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

Regular Meeting held on March 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 HCV; Staff Rodney Davis; Staff Ebony Harrington; **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 #03022022A – Chairperson Packer calls for discussion or comments.


Commissioner Blount MOTION to approve the agenda as is. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. Agenda accepted unanimously.

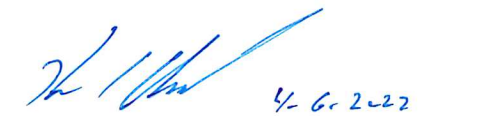
3. Public Comments

None

4. Approval of Minutes

Resolution #03022022B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back** advised that under Resolution #02022022E, New Office Phone System, Discussion, correct title from 'Chairperson Martin-Back' to Vice Chairperson Martin-Back within in two areas of the Resolution, Discussion.


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Vice Chairperson Martin-Back MOTION to accept February 2, 2022, General Meeting Minutes with corrections. **Tenant Commissioner Vaughn 2nd.** Roll Call Vote taken. February 2, 2022, General Minutes accepted unanimously.

DISCUSSION: Tenant Commissioner Vaughn, inquired about the current masking practice at ACHA referencing some people (in BOD meeting) are wearing masks and some are not.

5. Financial Reports

(Commissioner Porter enters meeting)

Resolution #03022022C – Kori Allen, CFO, reviewed the December 2021, Financial Report noting that all the audit adjustments are on there so this is what she submitted to the FDS. Mrs. Allen noted that because these are our audited there is a handful of noncash adjustments that we make. She went on to state that JC Casterline is a trainer that we had come look at our books at one point and one comment that he made was that we had a lot of things on our depreciation schedule that exceeded our \$5,000.00 threshold (ie. Office equipment, printers, etc.), so with Jason's guidance along with approval from our auditor last year all of the depreciation schedule that should not have been is now fully depreciated. She noted that she did a mass disposal of the fixed assets and still has record of these items and then gave examples of items we use to have such as dwelling equipment, a lot of blinds and refrigerators from the 80s. Mrs. Allen noted that now we have taken out all of the blind from all of the units, so in the past we could have disposed of those things along with 30-year-old refrigerators and things. Mrs. Allen noted this is why you will see that last month we had dwelling equipment on last month's that will not be on this month's under the Public Housing program. She went on to state that she moved into Construction in Progress a lot of things such as the Linton Oaks project. The architecture plus the construction cost to date were all put toward Construction in Progress and soon she believes that we should be capitalizing on that. Mrs. Allen went on to state that Commissioner Porter during the last meeting mentioned adding additional pages/explanations for the different programs, so under the HCV program she now has one income statement that is all the HAP cost, one for the HCV program, one for the VASH program and one for the Foster Youth program. She then asked if this met the requested need (Discussion). Mrs. Allen went on to note that normally we run on a cash basis and not

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an accrual, so you will see that things such as the utility bill may seem a bit higher for the end of the year and in January it will be a bit lower (as January won't be billed out unit February).

DISCUSSION: Commissioner Porter thanked Kori Allen, CFO and confirmed that the adjustments Mrs. Allen made to the Financial Statement were correct/helpful and in line with what she requested. **Chairperson Packer** concurred with Commissioner Porter on the helpfulness of the adjustments to the Financial Statement. **Commissioner Blount** inquired about Compensated Absents and if this was the same as sick leave. Mrs. Allen confirmed that this is correct.

Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to approve December 2021, Financial Statements. **Commissioner Porter 2nd.** Roll Call Vote taken. December 2021, Financial Statements accepted unanimously.

6. Old Business


None

7. New Business

- a. **Resolution #03022022D – Disposals** None
- b. **Resolution #03022022E – Chairperson Packer** introduced ACHA Board Elections noting that it was time to accept and nominations and conduct voting.

DISCUSSION: Commissioner Blount inquired about nominating a Continuation Slate. **Vice Chairperson Martin-Back** concurred noting that she could continue in her current position.

