



703 N.E. 1st Street • Gainesville, FL 32601
Phone: 352.372.2549 • Fax: 352.373.4097 • TTY: 1.800.955.8771 or 711
www.acha-fl.com

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

Regular Meeting held on January 5, 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; Staff Ebony Harrington; Staff Rodney Davis; **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

Announcement, Alt Commissioner Christy McBee submitted letter to BOD noting her resignation from her position on ACHA Board of Directors.

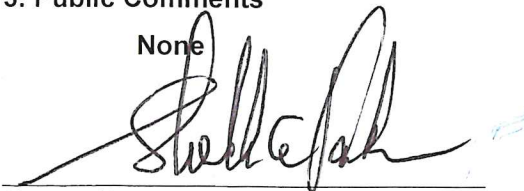
Ronal Hall, DOO, presented a training for BOD advising of ideas to increase efficiency during the BOD meetings noting items such as not talking over each other, remaining on topic, staff stop talking once a motion is on the table and staff can gather information and report to the BOD if information is not currently available during meeting. Lastly, he noted that the current positions open on the Board are the Alternate Tenant Commissioner and Alternate Commissioner and he is uncertain when those positions will be filled.

2. Approval of this Agenda


Resolution #01052022A – Chairperson Packer calls for discussion or comments. **Tenant Commissioner Vaughan MOTION** to approve the agenda as is. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

None



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4. Approval of Minutes

Resolution #01052022B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Debra Martin-Back MOTION** to accept December 1, 2021, General Meeting Minutes. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Minutes accepted unanimously.

5. Financial Reports

Resolution #01052022C – **Kori Allen, CFO**, reviewed the October 2021, Financial Report noting that there was not a lot, that she was working on year-end and that we finished all CARES. She went on to references ACHA's CD that was reviewed at the last BOD meeting noting that she reached out to Florida Credit Union and they wanted to clarify that our name did not match Florida Sunbiz. Mrs. Allen said that she advised them that Sun Biz is not correct and that she sent them Form 51999, which is the form that HUD requires us to send a bank and they sent it to legal. Mrs. Allen noted that she has not heard back on that yet and will follow back up with them again. Mrs. Allen opened the floor for questions.

DISCUSSION: Vice Chairperson Debra Martin-Back inquired if she (Kori Allen, CFO) rolled it over into another CD or if the funds were just sitting in an account. **Kori Allen, CFO** stated that the funds are in an account as she works on this issue with the bank noting that her hope was to move from the three smaller ones to just one CD. **Vice Chairperson Debra Martin-Back** suggested a secondary review of the best rates at the time that we secured the new CD and inquired about what the exact conflict was with Florida Sunbiz. Mrs. Allen advised that our EIN is tied to one of our developments not Alachua County Housing Authority. **Commissioner Blount** inquired about page one of Income Statement COCC, Legal Expenses, asking for clarification on the budgeted amount and the period of time covered within that amount. Mrs. Allen noted that it was for the 10 months that ended October 31, 2021. She went on to advise that the COCC normally doesn't have a lot of legal fees, but the reason that it is so high is because of that Public Records Request that we were sued for and ACHA had to pay out \$15,000.00. **Commissioner Blount** inquired about page one of the HCV Balance Sheet, Net Income (Loss) and if that was an actual

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loss of ~ \$87,000.00. Mrs. Allen stated that yes this is an actual loss and advised that if you look at the two Income Statements for HCV one is a HAP and one is the Admin. She stated if you see under the HAP we are (\$278,500) and that has to do with the cash reconciliation HUD does which is often a few months behind and that's why at mid-year you will see that they (HUD) try and take back our excess reserves form the prior year.

Commissioner Blount lastly inquired about the HAP Subsidy line items and their projected budgeted amounts verses actuals under page one of the HCV Budget Income Statement and page one of the Mainstream 5 Budget Income Statement. Mrs. Allen advised that there are a lot of variances and they estimate what the average costs is as well as what the leasing will be and use that average HAP costs which that may change within ~\$100.00 as the years go on as payment standards change and things like that. She stated that they use the unit months leased that they anticipate and the average HAP cost that is being spent to determine the budge. She went on to state that Mainstream was recently given 75 new vouchers and they had to come up with a calculation projection, but as they lease up the actuals change.

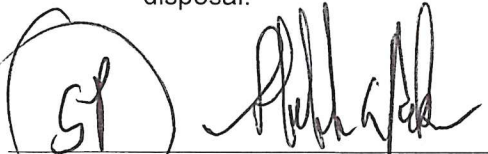
Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to approve October 2021, Financial Statements. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. October 2021, Financial Statements accepted unanimously.


6. Old Business

None

7. New Business

- a. **Resolution #01052022D – Ken Armstrong, ED**, reviewed ACHA Disposal noting that there were 1 refrigerator, 5 ranges, 3 water heaters, 2 air handlers and 2 condensing units for disposal.


