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Amended: 03/02/2022

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

Regular Meeting held on February 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; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro HCV; Staff Rodney Davis; Staff Ebony Harrington; **Absent:** Executive Director Ken Armstrong; Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

Chairperson Packer announced that demolition for the Merrillwood project has been approved and should start later in the year. **Ron Hall, DOO** advised that the approval was received yesterday.

2. Approval of this Agenda


Resolution #02022022A – 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 #02022022B – Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept January 5, 2022, General



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4-6-2022

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Meeting Minutes. **Vice Chairperson Debra Martin-Back 2nd.** Roll Call Vote taken. January 5, 2022, General Minutes accepted unanimously.

5. Financial Reports

Resolution #02022022C – Kori Allen, CFO, reviewed the November 2021, Financial Report noting that she did not see anything of note and that we had gotten through year end. Mrs. Allen went to state that she was working on FDS and our submission is due February 28th. Lastly, she advised that she didn't have any comments and opened the floor for any questions.

DISCUSSION: Commissioner Blount asked for further information about page one COCC Budget Income Statement, Admin Expenses, Admin Salaries and Legal Expenses. **Kori Allen, CFO**, advised that of the legal expense listed under this area, \$15,000.00 was what we paid when we were sued for the public records request and that also bought on additional Legal Expenses outside of the settlement fees that we paid. Mrs. Allen stated that regarding the Administrative Salaries, we budget everyone's annual salaries and then we do an allocation and sometimes those allocations change a little bit. She additionally noted that this was Ken Armstrong's time as well as her time and that they under budgeted for salaries under this program. **Commissioner Blount** inquired more about the legal expense asking Mrs. Allen for clarification about us paying out a settlement. **Ron Hall** stated that we paid a portion of it. **Commissioner Blount** asked more about the public records request and the party inquiring asking what did this group get or prove through this process. Mr. Hall advised that he would prefer not to talk about it and offered to meet with Commissioner Blount on it next week. **Commissioner Blount** asked wouldn't this be an issue for the whole Board. Mr. Hall responded yes and stated that it had been discussed in the Board meeting a couple of times already. He went on to state that the requesting party asked for certain documentation and we provided information based on what our attorney told us to provide to them. He stated that the requesting party did not like what they got and we were advised to settle. **Commissioner Blount** asked if the requesting party ended up proving any particular point, what were they after or what was their mission?

Commissioner Blount also asked how we would prevent this (need for a settlement) from happening again in 3 months. Ron Hall advised that we receive request on average every



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3-4 months and that we have been advised by our attorney to be very cautious on how we communicate what's going on in the situation. Lastly, Mr. Hall advised that he did not have the documentation in front of him to review the issue further. **Commissioner Blount** went on to review the balance sheet of Public Housing, page one, Cash Offset \$117,000.00 deficit. Mrs. Allen advised that this is Security Deposits. **Commissioner Blount** inquired about what would happen to the depreciation of Merrillwood when the Merrillwood development project started. Mrs. Allen advised that we would be removing those assets and the corresponding accumulated depreciation and noted that those properties would come out of Public Housing and be disposed of accordingly. **Commissioner Blount** asked for clarification of page two of the same Balance Sheet, Grant Contracts asking specifically what grants are those. Mrs. Allen advised that this is a contra account and that we hold our CFP grants on the balance sheet (as they are both made up of hard costs and soft costs) and this is just to keep everything balanced and make sure that we are tracking each grant separately. **Commissioner Blount** asked to review page two of the Public Housing Income Statement, Other Revenues and Expenses, Other Income Transfer Out. Mrs. Allen stated that in CFP you are allowed operations money and so it was picked up on the front page under CFP Admin Transfer In. She went on to state that you get to use your operations money without a corresponding specific expense against it so you just get it as administrative money. **Commissioner Blount** inquired about page one of the HCV Balance Sheet, Disabled Vouchers Cash (\$178,747.00) and where does that amount balance out? Mrs. Allen advised that on the Mainstream (noting Mainstream and disabled vouchers are basically the same thing) we have pooled cash accounts for the HCV programs so any voucher program, the SRO, FYI, VASH, HCV and Mainstream, HUD gives us all our funding into one bank account. She stated that she separately tracks of this pooled cash and the amounts belonging to all these other programs. **Commissioner Blount** asked for more information on the HCV Budget Income Statement, Allocated Overhead (\$171,860.00). Mrs. Allen advised that the COCC expenses are allocated to all programs, but inside of the Voucher program (noting the pooled cash and all share a vehicle) the bank expenses and all of those things have to then get allocated again to all the other voucher programs that are all together; VASH, Mainstream, SRO, FYI. Mrs. Allen went on to state that under 3001 is negative because she allocates from the voucher program to all the other voucher programs, so that's why the 3001 is negative and the 3002 is positive. Mrs. Allen stated that for 2022, she thought about trying to budget that better

