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

Regular Meeting held on September 6th, 2023 @ 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 (*enters after introductions*); Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Deputy Director Amanda Nazaro; Staff Rodney Davis; Staff Ebony Harrington **Absent:** Commissioner Latonya Porter; Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); Staff Catherine Hanner **Public:** CJ King of Kings Heating and Air (*enters during meeting*)

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

2. Approval of this Agenda

Resolution #09062023A– Chairperson Packer calls for discussion or comments. **Executive Director Ken Armstrong** tells the board there is one amendment to the Agenda and that would be Board travel. Ken stated the information is provided on the table. **Commissioner Martin-Back MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

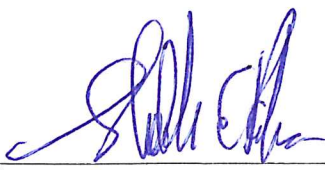
3. Public Comments

None

4. Approval of Minutes

Resolution #09062023B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept June 27th, 2023, Special Meeting Minutes. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. June 27th, 2023, Special Meeting Minutes accepted, unanimously.

5. Financial Reports

 10/9/23

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 10-4-23

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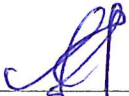
Resolution #09062023C– Kori Allen, CFO, reviewed June 2023, Financials. Mrs. Allen states that there isn't anything to discuss this month. Mrs. Allen states that next month the new budget goes into effect next month (July financials) so the board will see some budget changes.

DISCUSSION: Commissioner Blount asked once the budget goes into effect, when will Mrs. Allen be able to get the board the final closeout for the year. **Mrs. Allen** is confused by the questions, and states that the budget runs through the end of the year, we are just putting in place the budget revision that was approved to take effect July 1st, 2023. Mrs. Allen states that next month they will begin to see that revision take effect. **Commissioner Blount** asks about the Gain or Loss on Sale of Equipment line of the Public Housing Budgeted Income Statement and if that was the stuff the housing authority was getting rid of every month with the approved disposals. **Mrs. Allen** states that that particular one was Linton Oaks and removing the building that was torn down and disposed of. **Mr. Ron Hall** corrects Mrs. Allen that it was Merrillwood not Linton Oaks that was disposed of. **Commissioner Blount** asks if we are able to sell any of the concrete rubble, to which **Mr. Hall** replied no. **Commissioner Blount** moves on to the insurance premiums on the budgeted Income Statement for Public Housing and asks if they are going to get to hike it up on us more than once a year. **Mrs. Allen** responses that she hopes not, however, they did do a mid-year \$30,000 adjustment stating that they didn't bill us enough. Mrs. Allen states that we did get money back from the sale because we know longer have property insurance, just lot liability, so we did get a refund that will be seen in July or August's financials. She also informs Vice Chairperson Martin-Back that the receivables she asked for are in the packet this month.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve June 2023 Financials. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. June 2023 Financials accepted unanimously.

6. Old Business

Executive Director Ken Armstrong states that the board is being provided a copy of the 5 Year and Annual PHA Plan that will be voted on at the October 4th, 2023 meeting. Mr. Armstrong states that if the board has anything they see they want to change or address to please get back with us. **Ron Hall, DOO**, states that this is indeed a draft of the 5 Year and Annual Plan that was mentioned at the previous meeting. He also agrees that if the board sees anything they would like



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to address or change, to let him know so he can address those concerns. He states that it is still in the works and will come before the board at the October meeting for approval.