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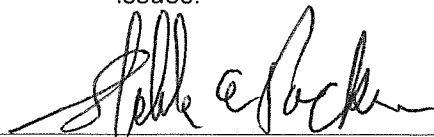
Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve ACHA Disposal. **Commissioner Blunt 2nd.** Roll Call Vote taken. ACHA Disposal accepted unanimously.


- b. **Resolution #01052022E – Ken Armstrong, ED**, reviewed New Employee Benefit noting that the item was tabled at the last meeting to provide a bit more information on the benefit. Mr. Armstrong went on to state that he gathered information on questions that were asked and reviewed responses to this this information (Q&A). Q: How many services are there? A: If we do the six services across the eight areas that would be a total of 48 services (six offered under each area); Q: Do these end once our services (48) are done? A: Yes, but employees can purchase more services. Q: How far does the service level go? A: It goes to the Masters level and refers out to different services, psychiatrist, Psychologist as needed. Mr. Armstrong noted that it is almost a starting point/ first line of defense and over the last 24 months with our employees as well as employees across the country a much bigger need for these services. Mr. Armstrong noted that the cost is around \$16.10 a month and that this would be a great benefit to employees. He then opened the floor for questions.

DISCUSSION: Commissioner Blount asked for clarification on the cost of the services asking if it was \$16.10 per person to which **Ken Armstrong, ED**, stated that it was \$16.10 for the group cost per month and asked Kori Allen to clarify. **Kori Allen, CFO**, advised that it was around \$0.85 per person per month.

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

- c. **Resolution #01052022F – Ken Armstrong, ED**, reviewed Accounts Receivable Write-Offs \$1,589.50 for Public Housing and \$13,807.00 Sunshine Inn. Mr. Armstrong reviewed that the Sunshine Inn's amount encompassed a lot of legal fees tied to the eviction for one individual living on the property who was at full rent and not paying his rent amongst other issues.


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Chairperson Packer asks if there are any questions or comments. **Commissioner Blunt MOTION** to approve Account Receivable Write-Offs. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. Account Receivable Write-Offs accepted unanimously.

- d. **Resolution #01052022G– Kori Allen, CFO,** reviewed the ACHA Cafeteria Plan advising that the Cafeteria Plan allowed staff to get our benefit package (vision, dental, health and supplemental) free. Mrs. Allen advised that this is not anything new this is just an annual agreement to continue with it.

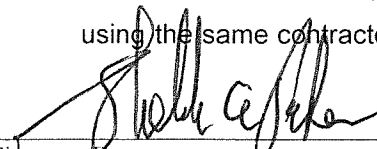
DISCUSSION: Commissioner Blount asked if there were no change in cost from last year. **Kori Allen, CFO** advised that yes the plan cost changed, but the Housing Authority still gives everyone \$1,000.00 per month to cover the cost of their benefits. She went on to advise that there are a number of plans to select from under health and dental. Mrs. Allen stated that with any funds left over staff can opt in for supplemental coverages or choose which retirement savings plan they want to put their money into.

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

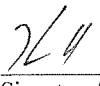
8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO,** reviewed the Linton Oaks project advising that they are at the close of Phase I noting that one unit had to have some additional work. He advised that they were moving on to Phase II, which should start as soon as everyone gets moved over, 1/10/2022. Mr. Hall advised that at the end of Phase I we did have some liquidated damages in the amount of ~\$9,000.00, and the contractor has made some promises and everything looks good moving into Phase II.

DISCUSSION: Commissioner Blount asked if any of the work fall in line with Extraordinary Maintenance. **Ron Hall, DOO,** stated no. **Vice Chairperson Martin-Back** asked if we were still using the same contractor to which Mr. Hall advised yes. Mr. Hall advised that he met with the



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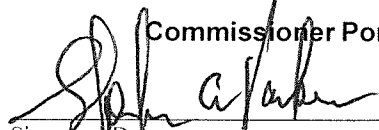
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contractor and they have a written agreement and it is pretty clear on what is to be done. He went on to state that 2/3 of the way through Phase I they changed the project coordinator for the third time now Prince is the one doing it and he knows that he (Mr. Hall) is a stickler for detail. Mr. Hall stated that for example he saw some things in the attic that he did not think passed electrical even though electrical permits had passed and they had to correct it. **Commissioner Blount** asked if the items had been overlooked by the Inspector to which Mr. Hall stated not necessarily because in the construction industry if a company has a good standing there are certain things that they allow to be self-certified, but he didn't know if this particular thing was something that was self-certified or not. He went on to state that the contractor is also to provide the Inspector access to certain areas like by providing ladders. **Commissioner Blount** went on to ask about tenants who had been cleared from these units. Mr. Hall advised that they were transitioning current occupants in the Phase II area into Phase I. **Ken Armstrong, ED**, stated that tenants who were originally moved out of Phase I would have the option to return back through our Relocation Policy.

b. Public Housing Occupancy Report: **Ken Armstrong, ED** advised that Public Housing has had an abundant number of move outs, transfers, evictions, VAWA and deceased tenants. He noted that Public Housing has seven vacancies this month. He lastly advised that we would work to get this back up and return to the 98% range. **Ron Hall, DOO**, advised that sometimes when it's clear that it is just junk left in a unit we can take it as a vacant unit, but in this case of deceased tenants we know the people passed away and we only found out because of HUD sending in a Deceased Tenant Report because we were not aware that the people passed away. Mr. Hall noted that he looked at two units at Rocky Point and both of those individuals were hoarders so they are pretty bad. He went on to review that one person had two puppies which he never took them outside instead he put pads down for them to relieve themselves so we will have to do a full evaluation when we get full access to the unit. Mr. Hall noted that this unit was checked to make certain not animals were left in the unit.

