

**MINUTES of the
ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING
held on December 1, 2021 @ 5:00PM
located at 703 NE 1st Street, Gainesville, FL 32601**

Present: Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Tenant Commissioner Rudolph Vaughan; Commissioner Latonya Star Porter; ED Ken Armstrong; Chief Financial Officer Kori Allen; DOO Ron Hall; Director of Voucher Programs Amanda Nazaro. Staff Rodney Davis; **Absent:** Alternate Commissioner Christy McBee **Public:** None Present

1. Call to Order and Introductions 5:00PM

Chairperson Packer opened meeting and asked for introductions.

2. Approval of this Agenda

Resolution #12012021A – Vice Chairperson Martin-Back MOTION to approve the agenda Tenant Commissioner Vaughn 2nd. Agenda accepted unanimously.

3. Public Comments - none

4. Approval of Minutes

Resolution #12012021B – Tenant Commissioner Vaughn MOTION to accept the General Meeting Minutes of November 3, 2021. Vice Chairperson Martin-Back 2nd. Roll Call Vote taken. Minutes accepted unanimously.

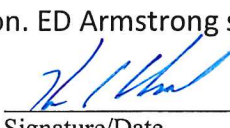
5. Financial Reports –

a. Financial Reports

Resolution #12012021C – Kori Allen, CFO,

Discussion: Chairperson Packer asked if there were any questions on the financials to start. Vice Chairperson Martin-Back noted she has questions on the write offs. CFO Allen opened the discussion noting that we were going over the September financials and that nothing jumped out at her and then talked about the CARES money that was left in the amount of about \$2,000 and \$6,000 in Public Housing money with a plan to have it all spent by the end of the year. She then talked about three CD's that were maturing at the bank and her plan for cashing them out and then consolidating into one CD. She noted where it was on the balance sheet in the amount of \$507,000. Tenant Commissioner Vaughn asked about the use of these funds and ED Armstrong noted the requirement to follow the Financial Investment Policy. Vice Chairperson Martin-Back asked if the funds could be in a Credit Union. ED Armstrong stated that it had to be

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in a bank under certain instruments due to volatility. Vice Chairperson Martin-Back noted the deals that Florida Credit Union has at this time at .60. ED Armstrong noted and CFO Allen confirmed that as long as the money can be collateralized, then they could use the Credit Union. She also noted that some places do not do public funds due to the need for extra collateral. CFO Allen requested the contact and Vice Chairperson Martin-Back noted she would try to have it by the end of the week. CFO Allen and Vice Chair Martin-Back continued to discuss the pros and cons of approaching the option of the Credit Union. CFO Allen went on to add about HUD and the financial game with the HAP funds. CFO Allen then talked about the 2-bedroom unit at the Sunshine Inn and that Public Housing is using it to house people that are having work done in their unit. Commissioner Blount asked about the unit and about the funds that HUD is sitting on interest and the ability to draw from it. Do we have to let it all stay there until we commit some of it? ED Armstrong said yes, we have to follow policy regarding investments to get the best interest. He also asked for clarification on the two-bedroom unit; he thought that they were all single rooms. DOO Hall clarified. **Chairperson Packer called for a motion to approve the financials. Tenant Commissioner Vaughn made the motion.** CFO Allen then started a review of the HAP fund for the Board providing a discussion on the process and how it was applied to our agency. She talked further regarding the reserves and HUD recapture. Commissioner Blount asked about the dollars that HUD is sitting on and if congress could take it. ED Armstrong noted that they could still recapture and added that we just won the lawsuit regarding the recapture money from years ago. It will be distributed through the attorney's office. ED Armstrong noted that he feels that the money will be defederalized dollars. Further small talk from several Commissioners ensued. Tenant Commissioner Vaughn asked if it was the money that HUD took from us and Chairperson Packer clarified.

Approval: Tenant Commissioner Vaughn MOTION to approve as noted above, Commissioner Porter 2nd. Chairperson Packer called for a roll call vote. Financials accepted unanimously.

6. Old Business

None

7. New Business

a. Approval of ACHA Disposal - Resolution #12012021D

Discussion: ED Armstrong gave a summary of the items on the disposal. He noted that there was a total of 15 items on the disposal list. He gave a breakdown.