7. New Business

- a. **Resolution #09062023D– Ken Armstrong, ED** states that there is no disposal this month to bring before the board, however, in October there will be both assets and document disposal requests to bring before the board.
- b. **Resolution #09062023E – Kori Allen, CFO** brings to the board approval of the 2022 Audit. She mentions that in addition to the audit there is a Letter to the board addressing any problems with management. Mrs. Allen states that we didn't have any problems or no management letter comments and everything was all good. She states it does make mention of 3 audit adjustments that are FDS adjustments. These are just reclassifications on the FDS report and don't change the financial statements in any way. Mrs. Allen states the first thing they will see is their opinion stating that financial statements present fairly in all material respects the financial position. Mrs. Allen states that the auditors look at internal controls, compliance, and other things along those lines. She says that little letter I is the management discussion and analysis, which is her explanation of everything to go hand in hand with the audit. Mrs. Allen points out that assets exceeded liabilities by \$12,733,015 meaning we have net position of 12 million dollars. Mrs. Allen also states that our cash and investment balance was up \$1,047,202 from 2021. Mrs. Allen states that we have revenue from HUD for \$12,371,783 which is broken down by program later on in the audit. She states the next page is a 2-year comparison of Statement of Net Position which is basically our balance sheet. She states you can see our total assets are up because of public housing cash and the other assets are up due to the GASB 87 which is that capitalization of the leases which we normal adjusted off since it wasn't required yet but didn't this time. Mrs. Allen also states our liabilities are up primarily related to that \$50,000 from Partners in Hope which we weren't going to spend until this year and also we owed some money back to HUD for the cash management in the SRO and Mainstream Programs, which usually happens every year because we never know what we're going to get. **Commissioner Blount** asked if we are paying them back fast enough on that and references the Sunshine Inn. **Mrs. Allen** corrects Commissioner Blount that this is in reference to the SRO at the St. Francis House and explains that HUD gives HAP funds but they do a cash reconciliation at the end of the year. Mrs. Allen moves on the say the Restricted Net Position is the HAP funding, and our Unrestricted Net Position went up by \$780,000

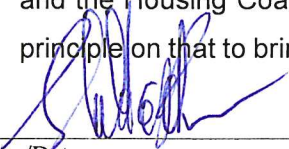


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so we increased our net position by a little over 1 million dollars. She states this is all programs and that farther in the audit it shows it by program. Mrs. Allen states the next page is the 2-year comparisons of the revenues and expenses. She states that rental revenue went up as well as HUD grants went up including CFP funding for soft costs. She continues on to other revenue which is primarily from the HUD lawsuit proceeds that we got that was about \$450,000 which is a lot of what that other revenue is. But that our revenue did go up over 1 million dollars between 2011 and 2022. Mrs. Allen states that our administrative expenses did go up and we will probably see that go up again because of the remote offices, security system upgrades with additional cameras and lines required, and such and anticipates this will go up again next year. Mrs. Allen states that the ordinary maintenance also includes the CFP money so we will see that go way up also as well as the things we want to address and take care of next year, but we don't need to worry about that increasing as we have 12 million in net position. Mrs. Allen states that insurance will probably go up. She states that general expenses, which is mostly port payments, NSP, TBRA programs like that, went up. She states you will see our HAP payments went up almost \$250,000. She states that we got some good interest revenue and interest rates and that will get even better with the things done this year. She states that we have \$485,000 more than last year. She goes to say that page 3 and 4 are a more in depth look at that information. She speaks to the notes section which says more specifically about the program and how we do things. Mrs. Allen directs the board to page 14 which is the agency's long term debt information as it relates to the mortgage on the Sunshine Inn. She goes on to say that previously there was discussion on paying down that debt, however, a lot is being done over there currently including a \$70,000 warehouse remodel, doing some in unit work like mounting new TVs, upgrading the kitchenettes, and getting some new furniture in those units, and security upgrades and additional camera installation and improved signage. She states some of these projects will be done all at once while others will happen at unit turn. She believes at this time it would be best to hold off making any extra payments on the mortgage at this time. Mrs. Allen goes on to page 15 which is the leases. GASB 87 requires capitalization of all leases. Mrs. Allen speaks to potential policy stating that if a lease isn't over \$25,000 then we aren't going to do this procedure, which she will likely put into effect because it's a lot of work for \$1,000. She states she will write something to bring in front of the board at a later date. She states this is new this year because it's the first reporting of requirement for GASB 87. **Commissioner Blount** asks about the notes section where it talks about Suntrust and the Housing Coalition and asks if its practical to accelerate those payments or to pay extra principle on that to bring that down faster. **Vice Chairperson Martin-Back** seconds that question,