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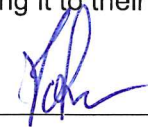
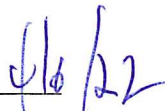
Chairperson Packer asks if there are any questions or comments. **Commissioner Blount** **MOTION** to approve the Continuation of the Current Officers of ACHA Board into Next Year. **Tenant Commissioner Vaughn 2nd.** Roll Call Vote taken. ACHA Board Continuation of Current Officers of ACHA Board into Next Year accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO**, reviewed the Linton Oaks project advising that Phase One included units 5-12 was complete except for items not completed in the kitchen of unit 9. Mr. Hall presented photos of unit 9 showing the correct setup of the kitchen. He also noted that as an agency we moved away from providing metal closet doors and started providing rods to hang curtains to cover closet areas. Mr. Hall went on to note that bifold closet doors are installed in these renovated units and stated that it seems to be a little challenging for the clientele we serve because they tend to be a little rough on them so we will see how long they last. Mr. Hall advised that the contractor is working on the next set of unit and they have done all the demo work and are in the process of installing the subfloor. He also noted that there were corrections to be made with the bifold doors in this set of units stating that in the first phase the contractor was trimming doors and taking away from the structural ability of the bifold door so we did a little bit of changing on that for the next phase. Mr. Hall next advised that # 9 should be completed in the next couple of days. He advised that one thing that they did not include in the project that they probably should have was the exterior door and locks which they will address in another future project.

Discussion: **Chairperson Packer** inquired if the new locks would be keyed or digital. **Ron Hall, DOO** advised that they would be keyed locks. **Commissioner Blount** asked what was in need of correction with the kitchen compared to what we see in the photos presented. Mr. Hall referenced the picture with the sink under the window noting that items were misaligned which started with the ductwork for the microwave/range hood being misaligned thus things such as the cabinet, countertop length, to shorten the sink they changed out to a farmers sink (instead of a double). Mr. Hall questioned at what point did the person onsite notice or not notice as he is checking off his trades that hey you put it in the wrong spot. Mr. Hall noted that no one noticed although it was different from the other units and so he had to bring it to their attention. He lastly stated that this has since been corrected and everything is


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back where it is supposed to be. Mr. Hall then opened the floor for questions about the Linton Oaks project and advised that if anyone on the BOD would like to go see the units they can schedule a time to meet with them over there to see them. Mr. Hall moved on to give an update on the fence project in Linton Oaks and Waldo noting that we received more money so Rocky Point was being added on as well. Mr. Hall displayed samples of the fence materials used for this project noting that it was heavy duty like prison kind of stuff and that you could not really bend the material. He went on to state that it is vinyl over steel material and goes around the perimeter of the property.

- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing currently has 7 vacancies, noting 4 are in the process of being leased up. We have had an abundant number of move outs of the past months a lot of VAWA transfers which creates another unit becoming vacant once that tenant is transferred out. Mr. Armstrong mentioned that they are not yet fully staffed on the maintenance team, but they have someone ready to hire and can get back to expeditiously turning units in the future.

DISCUSSION: Chairperson Packer inquired about how far are we down regarding the vacancies. **Ken Armstrong, ED** advised that we have 7 vacancies which puts us a little below the 98% mark that we want to be at, so we will need to get that number down to 3-4 where we are still a high performer. **Commissioner Blount** asked Mr. Armstrong if he anticipated getting this back on track for next month to which Mr. Armstrong advised yes, noting that maintenance would be fully staffed and we were working on securing a contractor for a backup in case we are ever down maintenance staff.

- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed Section 8 noting that under the HCV program there are 396 vouchers of 397 vouchers in use with 3 vouchers issued. She noted that in the Mainstream program there are 186 vouchers out of 198 vouchers in use with 22 issued. Mrs. Nazaro noted that with HUD-VASH there are 396 vouchers in use and 47 vouchers issued with 90 vacant vouchers. She advised that she did meet with HUD-VASH a few weeks ago to see what we can do to get more referrals and has had staff going over to the HORNOR Center and meeting with Vets in advance to make sure all of the paperwork is ready for the orientation that is every Thursday. Mrs. Nazaro noted



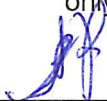
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that they are averaging about 4 issuances every week, so they did need to increase that number and were trying to think outside of the box to get those referrals. Regarding the Foster Youth program Mrs. Nazaro stated that it is at 100% having 3 vouchers and 3 vouchers used. She stated that the Tenant Based Rental Assistance program 20 of the 25 families remain successfully housed. She advised that we have 6 Port-in and expect that number to increase. Mrs. Nazaro advised that recently they submitted an application for 5 Tenant Protection Vouchers for the Merrillwood project that they hope to hear back from soon and that this would move the program from 397 to 402, which is the most growth under Section 8 that she has seen during the 15 years that she has been here. Lastly, she advised that there will be a policy change submitted for review to create a preference for displaced families to help people such as those who have housing authorities doing demolition and such.