Approval: Vice Chairperson Martin-Back Motion to accept the disposal and Tenant Commissioner Vaughn 2nd. Roll call vote was taken; motion passed unanimously.

b. Approval of Write Offs - Resolution #12012021E

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Discussion: Vice Chairperson Martin-Back opened the discussion by asking for clarification on the numbers that didn't seem to line up including a deposit that was not accounted for. Additionally, there were two accounts that were supposed to be taken out of the total. She noted her confusion. ED Armstrong provided an explanation for each account. There was further communication between the two clarifying the numbers. Vice Chairperson Martin-Back then requested clarification on the Sunshine Inn regarding the credits. CFO Allen provided some discussion to help explain the numbers including certain funds that were on hold. Further conversation was made between CFO Allen, ED Armstrong and Vice-Chairperson Martin-Back to clarify they were all talking about the same thing and where on the financials they could locate the figures. ED Armstrong clarified the numbers. Commissioner Blount asked why there was a \$12,000 account to be written off and why shouldn't we be astonished. ED Armstrong provided the reasoning behind the case. He noted that the individual was disabled, pays market rate and that we had done everything in our power over the last month. He noted that his health was not good and that we reached out to every agency in the area with no assistance provided. ED Armstrong noted that we just didn't want to put him out. ED Armstrong asked DOO Hall to clarify the situation regarding the unit and his health. DOO Hall noted that there was feces on the floor and that the neighbors were trying to cleanup for him. Commissioner Blount asked if he was a veteran and DOO Hall noted no and not on any program. ED Armstrong provided more discussion and how the agency is still trying to help. He noted how the new property in Alachua would be a good opportunity for these situations. Commissioner Blount asked about Social Services being able to help. ED Armstrong noted that they also pushed back. Commissioner Blount asked about DCF helping and again ED Armstrong noted no. DOO Hall noted that agencies tend to look at the situation as that he is housed and then don't worry about the fact that he still needs care. Vice Chairperson Martin-Back asked if we could use some of the COVID funds for this and ED Armstrong noted yes. She noted further that the Florida funds are easier to apply for and covers more than the funds that Alachua County offers. She noted that the funds are the same, but the programs are being administered differently. Further discussion ensued by several people. The question of his veteran's status was asked again and Director of Voucher Programs Nazaro said he was but over income for the program by double. She noted that the VA was aware of the situation and was there. She noted that he could not get HUD-VASH Case Management any longer, but that Cathy noted the VA was still involved. Commissioner Blount asked what was happening to his money. DOO Hall noted that that wasn't something we could comment on as the information was not available. ED Armstrong noted that it was a sad case.

Approval: Commissioner Blount Motion to accept the TAR Write Offs and Commissioner Porter 2nd. Roll call vote was taken; motion passed unanimously.

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Commissioner Martin-Back asked Point of Reference on what formal charges mean. ED Armstrong stated that it was a repayment agreement and asked CFO Allen for confirmation. She concurred and asked if the Section 8 financials were in the packet. ED Armstrong confirmed and then gave the numbers for each program.

c. ED Evaluation – Resolution #12012021F

Discussion: ED Armstrong exited the room for this discussion under his own accord. DOO Hall opened the discussion noting that the topic was raised at the last Board meeting and further noted that during the last Board meeting there was a request for the ED to leave the room while the Board discussed a potential bonus. DOO Hall noted that the Board cannot do this as it is an open meeting. DOO Hall started the discussion by handing out three pages to the members: Public Law 116-260 Performance Evaluation, "Performance Evaluation" section from ED Armstrong's contract, and Salary Table from Section 748 of the Consolidated Appropriations Act, 2021. He noted the sections that pertain to this request and read back the pertinent language. He also noted that the COLA increase had already been approved at the last Board meeting as allowable in the contract language. Commissioner Blount noted the ceiling amount from the chart that is allowable, but noted he was not going to recommend that. DOO Hall noted Ken's base salary as \$145,685.14. Commissioner Blount noted that he was thinking a couple thousand. DOO Hall stated that maybe the Board could come up with a number to start in the direction of a motion. Commissioner Porter asked if DOO Hall had a comparative study of what the other EDs were getting. DOO Hall noted that he did not but could provide for the next meeting if requested. Chairperson Packer noted that he has seen several studies and that he is right where he should be and recommended between three and five thousand. Vice Chairperson Martin-Back asked for clarification on raise verses bonus and noted she was leaning towards bonus. Chair Packer agreed. Commissioner Blount noted the benefit verses a tax kick. A question was raised as to if he was included in the COLA that was approved at the last Board meeting. CFO Allen stated he was not. DOO Hall stated that ED Armstrong told him he had. CFO Allen stated further that he did not and was not getting it stating further that he elected not to take the COLA. DOO Hall noted that COLA was part of his contract already and several Board members agreed. He noted further though, that CFO Allen did not include him in the COLA. Vice Chairperson Martin-Back made a motion to provide ED Armstrong the 3% COLA if not already approved for it and that he receive a \$5,000.00 bonus. The Motion was seconded by Commissioner Vaughn. The Motion was clarified by DOO Hall and Vice Chairperson Martin-Back that it was a Performance Bonus, not a Christmas Bonus. DOO Hall restated the Motion with clarification from CFO Allen that it was a 4% bonus. CFO Allen clarified the year that it would be effective is 2021 for the bonus and



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2022 for the COLA. DOO Hall again restated the Motion for the Board with the correct 4%. Commissioner Blount and Porter explained what the % increase would do to his salary, the new salary total and how it was still below the allowable from the chart.

