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

Regular Meeting held on November 3, 2021 @ 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 Latonya Porter; Commissioner Kali Blount; Tenant Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; HCV Director Amanda Nazaro. Staff Rodney Davis; Staff Ebony Harrington **Absent:** Alt Commissioner Christy McBee; Alt Tenant Commissioner (pending appointment). **Public:** None

1. Call to Order and Introductions 5:00PM

2. Approval of this Agenda

Resolution #11032021A – Chairperson Packer calls for discussion or comments.

Commissioner 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 #11032021B – Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept October 6, 2021, General Meeting Minutes. **Vice Chairperson Debra Martin-Back 2nd**. Roll Call Vote taken. Minutes accepted unanimously.

 12/1/21

Signature/Date

 12-1-2021

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DISCUSSION: Following the Motion and 2nd, **Commissioner Porter** advised that she had a comment noting that she had questions about the minutes, but did not have the questions with her. She then asked if she could email her questions or ask them at the end. **Chairperson Packer** advised that questions regarding the minutes would need to be heard at this time, but **Commissioner Porter** reiterated that she did not have the questions with her. **Chairperson Packer** reviewed moving forward, but welcomed the questions being supplied at the next meeting. **Vice Chairperson Martin-Back** inquired if the approval of the minutes should be postponed until the next meeting to which **Commissioner Porter** advised that there were no changes to be made she just had questions. Board moved forward with roll call vote.

5. Financial Reports

Resolution #11032021C – Kori Allen, CFO, reviewed the August 2021, Financial Report noting that nothing stood out to her, but there were a few things that were over budget that she addressed in next year's budget (noting that this would be discussed during the budget portion). Mrs. Allen further noted that Mainstream CARES was finished up this month and we are on track to finish up the HCV and Public Housing programs by the end of the year. She went on to advise that we owed the Sunshine Inn and they owed us and they are done with their portion of that, but we are still making payments on there for a couple of years. Mrs. Allen opened the floor for questions.

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

6. Old Business

None

7. New Business



Signature/Date



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a. **Resolution #11032021D – None**

Resolution #11032021E – Ken Armstrong, ED, reviewed the ACHA 2022 Operating Budget for all programs. Mr. Armstrong noted that the theme was brick and mortar with a focus on getting our Public Housing stock in good condition. He went on to note that this effort already started with projects we currently have going on, but advised that the Agency is looking to HUD to see if we can utilize some of our property reserves. Mr. Armstrong noted that less money would be put in our Capital Fund Program Operating Business Budget, so that money can go directly back into our units. He went on to note a weak point in the Maintenance area and understaffing so that was addressed in the budget. Mr. Armstrong reviewed Salary Schedule noting that after an extensive study, review of the current market, other PHAs, etc. he came up with a Cost of Living increase for staff of 4%. Mr. Armstrong went on to state that he has had employees exude excellence of the past 12 months including Rodney Davis (noting his now dual roles and growth since starting part-time), Ruth Wilson (noting her strengths in helping clients, history with the company, etc.), and Amanda Nazaro (noting her MVP status at the Agency, grants she obtained for the Agency, millions of dollars obtained in VASH and Mainstream, Foster Youth program, etc.). Mr. Armstrong noted that he does not get a raise this year, because he is under contract, and went on to note that two Maintenance staff were moved up to \$14.00/ hour and \$15.00/hour. He went on to review a need for a Clerk in the Maintenance department. Mr. Armstrong went on to review goals for next year such as the demo grant that is being submitted through HUD for the 17 units in Merrillwood. He advised that staff has done a good job with keeping up with the older units and that we were experiencing difficulty getting the grant approved, but are working or resubmitting with revisions. Mr. Armstrong noted that we are going to continue to work on improving properties. **Kori Allen, CFO** continued the review of the Operating Budget, New Hires, noting that two and a half additional employees would be hired on, one of which would be in the Finance department preferably with an HR specialty. She went on to note that it would be an eight month position and they would either hire someone with that certification already or Jasi, Bookkeeper, can take the classes to get certified in HR. Mrs. Allen went on to note that they would be hiring on a full-time and part-time staff in Maintenance, which is budgeted for the entire year. Mrs. Allen went on that she made some adjustments for the allocations of the salaries such as under COCC to be more accurate for next year. She went on to state that she reviewed past years and areas