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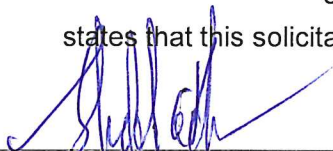


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adding to it that even adding a few hundred dollars a month to the principal payment we could shorten the loan rapidly. **Mrs. Allen** states that we could definitely do that and that she would look into that. **Vice Chairperson Martin-Back** states that we need to specifically state the extra payment is to the principal of the loan. **Mrs. Allen** said she will work on that as it automatically comes out of the account but that she will figure out the process to do that. **Vice Chairperson Martin-Back** advises that you should be able to do that online for auto payments. She also advises that Mrs. Allen comes up with a number that is feasible to the budget that we can begin to make additional payments on the principal with and bring that to the board and then we can set that number as a recurring addition to the payment towards the principal which gives us the ability to gauge finances and to decide if we need to stop making the additional payments at any time rather than a large lump sum up front leaving us without options. **Mrs. Allen** agrees with the idea and moves on to the supplementary information page. Mrs. Allen states that page 19 gives a snapshot of each program on its own and clarifies what each program/column means and consists of. She highlights that each program still has positive unrestricted net position. She goes on to state that pages 21 and 22 are profit and loss statements for each of the programs. Mrs. Allen states all programs except for TBRA and NSP have net positions for the year. She goes on to say that through pages 28 is more in depth by program information. Mrs. Allen brings us to page 29 the Schedule of Expenditures of Federal Awards (SEFA) which breaks down the 12 million dollars from HUD and how much is for each program. Mrs. Allen states that the major programs that they audited was the HCV program and the Mainstream program for internal control and compliance. **Commissioner Blount** asks if the dollar threshold between type A and type B is set by statute, to which Mrs. Allen said yes and states that any program under \$750,000 is not considered a major program.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve the 2022 Audit. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of 2022 Audit accepted unanimously.

- c. **Resolution #09062023F – Ron Hall, DOO** discusses a procurement that was done for replacing the siding and soffit on 35 the agency's in town units. He states that the company is eager and ready to go. Mr. Hall talks to the fact that some of the buildings don't have the proper backing underneath the siding per code regulations and that what was there has deteriorated. Mr. Hall states that this solicitation only resulted in two bids, one from Johnson and Johnson Roofing and



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E.R. Rooter. We are recommending that we move forward with E.R. Rooter for \$291,550. Mr. Hall states that included in this procurement was per linear foot cost and per square foot cost for additional materials and that this approval would be for this amount plus materials as needed based on the cost in the proposal/bid.


DISCUSSION: Tenant Commissioner Blount asks if 99% of what we find behind the old siding is rotten, how high could this cost get. **Mr. Hall** states that it could go upwards of another \$50-60,000 depending on what they found. He goes on to say that even in the areas where there is something behind there, it is of low quality and likely high deteriorated based off of the discovers made in Tower Oaks. **Chairperson Packer** asks if it goes over that, would it be brought in front of the board. **Mr. Hall** states that no, the board would be approving the contract cost plus costs as needed. Mr. Hall also notes that E.R. Rooter is a Small Business Enterprise and Minority Business Enterprise in Jacksonville and is in the process of being certified as the same here in Alachua County.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Debra Martin-Back** **MOTION** to approve siding contract with E.R Rooter. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of siding contract with E.R. Rooter was accepted unanimously.

- d. **Resolution #09062023G – Ron Hall, DOO** Approval of HVAC Replacement for Rocky Point. Mr. Hall states that CJ King is on the call from Kings Heating and Air. Mr. Hall states this is another Modernization effort that will enhance the marketability of our units. This procurement was for a 34-unit full neighborhood replacement of HVAC systems. Mr. Hall states that we will be able to recover 4 units that were replaced recently to use at other units. Mr. Hall states that 4 bids were received for this procurement, and we are recommending that we proceed with Kings Heating and Air at \$266,200. He also informs the board this was at the low end with the high end being Babione's Air Conditioning and Heating at \$395,000. He states while Kings was the only bid to provide all the requested paperwork, not providing all the paperwork is not a fail item however it is definitely a concern but that most of the response is based on the pricing. Mr. Hall states that we have asked in this procurement that they that all model numbers, serial numbers, etc. be documented so that we can write them off in a future meeting. He states that as part of the bid, the remaining 30 units go to the contractor for disposed of and off the books for Mrs. Allen.