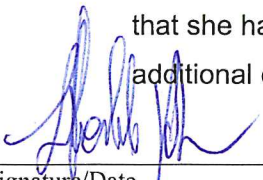


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because she always knows that this is the way that she does those allocations, but it does look a bit odd because that regular will always be negative, but the VASH and the 3003 (FYI) is a positive too. **Commissioner Blount** reviewed HAP Payments Utility, inquiring if the negative about has to do utility cost increases? Mrs. Allen stated that those are Utility Reimbursements. **Commissioner Blount** inquired about the Port Out Expense asking if that was at that level because of other Authority's not absorbing. Mrs. Allen advised yes, they are our vouchers that have ported other places and a majority of those are VASH vouchers. **Commissioner Blount** inquired about under TBRA page one, Housing Assistance Payments, HAP Payments Rent line. Mrs. Allen advised that we did not budget for TBRA so everything is zero. **Commissioner Porter** asked if it is possible to put subsections under the specific programs in the report. She noted an example of this was that during the review of the financials, Mrs. Allen was asked for clarification (by a BOD member) about a specific column and in providing clarification, Mrs. Allen ultimately explained a list of specific programs that was represented within this column. Mrs. Allen advised that on the top it tells which program each of the Balance Sheets and Income Statements are related to, is that what you mean? **Commissioner Porter** gave another example referencing a line item recently reviewed during the financial report where 3001, 3002, 3003 were listed, but Mrs. Allen had to then explain what program each one represented. Mrs. Allen confirmed her understanding Commissioner Porter's request. **Commissioner Porter** further stated that it is helpful when reviewing the financials as it provides a clear understanding and alleviates/minimizes repeat questions. Additionally, **Commissioner Porter** noted that she may have a question about a particular program, but she doesn't know that this money is allocated from this particular program (because of how the information is presented ie. 3002, 3003 etc.). Mrs. Allen stated that she may be able to do that and reviewed areas that she could adjust. Mrs. Allen asked if giving one income statement for regular, one for VASH and one for FYI would be better. There was an exchange of dialog between **Commissioner Porter** and Mrs. Allen clarifying what was needed and possible options. **Commissioner Porter** did confirm that separate income statements would be beneficial. Mr. Hall interjected and asked if it would helpful if Kori took these suggestions and comments that Commissioner Porter had and worked on it and bought it to Commissioner Porter for the next Board meeting. **Commissioner Porter** noted that she had already listed this in the chat box and directed it to Mrs. Allen prior, and she additional confirmed that it (Mrs. Allen working on her request and presenting it at the next



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meeting) would be helpful. Mrs. Allen stated that she would look further into this and that every year she attempts to make improvements for the reporting. **Chairperson Packer** noted that if there are accounting practices that explain more and we don't have to go over and beyond to show it (information) that should be something that we can do. Mrs. Allen agreed and advised that it should not be too difficult.

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

6. Old Business

None

7. New Business


- a. **Resolution #02022022D – Ron Hall, DOO**, reviewed ACHA Disposal noting that there were 8 refrigerator, 8 ranges, 6 water heaters, 5 air handlers and 5 condensing units for disposal.

DISCUSSION: Tenant Commissioner Vaughn asked how does ACHA disposal of these items to which **Ron Hall, DOO**, advised that we are required to offer them for public sell. Mr. Hall advised that someone from the public bids on it (normally one person) and this is the process. **Commissioner Blount** inquired if our Accumulated Depreciation includes items like hot water heaters, major appliances or strictly the building. **Kori Allen, CFO**, stated that we have a \$5,000.00 threshold under our Capitalization Policy, so anything under \$5,000.00 gets expensed so 'No' none of those are on there.

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



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b. **Resolution #02022022E – Chairperson Packer** introduced the next resolution, VoIP system, and went on to give multiple examples of his experiences with dropped phone calls he and Ken Armstrong, ED, have experienced while working on essential projects for ACHA. **Rodney Davis, Network Administrator**, reviewed the new VoIP system noting that he had been advocating for this project for the past five years. Mr. Davis advised that at the time of purchase our phone system was a state of the art phone system, but it is now 18 years old. He went on to state that most of the products are out of service or out of warranty and you could not purchase them. Mr. Davis stated that he and Ron Hall, DOO put this procurement together and got it advertised. He reviewed portions of the procurement including call forwarding, retaining same extension, etc. **Ron, Hall, DOO**, stated that the procurement was 18 pages and he can provide it if anyone would like to see it. Mr. Davis reviewed companies that bid on the procurement and stated that the company that recommended was Clarity as they most aligned with the needs of the Agency. He went on to state that their pricing was in alignment with where to project was projected to come in at and they were at around \$45k. Mr. Hall stated that this was an RFP. Mr. Davis stated that currently our phone bill runs from \$1,800.00- \$2,600.00 per month and this is going to cut our phone bill in half or possibly 75%.