DISCUSSION: Vice Chairperson Martin-Back inquired if the issue was that the clientele was not there at the VA for them to refer and if, so how do we get the word out to the clientele to let them know about this process. Amanda Nazaro, HCV Director advised that they have been transferring vouchers out and reaching out to some of the smaller housing authorities to utilize the vouchers. She noted that having 533 VASH vouchers is a lot and may be too many at this point for the current need. Mrs. Nazaro noted that the VA was not in agreeance and that they have taken steps to lessen the requirements to participate in the VASH program noting that before you had to have an Honorable discharge and now they are allow it to be Other Than Honorable so they are trying to open it up to more Veterans. Mrs. Nazaro stated that she sits on a meeting every few weeks with United Way and going over HMIS (Homeless Management Information System) and there are Veterans on there some of who are sex offenders who we can't service and some who just don't want assistance. She went on to state that they have moved to monthly meetings with the VA, but as of right now there may not be 90 Veterans in need of VASH assistance. Commissioner Porter inquired if the HUD-VASH information was on Alachua County Housing Authority's website. Mrs. Nazaro confirmed that it was on the ACHA website and went on to state that there is a Boots on the Ground effort going on such as a VA representative at St. Francis every week, they visit camp sites, participate in the Point in Time Survey, Outreach team, etc. Mrs. Nazaro noted that another issue is that the VA is down 5 social workers in the past 2 months and that they could only carry so many on a caseload, ~30. She noted additionally, that COVID is still effecting



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the numbers advising that a number of the Veterans they serve are at the HONOR center, which was recently shut down for a period of time due to COVID. **Ken Armstrong, ED** inquired if there was any more marketing that we may be able to do to help with this effort since we can utilize dollars for this. Mrs. Nazaro stated that we could put it out on social media, but she wasn't sure if that was the market. She advised that the meeting she does every other Monday, with people such as Keanna Johnson who is amazing and worked in social services and is now a part of the United Way team and is one of the biggest advocates you could ever meet for the Veteran population. She noted that Ms. Johnson and her team are very boots on the ground with their efforts, which is probably the best way as she wasn't sure if the Vets we are trying to reach are able to go online/social media or are using/able to use those resources. **Vice Chairperson Martin-Back** commented that the Vet may not be using those resources, but someone who may know a Vet in need of the resource could help with passing along the information. **Chairperson Packer** commented that reaching out to Veteran leaders in the community could be of help and that we didn't know if the Vets would have a phone to access social media or a television, so possibly a small add in the classified section would help. Mrs. Nazaro noted that the annual Veterans event was coming up and that ACHA participated in that every year. She stated that the event normally pulled in a handful of Vets for them to assist. **Commissioner Blount** advised that advertising in the overhead sign inside the busses may be a good option and he also noted that he thought Mrs. Nazaro should go on TV program, Greater Good to promote this effort. **Mrs. Nazaro** concurred with this suggestion and noted that she thought that it was decided before that we weren't doing social media. **Ron Hall, DOO**, noted that there is a conflict/challenge of doing social media verses Public Records request and how we control that. He stated that it is so difficult in the state of Florida to do that. Mrs. Nazaro noted that we do not have a Facebook or Instagram page. **Commissioner Porter** advised that this was going to be her next question. **Rodney Davis, Network Administrator** stated that social media is the industry standard for the private sector not the public sector because of the record retention information and we do not have access to retain this information, no control of the content coming in or out, etc., so we pushed that for a while and backed off of it. **Chairperson Packer** inquired if he was referring to comments and things of that nature. Ron Hall advised that regardless of the comments it was the ability for us to control and retain that information as well as have it available at the time of a records request. **Chairperson Packer** suggested that they look into this, as we were probably one of the only Housing Authorities in the whole country that does