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DISCUSSION: Vice Chairperson Martin-Back asks other than the 4 units we intend to recover and reuse, what is the age of the units. **Mr. Hall** and **Mrs. Nazaro** state that most of the units are 20 years old, with some maybe being replaced in the last 10 years. Mr. Hall goes on to say that Robert was a part of that process, and that those 30 units are not worth returning back to us for reuse. **Vice Chairperson Martin-Back** asks what tonnage units that we were going with to replace them with. **Mr. Hall** states that most of them will be 1 ton units as they are 1 bedroom units, however there are 2 2 bedroom units that will get 2 ton units. **CJ King, Kings Heating and Air**, corrects Mr. Hall in that most of the units will be 1.5 ton units. Mr. Hall also states that will this they will be replacing the duct work and new stands and everything will be permitted and up to code. Mr. Hall also states that himself and Robert will be out there overseeing the work.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount** **MOTION** to approve HVAC Contract with Kings Heating and Air. **Vice Chairperson Martin-Back** 2nd. Roll Call Vote taken. Approval of HVAC Contract with Kings Heating and Air was accepted unanimously.

CJ King exits meeting

- e. **Resolution #09062023H - Mr. Hall** brings to the board another procurement, this one for roofing work to be done in the Newberry neighborhood. He states that we have a current IDIQ contract in place with Lewis Walker Roofing. There was a team of individuals who put the data together of when all the roofs were last replaced and we came up with a list of what we need to do in terms of our modernization efforts. This team found that only one roof in Newberry had been done recently. He states that this contract is to replace all the roofs in Newberry and is not an IDIQ at the end of it; Lewis Walker Roofing still holds IDIQ contract. Mr. Hall informs the board that the procurement received 7 bids within a decent range. He states the high bid was a little outside the Independent Cost Estimate, and the low bid was Tadlock Roofing at \$144,929.89. MR. Hall states that similarly to the siding contract, there is an as needed per piece price and anything that is “as needed” requires approval first which will require a site visit from us.

DISCUSSION: Vice Chairperson Martin-Back asked if the bid included any plywood at all initially and if not is that why the bid was so low. **Mr. Hall** states that it is also because the

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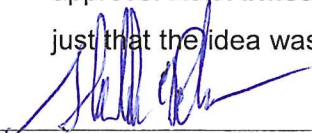
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contractor stated that they have good buying power due to the amount of work they do. Mr. Hall states that by doing the entire neighborhood at once allows them to go unit by unit and really manage the work being done. **Vice Chairperson Martin-Back** asks if we have the sheet cost. **Mr. Hall** states that the liner foot for the wood fascia and wood soffiting are both \$7, \$4 a square foot for wood decking, and \$7 a square foot for other deemed necessary from inspections.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve roofing contract with Tadlock Roofing. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of roofing contract with Tadlock Roofing was accepted unanimously.

- f. **Resolution #09062023I – Ken Armstrong** states that this resolution is to use SRO reserves to be used for other scenarios. **Kori Allen, CFO**, states that upon reviewing the financials she noticed that we have over \$50,000 in unreserved SRO money. Mrs. Allen goes on to state that HUD has been giving us more leniency on what we can use admin funds in HCV and MS5 programs, so she reached out to her FMC contact to see what restrictions there what and what we can and can't use the money for. Mrs. Allen states she was informed that we can basically use it for whatever we want rather than it just sitting there not getting used. Mrs. Allen suggests potentially using these funds to help St. Francis House fix up the 3 buildings that are unusable at this time due to previous flood damage. Mrs. Allen reached out to St. Francis and was informed that they had received grant money to address these buildings and that the assistance for that was not needed, however, they did ask that if we want to help that they could use painting and pressure washing of the buildings as that has never been done. Mrs. Allen then reached back out specifically to her FMC contact to see if it these things were allowed to be covered with these funds. She put in writing that yes that is approved usage of the funds. Mrs. Allen feels this is a good use of the funds as the sprucing up the SRO and making sure it's up to standard will benefit their clientele. Mrs. Allen states that she had the SRO do a procurement for the pressure washing and painting services. The SRO received 1 bid for painting that came out to \$16,000 and that the bids for pressure washing ranged from \$1,700 to \$5,000.