DISCUSSION: **Commissioner Porter** asked why did it take HUD sending in a report for staff to realize these particular tenants were deceased and about Housing Managers going on the properties. **Ron Hall, DOO**, advised that we have scattered sites, so there is no Housing Manager onsite, but if we get a call saying that a tenant hasn't been seen a few weeks then we will try calling the tenants, we will do a wellbeing check or contact the next of kin.

Commissioner Porter asked if it would be possible to establish a Resident Council to do door



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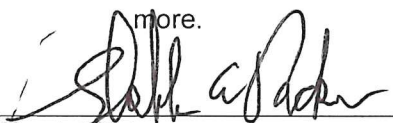



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to door checks. Mr. Hall advised that we do have a Resident Council that is comprised of tenants throughout the scattered site locations, but they do not do door to door checks on anyone. Mr. Hall expressed concern with the difficulty in if we would be able to go door to door. He did go on to say that we utilize other methods such as the GRU Leave it on Program which helps us identify tenants who do not have active utility services and that allow us to look further into if someone just did not pay their bill or if something else may be going on like someone passing away.

- c. **Section 8 HCV Report: Ken Armstrong, ED**, reviewed Section 8 noting that under the HCV program there are 389 vouchers leased, Mainstream there are 180 vouchers leased, HUD-VASH there are 403 lease and 42 vouchers issued. Mr. Armstrong advised that we are still working closely with the VA to get those numbers up. Lastly, he reviewed that the Tenant Protection Vouchers were all leased and 21 of 25 TBRA vouchers used.
- d. **ACHA Development Project: Ken Armstrong, ED** reviewed the ACHA Development Project in Merrillwood presenting a display of plans. He noted landscape plans to use native plants, create lush spaces, creating bright spaces and color. Mr. Armstrong noted that not much has changed, but the addition of extra handicap parking space. He went on to review the stone veneer siding, 6' Vinyl fencing and overall an extra effort to really provide a high quality project.

DISCUSSION: Commissioner Blunt inquired about if the green space would include a large about of grass to which **Ken Armstrong, ED**, replied it would have more so plants. **Chairperson Packer** inquired about paint scheme to which Mr. Armstrong noted that it would be a lot of earth tones, but this has not been finalized yet. **Commissioner Blunt** asked if the roof would be metal or shingles and if we were anywhere near LEED on this project to which Mr. Armstrong noted shingle and we are doing the maximum regarding high efficient, cost-savings, water, water heaters, solar, (and there is no gas in these units). He went on to state that they were working with Transportation with UF and the VA as well as other individuals. Mr. Armstrong noted that they are awaiting the HUD office to move forward. Mr. Armstrong advised that he spoke with Tom Sheldon with the Washington office regarding the Safety and Security Grant and was informed that we got another \$42,000.00 and we are going to get

more.

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9. Commissioners Comments/Public Comments

Chairperson Packer: Pleased to announce that NAHRO has invited him to join a second committee, Study and Travel, noting that this would encompass traveling to different countries once everything was lifted with COVID.

Vice Chairperson Martin-Back: Wished everyone a Happy New Year.

Commissioner Blount: Advised that there is a rally in front of the Courthouse that starts at 4:30PM it will include some of the freedom songs from the Civil Rights Movement.

Commissioner Porter: Inquired about the site address for the development. Ms. Porter wished everyone a happy New Year and she would email Ken Armstrong with additional things.

Tenant Commissioner Vaughan: Advised that it has been a good meeting and he loves the plan for the Merrillwood development.

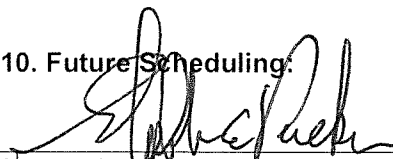
Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: N/A

PUBLIC: N/A

10. Future Scheduling:



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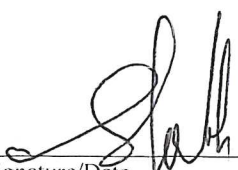


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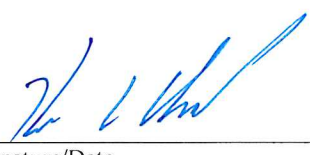
Next ACHA Board of Directors meeting scheduled for Wednesday, February 2, 2022 (*correction to 2/3/22 announcement*) at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:59 PM



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