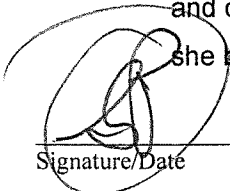


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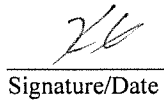


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that were over budgeted or under budgeted and made corrections. She also advised that she put 5% in for insurance, and Maintenance and Ron were in need of new vehicles so the insurance would be included in that. Mrs. Allen paused to open the floor for questions. There were none at this time. Continuing, Mrs. Allen went on to state that for Public Housing she based the rents on what was being charged in July and August, \$34,000.00 and \$22,000.00 for UA which put the Net Tenant Rent to Revenue at about \$12,000.00. Mrs. Allen advised that she based the Operating Grant on 2021, which was \$1,675,000.00. She advised that for the Capital Grants we were going to bring over \$150,000.00 (Admin Reserves) and the rest of the CFP would be used on Capital improvement items and our focus would be using up reserves. Mrs. Allen noted that Administrative expenses were based on actuals, and in Labor there was an increase the unit turn contract as we previously had a staff person complete those. Lastly, under Public Housing she reviewed an increase in auto repairs and heating and cooling as they were previously over budget for in 2021. Mrs. Allen opened the floor for questions regarding Public Housing to which there were none. Mrs. Allen reviewed Section 8 advising that she based the HAP income an average of HAPs from the 397 regular vouchers (which are fully leased) 370 VASH (noting that it was a bit low for the 2021 average, so it is possible to have more), 4 Foster Youth, 30 SRO (which are almost fully leased) and 198 Mainstream (which is fully leased). Regarding Administrative money Mrs. Allen noted that we are paid per leased voucher so she used current year rates by current year proration, but HUD is predicting a higher proration for next year (and rates increase yearly), so this is a conservative estimate. She went on to review Portability being based on \$15,000.00 HAP per month and \$900.00 on Administrative Fees per month (conservatively). Regarding General Expenses (Port Outs) Mrs. Allen based it on 40 administrative fee payable/paid. In referencing Public Housing and HCV Mrs. Allen advised that we initially created a negative in both programs in order to use money from our reserves and as of 08/31/21, we had about \$454,000.00 in HCV in reserves, so we have \$14,000.00 that we are anticipating to take. Mrs. Allen again opened the floor for any questions on Section 8. Mrs. Allen went on to review COCC noting that its' income comes from management fees from 6 NSP properties and the expenses are based on contracted expenses and the HR certification expense for Jasi to get certified in HR, computer hardware expenses, and we kept some CARES expenses (such as everyone has a phone and daily cleaning that is being done). Mrs. Allen went on to state that under Sunshine Inn she based numbers off every unit being leased up all year, 30 units at \$730.00 per month.



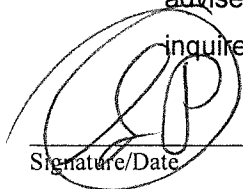
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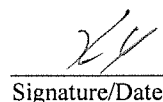
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Mrs. Allen noted that she is only through August, so these units may have a unit unoccupied. She went on to advise that we charged \$400.00 per month for Robert's office to be at Sunshine Inn and \$400.00 month for eight storage rental spaces (1 for Accounting and 7 for Maintenance). Mrs. Allen noted that for expenses we increased our materials for new doors, locks, mattresses, some of the kitchenettes, etc. Mrs. Allen opened the floor for questions on Sunshine Inn. Mrs. Allen stated that we still have a loan on the property that leaves us around \$42,000.00 worth of principal that we will owe, but we will still have plenty of money left over to put towards reserves in that program. Regarding the NSP units Mrs. Allen noted that we have one unit that had a rent increase from \$650.00 to \$800.00 and a \$950.00 unit that rent is increasing to \$1,100.00. Mrs. Allen concluded stating that these are the assumptions we took this year and it looks pretty good. She then opened the floor for any final questions.

