Alachua County Housing Authority
Providing Affordable Housing and Opening Doors to Opportunity

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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING

MINUTES

Regular Meeting held on September 1, 2021 @ 12:00PM
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; Tenant Commissioner Rudolph Vaughan; Alt Commissioner Christy McBee; 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:** Commissioner Latonya Porter; Alt Tenant Commissioner (pending appointment). **Public:** None

1. **Call to Order and Introductions 5:00PM**

2. **Approval of this Agenda**

   Resolution #09012021A – Commissioner Martin-Back MOTION to approve the agenda as is. **Tenant Commissioner Vaughn 2nd**. Chairperson Packer calls for discussion or comments. Roll Call Vote taken. Agenda accepted unanimously.

3. **Public Comments**

   None

4. **Approval of Minutes**

   Resolution #09012021B – Vice Chairperson Martin-Back MOTION to accept Aug 4, 2021, General Meeting Minutes with corrections presented. **Tenant Commissioner Vaughn 2nd**. Chairperson Packer asks if there are any corrections or comments. Roll Call Vote taken. Minutes accepted unanimously. (NOTE: corrections submitted to Ron Hall)

5. **Financial Reports**

Signature/Date

10-6-2021
Signature/Date

Resolution #09012021C – Kori Allen, CFO, reviewed the June 2021, Financial Report noting that there was a HUD review of the Section 8 Administrative Fees. She advised that HUD use to take all of the PHA's HAP money and Administrative Fees back, but eventually they started allowing the Authority to keep it on our end. Mrs. Allen went on to say pre 2004 Administrative Fee with Board approval was eligible to be used for any housing related purposes, but post 2003 Administrative fee must be used for the HCV program only. Mrs. Allen stated that HUD likes the Authority to designate pre and post within this area and to have it reported separately on the general ledger, which she has now done. She went on to review budget items noting that the preliminary budget from auditor was in and she gave them notes so those are being reviewed.

(Commissioner Blount enters meeting)

Discussion: Chairperson Martin-Back inquired about the $384,000.00 variance for six months under Budgeted Income Statement, Public Housing, to which Kori Allen, CFO noted that we have $72,000.00 more income that we budgeted for (CARES and Operating Subsidy) and under Administrative, there is $127,000.00 for admin salaries. Mrs. Allen noted that we make a guesstimate for the allocation of that and this is the same for the maintenance side. Lastly, she noted that there is just more money in Public Housing than what we have expenses for, but at some point if we don't spend it they will probably take it away from us. **Alt Commissioner Christy McBee** inquired about Administrative Sundry Expenses to which Mrs. Allen noted that they are office expenses, bank fees and any other random office expenses.

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

6. Old Business

None

10/6/21

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7. New Business

a. **Resolution #09012021D – None**

b. **Resolution #09012021E – Ken Armstrong, ED,** reviewed Family Units II Ground Leases and stated this was put in place in order to submit an application for tax credits. Mr. Armstrong reminded the Board

c. that our co-developer takes all the risk and financial responsibility in this, and advised that our Attorney put together a 55 year ground lease which the same as the lease with Phase I of the development. He went on to advise that the breakdown of the 96 family units would be Phase II that will be half Project Based Vouchers and half Market Rate. Mr. Armstrong advised that he negotiated one change, a better ground lease Capital Payment going from $100,000.00 at closing to $100,000.00 plus $300,000.00 at if there is enough waterfall. He noted that it will be a very competitive process this year and that we will be submitting one application this year. Lastly, he noted that this was approving the Ground Lease with changes in the Capital Payment.

Discussion: Commissioner Blount inquired about the affordable units in the next phase and if there was an announcement date on this round of credits. Ken Armstrong, ED, advised that we would see more mixed housing options like Section 32 home ownership in a possible Phase III. Mr. Armstrong also advised that we should hear back on the tax credits around early December. **Tenant Commissioner Vaughn** inquired about the tax credit process asking if you would need to have everything ready to go and in place to get the tax credit to which Mr. Armstrong noted yes this is why we have the 55 year ground, and we have general plans, etc. He also advised this is how they make sure we construct the development in a reasonable time.

Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount MOTION** to approve Family Units II Ground Leases. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Family Units II Ground Leases accepted unanimously.

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d. **Resolution #09012021F – Chairman Packer** reviewed Board Travel noting that the travel to a physical location was canceled and it was now being offered virtually for around $200.00 per attendee.

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

8. Secretary's Report

a. **Capital Fund Report: None**

b. **Public Housing Occupancy Report: Ken Armstrong, ED** advised that Public Housing has four vacancies and is still doing well at 98.86% for the year.

c. **Section 8 HCV Report: Amanda Nazaro, HCV Director**, reviewed Section 8 HCV report noting that for Section 8 there are 20 vouchers available and 23 orientations scheduled for September. Regarding Mainstream, Mrs. Nazaro noted that there are 166 vouchers leased up and 34 vouchers issued. She went on to state that under HUD-VASH there are 109 vacant vouchers, but the intake numbers have increased (amidst COVID) we are now seeing an average of 5 vouchers a week issued. She also added that 12 leased up this week. Mrs. Nazaro noted that within the Foster Youth and TBRA program things are going well. Mrs. Nazaro stated that the next large project is working on the ACOP (Public Housing) and the Admin Plan (HCV), which ACHA purchased from Nan McKay, so we are working on hopefully implementing new policies to bring to the BOD around the beginning of the year, but we are working on it now.

Discussion: Commissioner Blount inquired about the HUD-VASH Port Ins listed as zero, to which Amanda Nazaro, HCV Director noted that we absorb these ports as soon as they come in adding the benefit of this process allow Vets to receive the case management component of VASH.

d. **ACHA Development Project: None**

Ron Hall, DOO, completed a Board training regarding communication and public records. Mr. Hall advised that the BOD is to just use their ACHA email address for communications. He went on to state that there has been an increase in Public Records request and reiterated the importance of handling ACHA BOD communications correctly. Mr. Hall noted that he is Public Records Custodian and he assigns someone else as the point of contact (POC) if he is out on vacation. He went on to state that this information is then listed online of the new POC and he additionally noted new skills gained from a recent training on how to handle these types of record request, maintaining positive communications, confirming with requestor if their request was fulfilled with what information or documentation what sent, etc.

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Signature/Date

Discussion: Commissioner Blount inquired about what type of request/communications were coming in to which Ron Hall, DOO noted that he could meet with him later individually on this. **Vice Chairperson Martin-Back** inquired about how often as BOD members should they be checking their ACHA email accounts to which Mr. Hall advised he couldn't tell them how often they should check their email, but recommended at least once per week. **Commissioner Blount** inquired if any of the request have taken a very large amount of time for staff to fulfill to which Mr. Hall stated no not really. **Commissioner Blount** asked if we are aware, from what information that has been requested, of any possible agenda being pursued (with the influx of requests mentioned) to which Mr. Hall advised no. **Alt Commissioner Christy McBee** requested clarification on need for BOD to respond to record request or if he, Ron Hall, responded to the requests. Mr. Hall advised that this particular email said to respond back if you have this information and should you not have this information you do not have to respond. Mr. Hall noted his contact information and phone line is open should anyone have future questions.

9. Commissioners Comments/Public Comments

Chairperson Packer: None

Vice Chairperson Martin-Back: None

Commissioner Blount: Noted that on Friday 17th at 7PM at Cypress and Grove there is a family friendly event he encourages everyone to attend.

Commissioner Porter: Absent

Tenant Commissioner Vaughan: Inquired about housing opportunities available to servicemen and women returning with all the wars ending and if we have housing opportunities to assist these individuals to which Mr. Armstrong noted we would be able to use HUD-VASH vouchers for anyone who qualifies.

Alt Commissioner McBee: None

STAFF: N/A

PUBLIC: N/A

10. Future Scheduling:

Signature/Date

Signature/Date

Next ACHA Board of Directors meeting scheduled for Wednesday, October 6, 2021 at 5:00PM at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:45PM

10/6/21

Signature/Date

10-6-2021

Signature/Date