DISCUSSION: **Vice Chairperson Martin-Back** asks what it is that the board is being asked to approve. **Ken Armstrong, ED**, states that at this time there is nothing being voted on for approval, just that the idea was being brought before the board. Mr. Armstrong states that if we do decide



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to go this direction, we would seek full HUD approvals as there is a conflict of interest in donating the funds to the SRO.

g. Resolution #09062023J – Ron Hall, DOO, states that we have been noticing issues with piping and things behind the walls in the Alachua units. He states that these units have bathroom windows rather than mechanical vent fans, and due to a combination of tank less water heaters giving the tenants the ability to have endless hot showers and the non-use of the bathroom windows during and after showers, the clients are complaining of mildew and mold issues. Mr. Hall states that in an effort to make it a safe living environment as well as modernization of the units, we have procured a contract for 63-units to have Humidistat vent fans installed in the Alachua neighborhoods. Mr. Hall states that they will be wired direct to a panel and ducted to the outside air. Mr. Hall states that they will not be able to control the vent fan; when it detects humidity it will turn on automatically, but they will not pull a lot of energy so there shouldn't be an issue with increase electric costs for the tenant. **Tenant Commissioner Blount** asks what is the reasoning behind not giving the tenants the ability to control it. **Vice Chairperson Martin-Back and DOO Ron Hall** state this is because the tenants won't turn them on. **Amanda Nazaro, DD**, states that the benefits outweigh the cost of people complaining about the noise, however, **Mr. Hall** states that these fans are quiet and shouldn't cause a noise issue. **Vice Chairperson Martin-Back** states the tenants won't turn the units on or won't keep them on long enough. **Mr. Hall** states that the procurement received two bids, and we are looking at going with Helm Electric for \$80,595.36.

DISCUSSION: Tenant Commissioner Vaughn asks Mr. Hall if both bids showed him the exact model the intend to use. **Mr. Hall** states that both companies bid on the specified item provided in the procurement.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve Humidistat Fan Installation contract with Helm Electric. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of Humidistat Fan Installation contract with Helm Electric was accepted unanimously.

h. Resolution #09062023K – Ron Hall, DOO, brings to the board another modernization effort. Mr. Hall states that we are looking to seal and stripe the parking lots that we own for the agency's in town units. Mr. Hall states two companies made site visits and as a result, made bids on the job.

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Mr. Hall recommends the board go with Asphalt Sealing and Striping in the amount of \$28,097. As this procurement is under \$50,000, a resolution doesn't need to be passed, however, since it is on the agenda we will take a vote on it.

DISCUSSION: Tenant Commissioner Blount asked if this was removing the old stuff or just going over it. **Mr. Hall** states that they will do a squeegee seal, a second seal, and then the striping. **Tenant Commissioner Blount** asks if Poly-Tar was the same process that was used at Sunshine Inn. **Mr. Hall** replies no, that what was done at Sunshine Inn was asphalt sealer.

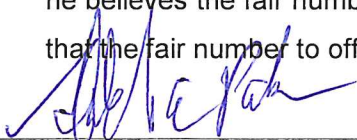
Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve parking lot sealing and striping contract with Asphalt Sealing and Striping. **Tenant Commissioner Blount 2nd**. Roll Call Vote taken. Approval of parking lot sealing and striping contract with Asphalt Sealing and Striping was accepted unanimously.