DISCUSSION: **Chairman Packer** noted that in coming into the office to complete his duties as Chair he has noticed the effort by staff mentioned for a raise. **Commissioner Blount** inquired about the number of Foster Youth we have to which **Kori Allen, CFO** responded four. **Chairperson Packer** noted that he would love to house more people in the Sunshine Inn property and get rid of the storage to which **Armstrong, ED**, advised that he was hopeful to take that building completely out at some point in time and to do a rehab/remodel with a tax credit, which is why it isn't being completely utilized at this time. **Commissioner Porter** inquired about NSP properties to which **Kori Allen, CFO**, advised that it is the Neighborhood Stabilization Program advising that the County owns the property and we manage them for them and then after ~20 years they become ours. Mrs. Allen advised that quarterly we have to pay back program income to the County (rents collected minus the expenses) and keep a small operating and reserves budget somewhere around \$1,500.00 a quarter (she invited Ron Hall, DOO to further clarify anything she may have gotten incorrect). **Ron Hall, DOO**, advised that the NSP units have been deeded over to ACHA with a lien, which is reduced each year that we own it. Mr. Hall noted that there was initially NSP one and that we participated the first year, but not the second or third and we are the only year program that has been successful. **Commissioner Blount** inquired about if any NSP units received a subsidy or if they were all market rate renters to which Mrs. Allen advised that there are four Section 8 and two market renters. **Commissioner Blount** inquired about excess of total revenue over total expenses (referencing budget handout)



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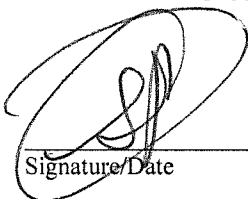


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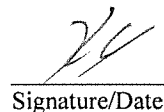
\$513,838.00 and inquired if that was a deficit to which Mrs. Allen advised yes and noted that she did not say it before, but the COCC \$523,620 is technically disbursed throughout all of the other programs under Allocated Overhead and the reason she is missing some is because she gave a piece to the CFP program. Mrs. Allen noted that we are budgeting to spend more than what we are budgeted to earn and we did that on purpose to start utilizing part of our Reserves. **Commissioner Blount** lastly inquired about line 91700, asking if The entire \$57,250.00 goes to Saxon Gilmore budget to which Mrs. Allen noted note some goes to the courts some goes to the Sheriff's Department, but yes a majority goes to Saxon Gilmore.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve 2022 Operating Budget. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. 2022 Operating Budget accepted unanimously.

Chairperson Packer asked **Ken Armstrong, ED**, to leave the room briefly. **Chairperson Packer** presented an inquiry from **Commissioner Blount** inquiring about giving a bonus to Executive Director Ken Armstrong. **Chairperson Packer** recalled last year we encounter the same issue when trying to give him a bonus only to find out that Executive Directors can't receive bonuses (due to contract). **Chairperson Martin-Back** advised that last year we redid his contract so we did give him a substantial increase and that she was not certain where the money could be taken from (regarding another increase). **Chairperson Martin-Back** asked Ron Hall, DOO, if he was aware of where the money could come from, but Kori Allen, CFO would. Mr. Hall recommended that Mrs. Allen review what the contract says so we are not violating the contract and that HUD has specific guidelines regarding bonuses and he does not know what they are (*meeting members not certain if Kori Allen is still connected to call*). Mr. Hall then suggested for Kori Allen, Amanda Nazaro and himself to look into this for the Board for the next meeting. **Commissioner Blount** suggested voting on a possible motion today authorizing a (decided on) percentage if they find that it is legal so we are not putting this off until the next meeting. **Chairperson Martin-Back** suggested that we find out what is allowable under the contract prior to. **Ron Hall, DOO**, advised that Kori Allen was not present so possibly he and Amanda Nazaro could work on it. **Kori Allen, CFO** confirmed that she is present with camera off. Mr. Hall advised that he, Amanda and



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Kori as executive staff would look into the possibility of a possible bonus for the ED and they would bring the information to the next Board Meeting.

