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

**Regular Meeting held on October 6, 2021 @ 5:00PM**

Located at ACHA administrative office located at 703 NE 1<sup>st</sup> 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 #10062021A – Commissioner Martin-Back MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2<sup>nd</sup>.** Chairperson Packer calls for discussion or comments. Roll Call Vote taken. Agenda accepted unanimously.

**3. Public Comments**

None

**4. Approval of Minutes**

**Resolution #10062021B – Vice Chairperson Martin-Back MOTION** to accept September 1, 2021, General Meeting Minutes. **Tenant Commissioner Vaughn 2<sup>nd</sup>.** Chairperson Packer asks if there are any corrections or comments. Roll Call Vote taken. Minutes accepted unanimously.

**5. Financial Reports**

Signature/Date

 11/3/21

Signature/Date

 11.3.2021

**Resolution #10062021C – Kori Allen, CFO**, reviewed the July 2021, Financial Report noting that we still have CARES money that we are spending and that she did an SRO budget revision because our HAP cost were running higher this year than last year. Mrs. Allen advised that these changes were what stuck out to her in the Financial Report and opened the floor for any questions.

**DISCUSSION: Commissioner Blount** inquired about Administrative Salaries under COCC Budgeted Income Statement asking if there was a new higher this quarter that prompted this change to which **Kori Allen, CFO** advised this was due to there being three paychecks this month and the difference shown also reflects a difference in how time was allocated for staff during this period. **Commissioner Blount** asked for more information on the Public Housing, Utility Reimbursement change to which Mrs. Allen noted that this was based on last year's numbers and the increase could be attributed to COVID and related issues where the tenant need increased. **Commissioner Blount** went on to ask Mrs. Allen to review changes under Investment Income Unrestricted line on the Income Statement to which Mrs. Allen advised that the difference was due to last year's interest rates on our CD were a lot higher than this year's, they are only fraction of the percentage. **Commissioner Blount** inquired about Operating Transfer Out Other Revenues and Expenses line to which Mrs. Allen advised that these are CFP lines that are related to expenses that are charged to the balance sheet so it makes it look like our income is higher than it is as no corresponding expenses aren't listed. **Commissioner Porter** inquired about with the Pre and Post Years Administration Fees that are to be reported separately on the ledger and if they have been implemented yet or are they supposed to take place on the next quarter to which Mrs. Allen advised that HUD did a review and said that we need to look at those and make sure we were reporting those correctly on the FDS. Mrs. Allen went on to say that we sent a spreadsheet to HUD as to what we thought the Pre and Post were and they agreed with our numbers and these are now properly reported on the FDS and to HUD.


**Chairperson Packer** asks if there are any corrections or comments. **Tenant**

**Commissioner Vaughn MOTION** to approve July 2021, Financial Statements.

**Commissioner Porter 2nd.** Roll Call Vote taken. July 2021, Financial Statements accepted unanimously.



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## 6. Old Business

None

## 7. New Business


### a. Resolution #10062021D – None

- b. **Resolution #10062021E – Ken Armstrong, ED**, reviewed the ACHA Annual 5-Year Plan noting that he does a 10-Year Plan which is above what is required, but the vision includes moving units into RAD over the next three or so years getting them into really good condition. He noted this as being the goal for all in town units except for Rocky Point and the out of town units hopefully mimicking what is being done with the current Merrillwood project (Section 8). Mr. Armstrong went on to review the vision of completing the Merrillwood project, rehabbing Rocky Point and Phoenix, etc. **Ron Hall, DOO**, reviewed a possible donation from Saul Silber of a portion of land in the area adjacent to our Rocky Point neighborhood noting that it would be to benefit of the Housing Authority looking forward to possible future development/rehab. Mr. Hall went on to review materials submitted including the 5-Year Annual Plan and 5-Year Action Plan. He reviewed the 5-Year Capital Fund Plan noting that the meat and potatoes of the plan is in year one and those years that follow may mirror those plans.

**DISCUSSION:** **Commissioner Blount** inquired about the repetition of the same elements from year to year within the Plan and the same figures throughout the years, to which **Ron Hall, DOO** advised that this was because we can't predict the amount of money we will receive each year so we have to break it out and he gave the example of the Waldo road repair being on our previous 5-Year plan. Mr. Hall went on to say that we have certain funds that are automatically pulled off top and what remains come back into a different category. **Commissioner Porter** asked if the Board would be receiving information on a timeline of how many units will be done and what would be getting done to the units. Mr. Hall stated that you won't see the small projects that fall under day-to-day operations, but any bigger projects, things over \$50,000.00, we have to bring to the Board for approval.



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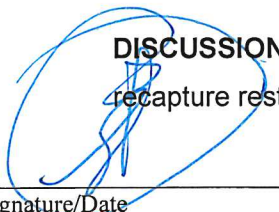
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**Chairperson Packer** asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to approve 5-Year Plan. **Commissioner Blount 2nd.** Roll Call Vote taken. 5-Year Plan accepted unanimously.

