, but is in communication with the VA regarding support with this effort. Mrs. Nazaro reviewed ongoing meetings and efforts she has been exploring to increase the HUD-VASH numbers. She advised that the Foster Youth program is going great and the TBRA program is as well with nearly all of the programs being between 90%-100% besides HUD-VASH. Mr. Armstrong noted that they are working with the Jacksonville office regarding HUD-VASH and they understand the difficulties and hopefully they continue to work with ACHA through this transitional period.

DISCUSSION: Commissioner Blount inquired about possible changes in the near future with the University possibly shutting down a large number of housing units. He asked what would eligibility look like for some of the family units coming into the state or into the country for grad school in need of housing. **Amanda Nazaro, HCV Director**, noted that the first step would be getting on the wait list as the waitlist is only open for such a small window of time and you can only apply when the wait list is open. Mrs. Nazaro added that the last time that it was open was in 2016, and that they would be evaluated along with all other wait list applicants unless they met a preference (ie. Non-elderly disabled). **Commissioner Blount** stated that it would be beneficial for local agencies to keep some bit of a tracking system (as far as numbers) of individuals impacted by this change and the impact it will make on our local housing industry once this change takes effect.



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d. **ACHA Development Project: Ken Armstrong, ED**, reviewed teaming and partnering with local developers to bring about more affordable housing opportunities. He specifically noted an upcoming project with the new Archer Place complex, which is set to be 240 units of which we are set to get 24 units. Mr. Armstrong noted that these units would probably be Project Base these units into the HUD-VASH program. He went on to note there is another similar project in motion that would possibly give us 50-60 additional units, but that is still in the works. Lastly, he noted that we would possibly be putting our office in another building and selling off this building, but he would keep the BOD up-to-date as each prospective opportunity progresses.

9. Commissioners Comments/Public Comments

Chairperson Packer: Reviewed his recent training with NAHRO and he did get to speak with staff of congress members regarding Veteran housing topics, including vouchers and assisted living for Veterans on a Hospice level. He advised that he received good feedback. He went on to review Section 32 topics reviewed during this time. Lastly, he reviewed that at the end of this month he will be doing a virtual conference out of Quebec City in the near future.

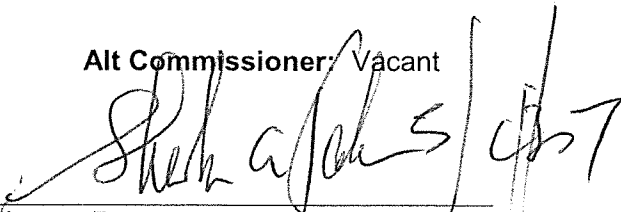
Vice Chairperson Martin-Back: Advised that the County Commission has postponed the implementation of the Landlord Final Ordinance. She advised that the City staff is taking feedback and proposals to City Commission on the 21st. Lastly, she encouraged everyone to participate in the meeting.


Commissioner Blount: Open invitation to Cypress and Grove on Tax Day.

Commissioner Porter: Ms. Porter advised that she is very proud of Mrs. Amanda Nazaro for her licensure.

Tenant Commissioner Vaughan: Absent

Alt Commissioner: Vacant


Signature/Date


Signature/Date

Alt Tenant Commissioner: Vacant

STAFF: N/A

PUBLIC: N/A

10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, May 4, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:01 PM

Signature/Date


3/4/22

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