- i. **Resolution #09062023L – Approval of Board Travel.** **Chairperson Packer** states that at the beginning of October is the NAHRO conference in New Orleans. Mr. Packer states that he would not like to go and was hoping that 2 of the other commissioners would like to go. **Tenant Commissioner Blount** states that he had intended on going, however, is anticipating medical decisions that may prevent him for attending. It is decided that the money will be saved and the commissioners will not attend this conference.

Ken Armstrong and Amanda Nazaro leave

- j. **New Director Contract Discussion – Resolution #09062023M**

Chairperson Packer states that on October 16th, 2023 Ken Armstrong, ED, will having hip replacement surgery that has a 6-week recovery time. Mr. Packer also states that Mr. Armstrong has 31 days of sick time and plus vacation days, upwards of 100 days in total. Mr. Armstrong will begin to pull back and let Amanda start taking over, and his last official day will be December 1st, 2023. Mr. Packer states that when we begin to discuss Amanda's contract, it should start December 1st, 2023. Mr. Packer recommends that they do a 3-year contract which is what has been done in the past with Mr. Armstrong. Mr. Packer states that after doing his information check, he believes the fair number for her would be \$147,500 - \$150,000 annually. Mr. Packer believes that the fair number to offer, due to the facts there will be no yearly allowance or bonus, would be

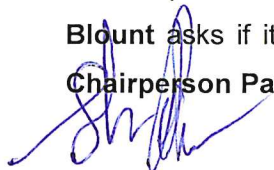


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\$150,000 a year. In addition, in her contract, it states that the board can give her a bonus at the end of the year for excellent performance. **Vice Chairperson Martin-Back** asks what Mr. Armstrong's current salary is, to which **Chairperson Packer** states he is currently at \$145,000. **Vice Chairperson Martin-Back** asks why he believes Mrs. Nazaro should be started at higher than what Mr. Armstrong is currently making. **Chairperson Packer** speaks to Mrs. Nazaro's worth to the agency, as well as to the fact that if Mr. Armstrong was to renew his contract, it would be for upwards of \$160,000 - \$165,000. Mr. Packer states that currently Mrs. Nazaro is making \$125,000 as deputy director, and believes that an increase to \$150,000 is the fair amount. **Tenant Commissioner Blount** asks what the starting salary for Mr. Armstrong was. **Chairperson Packer** states that Mr. Armstrong started at \$138,000 with a 3% increase with every contract renewal. **Tenant Commissioner Blount** asks where Chairperson Packer is getting the range of salary information. **Chairperson Packer** provides the other commissioners with an information packet with the salary research information. **Vice Chairperson Martin-Back** asks what other allowances we may be adding to this. **Chairperson Packer** states the executive director contract calls for a car or a car allowance, in this case a car allowance. She would have the same executive exceptions as Mr. Armstrong as far as sick time and vacation time relates to pay for that time. **Mrs. Allen** states that we are making changes to our personnel policy, but currently the accrual of time is based off of time with the agency as well as the position you hold. She states that that wouldn't change from Mr. Armstrong to Mrs. Nazaro as all executive officers fall under the same umbrella. **Vice Chairperson Martin-Back** asked for clarification on the car allowance. **Chairperson Packer** states yes it is \$1,920. He also states that Mrs. Nazaro asked for \$155,000 and we came to the \$150,000 number. **Vice Chairperson Martin-Back** asks if we will still have the same separation payments. **Chairperson Packer** states yes, and he will be having a call with Mrs. Nazaro and Rick Gilmore. **Mrs. Allen** asks for clarification on separation payments. **Vice Chairperson Martin-Back** states that its 9-weeks of pay if the board was to terminate the contract early without stated cause. **Chairperson Packer** states that Mr. Armstrong feels comfortable to retire because of how much he believes in Mrs. Nazaro's abilities to lead this agency and Mr. Packer believes that Mrs. Nazaro is excited and eager to take on the responsibilities of the job. He believes having someone who has been here dedicated for as long as she has been and knows the agency is the best fit for this position. Mr. Packer believes Mrs. Nazaro is someone who will perform well and we know what we are getting when we hire her. **Tenant Commissioner Blount** asks if it would be appropriate to add a 6-month performance review to the contract. **Chairperson Packer** states that it would not be inappropriate and he had thought about adding