- c. **Resolution #10062021F – Kori Allen, CFO**, reviewed the 2020 Audit starting with the Management Discussion and Analysis (MDA), Two Year Comparison, which reflects overall forward progression of the agency. Mrs. Allen stated the following, Total Assets were up \$608,784.00 mainly due to increase in Public Housing funds, Total Liabilities increased by \$155,282.00 which is undisbursed CARES funds, our Net position increased by \$453,502.00 and our Unrestricted Net Position increased by 558,000.00 which increases our reserves. Mrs. Allen noted that with our reserves we may look at putting some of the reserves towards 2022 budget so that funds are not recaptured. She noted that under Public Housing program we have \$3,000,000.00 in Administrative Reserves and while we are buying two vehicles, a lawn mower and a trailer so we do have some substantial expenses coming out of those, but that she would be working with the ED and that program to figure out how to utilize those funds prior to them being possibly recaptured. Mrs. Allen went on to review the single audit section of the Audit, Schedule of Findings and Questions Cost noting that the Auditor's report was unmodified, there were no material weaknesses, no significant deficiencies, no material noncompliance in the Financial Statements or Federal awards, no findings, no questions cost and no prior year findings. Mrs. Allen advised that we received a Management Letter for Public Housing and a notice to the Board/Those Charged With Governance, of what the Auditors did and if they noticed an issues outside of the scope of the audit/non-violations. She reviewed that there were a couple of areas for improvement under the Public Housing program, but that Mrs. Cathy (Public Housing Director) was working with them to do the recommendations of what they said to do. Lastly Mrs. Allen stated that our Audit FDS was approved/accepted so we received our 25 points for that.

**DISCUSSION: Commissioner Blount** asked if there is a difference in HUD ability to recapture restricted verses nonrestricted to which Kori Allen, CFO said that they are

  
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probably not allowed to recapture the restricted because it is set aside for landlords because they only restricted program in HCV. She did note that we do have a bit of restricted cash in the Public Housing for insurance proceeds that we have to use on a particular unit so they may not be allowed to recapture restricted. **Vice Chairperson Martin-Back** inquired about what we can use the reserves for and if we have identified what we can use it for to which **Ken Armstrong, ED** noted that there was a time where we couldn't use it for anything capital improvement wise we are trying to convince the HUD office to put these dollars towards improving the Public Housing units we have so we are working to get approval for that and will keep the Board updated. **Chairperson Packer** advised that he met with our Auditor and received very positive feedback regarding the audit and upper management.

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

- d. **Resolution #10062021G – Amanda Nazaro, Director of HCV**, advised that the Utility Allowances are contracted out and the company has not returned those to us yet so they will be presented at the 11/3/21 BOD meeting. Mrs. Nazaro went on to review Fair Market Rents for Alachua County stating that we operate at 110%, which is what we have been doing for the past four years. She reviewed ACHAs proposed rents according to bedroom size again operating at 110%.

**Chairperson Packer** asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to approve Payment Standards. **Commissioner Porter 2nd.** Roll Call Vote taken. Payment Standards accepted unanimously.

- e. **Resolution #10062021H – Ron Hall, DOO**, reviewed Waldo Road Resurface Contract advising that the roadway in this area is very poor and noted (while using a diagram) that a portion of the road falls under the unmaintained County Road. Mr. Hall advised that this is a minimal resurface project and along with this, he is asking that they repair some of the

  
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concrete that has lifted over time due to tree roots and such. He went on to review the Request for Quote for this project and noted that we received one bid back from D.E. Whitehurst and received three communications from contractors who were unable to take the job right now. The quote we received was for \$98,915.00 and Mr. Hall noted that the company is an approved County Contractor, but they are not part of the IDIQ the County has. Mr. Hall advised that he asked permission from HUD on piggybacking on the County approved list of contractors, which is why he brought up this information. Lastly, he noted that the price evaluation fits within the realm of reason of what he estimated. Mr. Hall noted that D.E. Whitehurst has been doing jobs for the government for years and they are very familiar with required wages etc. Lastly, Mr. Hall noted that he included gutters and drainage correction in this project as there has been a longstanding issue that help contribute to the deterioration.

**DISCUSSION: Commissioner Blount** inquired if people have reported problems to tires and suspension from the roads. Mr. Ron Hall, DOO advised yes (this was clarified to reflect that the portion of the road complaints have come in regarding is not our portion of the road). **Commissioner Porter** requested actual photos of the area/roadway that is being discussed for the Waldo road repair listing ideas of colored photos or images from Google Maps.

**Chairperson Packer** asks if there are any corrections or comments. **Commissioner Blount MOTION** to approve Waldo Road Resurface Contract. **Tenant Commissioner Vaughn 2nd.** Roll Call Vote taken. Waldo Road Resurface Contract accepted unanimously.


## 8. Secretary's Report

a. **Capital Fund Report: None**

b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing is still at 98.78% for the year.

c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed Section 8 HCV report noting there are 24 vouchers on the street. Regarding Mainstream, Mrs. Nazaro noted that all

  
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vouchers are issued and clients are actively leasing up. She went on to state that under HUD-VASH there are 54 vouchers issued with 88 vacant vouchers. Mrs. Nazaro noted that within the Foster Youth things are going well, and with TBRA 23 out of 25 are still successfully housed. Lastly, she noted that staff are working hard issuing vouchers and getting families housed.

- d. **ACHA Development Project: Ken Armstrong, ED** reviewed that we are awaiting demo approval, which should occur in the next 30 days.

## 9. Commissioners Comments/Public Comments

**Chairperson Packer:** Asked that everyone keep his wife in their thoughts as she has an upcoming surgery.

**Vice Chairperson Martin-Back:** Reminder that the rental ordinance is in effect and there is a group that is trying to fight this that is meeting today at 6PM. She advised that the County has followed and it is scheduled to become effective March 2022.

**Commissioner Blount:** Invited everyone out to see the jazz band at Cypress and Grove on 15<sup>th</sup> or Thursday, 10/21 GNV Market at Heartwood, 619 S Main Street.

**Commissioner Porter:** None

**Tenant Commissioner Vaughan:** None

**Alt Commissioner McBee:** Absent

**STAFF:** N/A

**PUBLIC:** N/A

## 10. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, November 3, 2021 at 5:00PM at ACHA.


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**11. Adjournment of the Meeting:**

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:18PM

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