Approval: Vice Chairperson Martin-Back Motion to approve and Tenant Commissioner Vaughn 2nd. Roll call vote was taken; motion passed unanimously.


CFO Allen requested clarification on the numbers and noted that the request was not in the Budget. DOO Hall pointed out that there was already consideration for this change by having the budget amendment as 7e on the agenda. She along with Commissioner Porter went over the numbers to confirm they had the same new annual salary. CFO Allen then went over the new numbers for each budget. ED Armstrong returned to the room and asked CFO Allen to remember the numbers for the budget revision under item 7e. Commissioner Porter asked CFO Allen to repeat the new numbers. Further discussion ensued as to move the agenda item up or not. It was decided to keep the agenda as approved as 7d would also play into the budget revision.

d. Approval of Policy Update - Resolution #12012021G

Discussion: CFO Allen discussed an Employee Assistance Program as provided by our Life Insurance provider at .60 per employee per month or \$185 per year. It would be an employer paid benefit to the employee. The program would allow 6 sessions per employee under various topics including goal setting, substance abuse, stress and anxiety, legal and identity theft. She noted that it would be 6 sessions annually total, not per topic. Commissioner Porter gave an example of one employee having two deaths in the year and would it be 6 consecutive sessions. CFO Allen tried to explain that it wasn't a long-term solution. Commissioner Porter requested for more clarification. Commissioner Porter noted that she thought you got six sessions per category. CFO Allen noted that it was also for family members and noted that she does not think you get six therapy sessions annually or for each category. Further discussion ensued as to what it covered. CFO Allen tried to explain again stating that it was six per occurrence. Vice Chairperson Martin-Back asked for clarification on paying the premium each year and that if there was a tally running on each employee and that she was not following how the program works. Commissioner Blount noted that the benefit should be per year otherwise why pay the premium each year. ED Armstrong noted that we need to do more research on this. Chairperson Packer tabled the topic until next month. Commission Blount asked for more clarification as to programs master levels counselors and if they were licensed clinical social workers or psychologists as it was kind of a vague description. There was lots of talk from several members over each other. ED Armstrong noted that staff would get further information for the next Board meeting. Various Commissioners gave further personal comments. CFO Allen asked if she



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should leave it in as part of the budget; Vice chairperson Martin-Back said it could stay in but not necessarily utilizing it unless approved.

Approval: The motion was tabled until the January Board meeting

e. 2022 Budget Revision #1 - Resolution #12012021H

Discussion: Vice Chairperson Martin-Back asked for CFO Allen to run through the numbers again for the budget revision. CFO Allen asked for clarification on what numbers the Board wants. Vice Chairperson Martin-Back stated the new budget including the \$185.00 although not utilized yet. A clarification was requested as to the net, change or both. Both are requested. CFO Allen noted that the new budget change including the \$185 and the 4% COLA would be Public Housing \$3,803.00 with net loss of \$96,159.00, Section 8 \$1,750.00 with net loss of \$15,246.00, COCC \$4,600.00 with net loss of \$528,220.00 (allocated overhead), Sunshine Inn \$34.00 with net increase of \$110,199.00 and NSP has no change.

Approval: Vice Chairperson Martin-Back Motion to approve the 2022 budget amendment as per the numbers as provided by CFO Allen and Commissioner Blount 2nd. Roll call vote was taken; motion passed unanimously.