- b. **Resolution #11032021F – Amanda Nazaro, HCV Director**, reviewed HCV Utility Allowances (UA) noting that every year we contract out our UAs to make sure the most accurate UAs for the cities that we work with. Mrs. Nazaro noted that she would review last year's rate versus 2022 rate. She went on to state that in Alachua there was a ~2.3% increase in utilities, Archer had a bit over a 1% increase, in Gainesville there was a 1% increase, Hawthorne had ~2.9% increase in utilities, Newberry saw the highest increase ~4% and Waldo had a less than 1% increase. **Ebony Harrington, Public Housing**, reviewed the Public Housing Utility Allowances advising of the changes compared to last year's UAs by bedroom size. She advised that regarding 2BR units, Alachua experienced an .79% increase, Archer 1.2% increase, Cedar Ridge and Linton Oaks 1.03% decrease, Mill Run an under 1% decrease, Newberry 1.61% increase, Phoenix .89% decrease, Pine Forest .86% decrease, Rocky Point .89% decrease, Tower Oaks an almost 1% decrease and Waldo 1.67% increase. Regarding 3BR units she advised of the following; Alachua 1.19% increase, Archer ~1% increase, Dog Wood 1.84% decrease, Green Tree 1.55% decrease, Newberry 1.80 increase, Pine Forest 1.39% decrease, Rocky Point 1.71% decrease, Waldo 1.81% increase, West Point 1.84% decrease. Regarding 4BR units she advised of the following; Alachua 1.89% increase, Archer 1.22% increase, Newberry 2.42%, Waldo 1.69% increase. Lastly 5BR UAs were reviewed all of which experienced increases, Alachua 1.97%, Archer 1.01%, Newberry 2.32% and Waldo 1.61%. Ms. Harrington opened the floor for questions.

DISCUSSION: Commissioner Blount inquired about why utility amounts differed between HCV units in Alachua and Public Housing units in Alachua to which **Amanda Nazaro, HCV Director**, advised that since we own our units we have knowledge of every utility source in the unit and they are consistent across the properties in the neighborhood where as with vouchers what is provided in a unit and all of its' particulars varies from unit to unit so this creates the variation. **Commissioner Blount** inquired about the utility provider for Newberry to which **Vice Chairperson Martin-Back** advised that the City of Newberry provided the utilities. He also inquired about the company information that provided the



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survey to which Mrs. Nazaro advised Zappling. **Vice Chairperson, Martin-Back** inquired about the possible reasons for the decreases to which Ms. Harrington responded that ACHA has been trying to make changes to make the units that we are working on more energy efficient. She additionally stated that increase in bottled gas for our out of town units is where the largest change happened and that change was not present in our in town units although GRU experienced this increase in bottled gas. Ms. Harrington stated that our in town units don't utilize gas services and this is attributes to why collectively it looks to be a decrease.

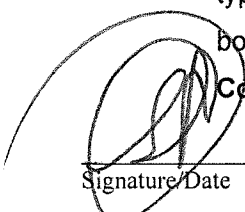
Chairperson Packer asks if there are any questions or comments. **Vice Chairman Martin-Back MOTION** to approve 2022 HVC and Public Housing Utility Allowances.

Commissioner Blount 2nd. Roll Call Vote taken. 2022 HCV and Public Housing Utility Allowances accepted unanimously.

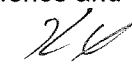
- c. **Resolution #11032021G – Ken Armstrong, ED**, introduced the Fence Contract identifying that it was part of our new Safety and Security Grant ACHA received from HUD last month. **Ron Hall, DOO, reviewed** that the first procurement that has been done so far is for fencing including the Waldo neighborhood to reduce the traffic of individuals cutting though our neighborhood noting the fire that was set by kids going back and forth though the neighborhood. Additionally he stated that Linton Oaks was selected for fencing, as it would complement the new project going on there and with the neighboring individuals often cutting through our property to go to the bus stop and these same individuals often litter and causing issues for our tenants. Mr. Hall noted that because of these reasons it was felt that this area would benefit from this increased safety feature. Mr. Hall went on to review the bid advising that he had two bids with a low bid of \$77,722.00 from Charles White Fence Company, which is in the range of his cost estimate.

DISCUSSION: Commissioner Blount asked for the bid amount to be repeated which **Ron Hall, DOO** did advising of \$77,722.00. **Vice Chairperson Martin-Back** inquired about the type of fencing to which Mr. Hall noted it was an 8' security fencing with vinyl coating, with a bottom bar across the bottom and wire across the top/pulls for extra strengthening.

Commissioner Blount inquired if it was a chain link fence and the length in liner feet to



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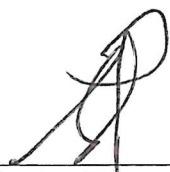
which Mr. Hall advised yes it is a chain link fence and he would need to get back with him as to the specs (Mr. Hall will email).