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not have social media. **Commissioner Porter** concurred. Ron Hall advised that if you look you probably won't see many (Housing Authorities) in Florida doing it, is what we are trying to say because our Public Records laws are a little more challenging, but that we are definitely continuing to look at it and entertain the idea. Mr. Hall stated in reference to social media, that you are not going to see Florida government offices and such on this because of the ability to control and provide the information when requested. **Chairman Packer** asked **Commissioner Porter** if Gainesville Housing Authority has a Facebook presence. **Commissioner Porter** replied yes. **Tenant Commissioner Vaughn** commented that word of mouth is the greatest tool there is referencing disseminating information to people. **Commissioner Porter** noted the importance of being able to access this information through selecting a direct link since there is no social media presence, referencing gaining access to open HUD-VASH housing opportunities. She additionally noted that social media has become a fast easy way for people to access and obtain information about different available services and the other Boards that she sits on utilize social media. **Tenant Commissioner Vaughn** noted that homeless populations may not have access to the internet. **Vice Chairperson Martin-Back** noted that although some may not have access to a computer they can go places like the library and use the computers there, but a lot do have phones (to access the internet). **Chairperson Packer** inquired about the 36 unit motel that the County is doing and if we would be able to fill that with Veterans. Mrs. Nazaro responded yes, and the all-inclusive option would be appealing, such as what is offered at Sunshine Inn that is always at 100% occupancy. She went on to state that 85% of the vouchers issued under HUD-VASH are to single males and the support of Veterans living around other Veterans is a huge benefit.

- d. **ACHA Development Project: Ken Armstrong, ED**, reviewed one of the visions for 2030 is to go after the Choice Neighborhood Grant program this year and his target areas would be Phoenix and Rocky Point. He advised that we would ask for a \$20,000,000.00 grant to rehab the Phoenix area with a lot of demo and reconstruction as well as the purchasing of other existing properties. With this, he advised that we would be looking at bringing in other grocery stores things like Publix and Starbucks, etc. He went on to state that the University of Florida, the Police Athletic League, Gainesville Boys & Girls Club, etc. Mr. Armstrong stated that we would want the City and County to be involved with matching funds. He stated that this project would be around \$40-50 million and the dollars are out there. Mr. Armstrong advised that this is in the preliminary stages, but he wanted to let the Board know, as he would be trying to put

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together partnerships, etc. He went on to say that in his vision is a project in Newberry utilizing a tax credit, the Merrillwood project is already moving forward with Phase 1, Sugar Foot is going to be another full mod-rehab project. Mr. Armstrong reviewed the Arbours at Merrillwood I noting the 42 units and all amenities with this project. He reviewed the location, 33% median income, Project Based Vouchers, 2 handicap units, 23 1 bedroom units and 17 2 bedroom units. He went on to review the computer lab, workout facility, offices for the VA, retention pond, landscaping, pavilion, etc. **Chairperson Packer** noted that if anyone wants to review the plans they could make an appointment with Mr. Ken.

DISCUSSION: Commissioner Blount inquired if the flooring would be hardwood. **Ken Armstrong, ED**, advised that it was vinyl flooring. **Vice Chairperson Martin-Back** inquired about the use of carpet in the bedrooms suggesting so many allergies, trying to keep the carpet clean and the ease of maintaining the vinyl plank it is a better choice. **Commissioner Blount** stated that he would hope that over time we could push a little further with the alt energy field utilizing more solar options. Mr. Armstrong advised that this is something that we will look further into especially with the grants out there now.

9. Commissioners Comments/Public Comments

Chairperson Packer: Thanked everyone for the reelection to his position. He also advised that there is a NAHRO virtual meeting that he needs to do that will be a few hundred dollars, so he wanted to make the BOD aware.

Vice Chairperson Martin-Back: None


Commissioner Blount: Stated that he is glad that we are paying attention to the world at large and addressing the aggressor should have happened for other areas in need as well.

Commissioner Porter: None

Tenant Commissioner Vaughan: Spoke about his concerns about Ukraine. He also noted the State of the Union.



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Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: N/A


PUBLIC: N/A

10. Future Scheduling:


Next ACHA Board of Directors meeting scheduled for Wednesday, April 6, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:02 PM



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