Vice Chairperson Martin-Back asked if there was a need to make any changes to the 2021 budget. Further, is there money in the budget for the salaries of 2021 to cover what CARES was. Several noted confusion on the question. DOO Hall clarified that the question regarded whether or not a budget revision was needed for 2021 given the approval that was done under 7c (ED Bonus). CFO Allen talked about where the monies were for each program in 2021. She talked further about how a change one in area might change another. She wasn't sure; Vice Chairperson Martin-Back asked CFO Allen to look into it and a change can be made at the January meeting if needed. DOO Hall asked if the motion made in 7c would automatically trigger an approval of the change in the 2021 budget. Commissioners felt that the only change would be actuals verses budgeted and no need for a budget amendment for 2021. ED Armstrong noted that the approval authorizes the change, however CFO Allen and ED Armstrong want to do a revision since it changes the salary schedule given the bonus. He noted HUD wants this. Lots of over talk continued. Chairperson Packer asked if we wanted to make the motion now or wait until January. ED Armstrong provided **Resolution #12012021I** to be used for the motion. Vice Chairperson Martin-Back asked DOO Hall to state the motion for her. The Motion: To approve a budget amendment to the 2021 budget to take into account the bonus that was agreed upon in 7c at \$5,000.00. Commissioner Porter 2nd. Roll call vote was taken; motion passed unanimously. CFO Allen asked if the Board wants the new numbers for 2021 provided like she did for the 2022 budget. The response from the Board was no, just amend the budget.



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8. Secretary's Report

a. Capital Fund Report:

Discussion: DOO Hall gave an update on the Linton Oaks job including that the first 8 units have a Certificate of Completion. He noted that the first 4 were about 90% complete and the second 4 about 60%. He also noted that the Waldo paving job was complete and the tree job was also done.

b. Public Housing Occupancy Report:

Discussion: ED Armstrong gave an update and noted that there was a high move out rate in both programs but that we were still staying in the high performer range.

c. Section 8 HCV Report: Amanda Nazaro, HCV Director,

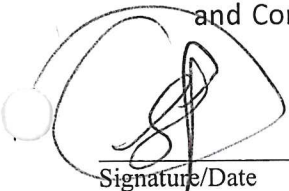
Discussion: HCV Director Nazaro gave an update on the voucher program including that there has been a lot of turnovers including clients moving on and graduating the program. She stated that she has been able to house 22 families off the wait list. HCV Director Nazaro noted that the Mainstream program was at almost 100% with 14 vouchers issued. HUD VASH moving along with 56 vouchers issued, 401 veterans housed and working closely with the VA to get more vouchers issued. Foster youth program is operating at 100%. TBRA is a little through the second part of the second year of a 14 – 16-month program depending on when they started. The program has been successful and will end at the end of a twenty-four-month period.

d. ACHA Development Project:

Discussion: ED Armstrong gave an update on the Development Project including that we received approval of our FHA loan at \$500,000.00 and got a Community Development grant in the amount of \$300,000.00. He noted the \$800,000.00 is soft costs. He noted the difference in soft costs such as architectural fees and hard costs related to brick and mortar. ED Armstrong noted further about the need to look for more dollars for costs and the challenges leading up to this point in the process and how things are starting to come together. ED Armstrong noted that DOO Hall has been in communication with the HUD SAC office in Chicago with a hope to have the demo grant approved in the next week or go with the Effective/Efficient option. The plan is to hope and have the units cleared and demoed by the end of March.

9. Commissioners Comments

Tenant Commissioner Vaughn: Noted he is glad we waited to approve the ED Bonus. Chairperson Packer added commentary on the past and how we are now building something. ED Armstrong stated that he could not take all of the credit but that he has good top staff. Chairperson Packer and Commissioner Vaughn provided further conversation on a book and the past. Chairperson



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Packer moved on to "future scheduling" but was stopped by several to continue Commissioner Comments.

Commissioner Porter: Noted that she was happy and glad to see everyone after Thanksgiving.

Commissioner Blount: Noted that Friday the 17th at 5:30 at Cypress and Grove Jazz with all ages welcome.

Vice Chairperson Martin-Back: Noted the holiday open house was December 8th and to bring cookies and that she was looking forward to 2022. Chairperson Packer noted that he would drop off his usual check. Vice Chairperson Martin-Back then handed out calendars for all.

Chairperson Packer: None

Alt Commissioner McBee: Absent

STAFF: None

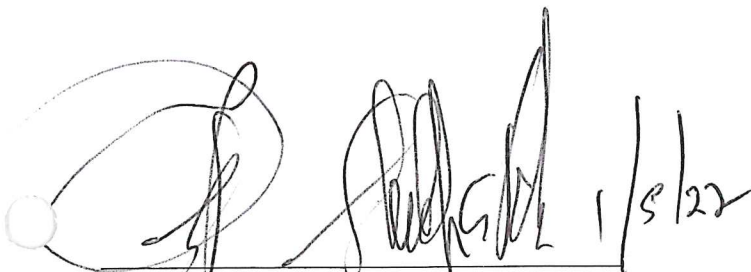
PUBLIC: None present

10. Future Scheduling:

Chairperson Packer noted the next Board meeting is scheduled for January 5th and wished everyone a Merry Christmas and Happy Hanukah.

11. Adjournment of the Meeting:

There was no formal adjournment of the meeting


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