(03/02/2022 Correction: New Office Phone System, Discussion, correct title from 'Chairperson Martin-Back' to Vice Chairperson Martin-Back within in two areas of the Resolution, Discussion.)

DISCUSSION: Vice Chairperson Martin-Back asked about the type of phone line system inquiring if it would be over the internet to which **Rodney Davis, Network Administrator**, advised that it would partially be over the internet. **Vice Chairperson Martin-Back** inquired if the power goes out the phone lines will still work to which Mr. Davis responded yes. **Commissioner Blount** asked about signal independence, but what about power independence and if it would be battery backed up. Mr. Davis advised that all of the servers are backed up by battery. **Commissioner Blount** inquired if they evaluated company resiliency, not just the equipment. Mr. Davis advised definitely, they looked at the duration of being in service, the products, the number of employees, etc. to make sure that they selected a solid company. **Commissioner Blount** inquired if they would be scouring out all the old gear (wiring and connections) in this building. Mr. Davis advised yes.



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Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** MOTION to approve New Office Phone System. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. New Office Phone System accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO**, reviewed the Linton Oaks project advising that they are finally making some things happen. He advised that there have been a lot of changes in cost on materials. Mr. Hall also reviewed the purchase of a van, which has been purchased, and the other one was for himself as he will be out in the field a lot more. He noted that it probably needs to be a truck.

- b. **Public Housing Occupancy Report: Ron Hall, DOO**, reviewed PH noting that there were a lot of vacants, 9. He explained that 2 units are in Linton Oaks and due to go offline, 2 are in the demo section in Alachua and he should be able to get those off line now that we have the demo approved. Mr. Hall noted that there have been a lot of turnovers and transfers for VAWA and other situations and while we are turning over units individuals are transferring thus creating a wash. He also noted that some people have just not had the money to move into units.

DISCUSSION: Commissioner Blount inquired about the vacancies noting that we have 15 HUD approved vacancies and what do our numbers need to look like to get us back up to 98%. **Ron Hall, DOO**, responded advising that with 7 we will go back to the 98% range, but that it is never easy to get the percentage back up once it drops. Mr. Hall advised that what we are looking at doing is a unit turn contractor. He also stated that there were a lot of VAWA transfers and we are trying to figure out how we can work with that situation and make it better. Mr. Hall stated that we obviously want to take care of our residents and entertain all these VAWA requests however we are shooting ourselves in the foot so we have to look at the big picture, how are other agencies handling this and what are our options to offer to the people having a VAWA situation. Mr. Hall stated that it is a balancing act, but the most important thing is taking care of our residents.



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c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed Section 8 noting that under the HCV program there are 402 vouchers leased and 6 vouchers issued. She advised that there are only about 230 families left on our waitlist noting that we normally go through 200 applicants a year so they anticipate that the waitlist will open somewhere near midyear. Mrs. Nazaro noted that under Mainstream there are 181 vouchers leased and 24 vouchers currently issued. HUD-VASH there are 396 out 533 potential with 44 vouchers on the street. She advised that she has a meeting with the HUD-VASH team next week to review this issue, noting that if the vouchers are not used they may be taken back. Mrs. Nazaro reviewed the Foster Youth program noting that we have 4 vouchers and one participant ported out and was absorbed. She noted this works well for him because he was absorbed to the Section 8 program which is good news because the Foster Youth voucher is only good for 36 months. She is hopeful that HUD allows us to use that voucher and assist another foster youth. She stated that with TBRA we at 20 of 25 families and it is a 24 month program so they have about 11 months left on the program. Mrs. Nazaro stated that 2 families graduate and 2 families terminate from the program due to violations and 1 family moved.


DISCUSSION: Commissioner Blount, inquired about what types of violations occurred to which **Amanda Nazaro, HCV Director**, stated that 1 family did not have actual children in her home and the second family had a homicide in their home where she was involved. Mrs. Nazaro stated that the other two families that graduated one increased their income to almost six figures and the other increased her income and decided to move back home. She lastly noted that at the time on annual, 18 of 20 families have increased their income, which was the goal.

d. **ACHA Development Project:**

9. Commissioners Comments/Public Comments

Chairperson Packer: Advised that next month is a Washington, DC virtual conference. He advised that nothing is moving forward in his virtual conferences thus far.

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Vice Chairperson Martin-Back: Stated that she found her coin for Mrs. Barbara Higgins and asked that it be placed in the framed tribute for Mrs. Higgins that is in the ACHA conference room.

Commissioner Blount: Invited everyone out to Cypress and Grove on 2/18/2022.

Commissioner Porter: None

Tenant Commissioner Vaughan: Noted that it was a very quick and good meeting.

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, March 2, 2022 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:09 PM

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