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

- d. **Resolution #11032021H – Ron Hall, DOO**, reviewed new Security Locks and Doors Contract as a part of Safety and Security Grant. Mr. Hall advised that this would be the first step in rekeying all of our facilities starting with Cedar Ridge. He went on to state that the new locks would be a Falcon deadbolt locks. Mr. Hall lastly advised that this was sent out for procurement, but no bids came back. He stated there was one interested party who stated that he was waiting on the information to come back from the manufacturer in Texas and later after the bid closed, he received the bid from this individual. Mr. Hall advised that he was awaiting word from HUD if the bid could be accepted, but he has found that we will need to rebid the project. Mr. Hall advised that we can change the cylinder and rekey with the bidding codes and that these are a security enhancement, stronger and commercial grade.

DISCUSSION: **Chairman Packer**, inquired if all the keys in this project would be rekeyed differently so that one key in one neighborhood would not unlock a door in another neighborhood to which **Ron Hall, DOO**, advised that is correct and that we never have duplicate locks and if so it is very rare. Mr. Hall went on to state that what is done now is that if we take a lock off of a Waldo unit and we rekey that then we will reuse in another area like Archer. Mr. Hall noted with this new system we would be able to change out cylinders and rekey it with the bidding code.

Mr. Hall went on to review the City of Waldo road project. He advised that the project is moving forward very quickly and is going well. Mr. Hall advised that the City of Waldo has jumped on board and is using the same contractor to complete their repairs.



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DISCUSSION: Commissioner Blount inquired about the specific regarding depth of removal for the Waldo Road project and suggested that future projects be permeable pavement. **Ron Hall, DOO**, advised that they were going down to lime rock and our project was a mill grind and repaving to the curb project.

8. Secretary's Report

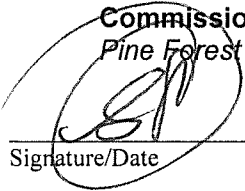
- a. **Capital Fund Report: None**
- b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing is still at 98.68% for the year, but there has been a lot of unit turnovers.
- c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed Section 8 noting all vouchers have been issued right now. She advised that 384 families are leased up on Section 8 with 29 families searching for housing. Mrs. Nazaro noted that Mainstream is almost at 100%. She went on to state that HUD-VASH is moving along with more referrals coming in, but our turnover rate is high so it is moving slower than we would like. Next Ms. Nazaro stated that the Foster Youth program is still doing well with the four youth and with the TBRA program is doing awesome and most families hit the year mark with some families moved on without us and a family graduate so it has been a great program. Lastly, she noted that Port-ins we had 17, but we will have a lower number because we have absorbed a few families, so all is looking good and staff is doing well.
- d. **ACHA Development Project: Ken Armstrong, ED** none.

9. Commissioners Comments/Public Comments


Chairperson Packer: Advised that he received a Presidential appointment to return for a second term for on the IRGE, National Research and Global Exchange Committee. He also noted that it is good chance that he may be asked to be Chair of the Communication Sub Committee.

Vice Chairperson Martin-Back: Noted that everyone was doing a great job.

Commissioner Blount: Asked if Mr. Packer attended the Virtual Conference and if he has any notes to which **Chairperson Packer** advised yes he attended and **Chairman Packer** shared their review of cyber security, Commissioner round table, and he noted that he has the info via their app and he could plug in and connect to view info as a group, but he was unable to forward the materials out of the app. **Commissioner Blount** inquired about where Pine Forest is located to which Ron Hall advised ours is located off of 39th behind the Mercedes dealership. **Commissioner Blount** noting that GHA has a Pine Forest neighborhood (note: *I think we have Pine Forest and GHA has Forest Pines*)



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Commissioner Porter: Advised that she does have some of the materials referenced from the Virtual Conference that she is more than happy to share. She also inquired about the location of Thistle Hill West to which Mr. Hall noted it is located in Archer.

Tenant Commissioner Vaughan: Suggested that Chairperson Packer see to it that all our rates are low the next time.

Alt Commissioner McBee: Absent

STAFF: N/A

PUBLIC: N/A

10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, December 1, 2021 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:28PM


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