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a 1-year review clause. **Vice Chairperson Martin-Back** clarifies that Mr. Blount was referring to a performance review, not the annual salary review. **Chairperson Packer** states that if the board wishes to add that clause to the contract, Mr. Gilmore could add that to the contract. The commissioners believe that she will have no problem meeting performance requirements and believe she will continue to exceed expectations. The motion being discussed would include a contract salary of \$150,000, with the clauses of a 6-month review and a 1-year review as well as annual reviews yearly after that with benchmarks for review clearly stated. The commissioners discuss that benchmarks need to be set in writing for performance review measures, be measurable goals, and state they need to come up with these benchmarks to get them in writing and to the attorney. **Mr. Hall** recommends that the board vote on a resolution to put together something for next meeting or that they call a motion to send these ideas to the attorney and Mrs. Nazaro for approval listing that there will be established goals for review process to be able to move forward next board meeting as far as contract signing. **Chairperson Packer** states that he has tasked Mrs. Nazaro with coming up with a list of 5 objectives. **Tenant Commissioner Blount** makes a motion to revisit this topic next month with a draft modified between the attorney and the Board Chair utilizing the list of goals and programs that the prospect is preparing.

Ken Armstrong and Amanda Nazaro reenter the meeting.

Tenant Commissioner Blount asks Mrs. Nazaro when she believes she will have her list of objectives and goals to provide to the board of commissioners. **Mrs. Nazaro** states she has been working on both a set of goals for the next year as well as a list of accomplishments and goals put into practice already this year since taking the deputy director position. She states that a lot of the goals she has for the agency, have already begun to be put into motion. Mrs. Nazaro states that a lot of the procurements and modernization efforts being put before the board are because she believes we need to focus on our properties and aging units before we start to move on tax credit and other opportunities. She is excited to go for those opportunities however she is hyper focused on getting those units safe, healthy, habitable, and where they should be for our tenant families. Mrs. Nazaro states that her HCV HQS team is currently handling inspections of the units, which means she is much more involved this round of inspections including doing necessary site visits to be able to invest our money in the best ways for our clients. Another major focus for Mrs. Nazaro is working on team culture building and training growth as the agency has been in a season of change this last year as well as new policies taking affect in many areas of our agency.



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Mrs. Nazaro also believes cross-training employees will be beneficial to the agency as a whole. **Mr. Hall** interjects to inform Mrs. Nazaro of the motion being put forth by **Commissioner Blount** that includes a 6-month review and states that benchmarks for that review is what Mr. Blount was referring to. Mr. Hall clarified that they were asking how long Mrs. Nazaro believes it will take to get a list of measurable benchmarks. **Vice Chairperson Martin-Back** gives the example of taking something already being put into place and saying "I plan to have this completed in x amount of time." Mrs. Martin-Back states these are what they are asking for in terms of benchmarks. **Mrs. Nazaro** states she has a draft of these goals, but that she also likes to look at what has already been achieved. She also states that she plans to focus on Public Housing and wants to stay in the know of what other executive directors are doing and other new ideas and trainings that are out there. Mrs. Nazaro states she also wants to be more involved in ways such as sitting on boards and growing the agency's relationship with the city and the county. Mrs. Nazaro speaks to her desires to continue the growth at the Sunshine Inn and continue to make it better for our veterans. Mrs. Nazaro states that she will have measures ready to bring to the board by the October 4th board meeting. **Tenant Commissioner Blount** asks Mrs. Nazaro in what fashion will this list of benchmarks be present. **Mrs. Nazaro** states she is putting the thoughts on paper and then will provide the timeline as some of these motions have already begun to be put into action as well as in subsections by departments as well. Mrs. Nazaro also states wanting to get the opinions of the other executives to get their opinions and see what their visions are for the agency.

Mr. Hall asks Tenant Commissioner Blount for clarification on the wording for the motion being presented. **Commissioner Blount** states that the motion is for the Chairman Packer to negotiate a contract salary for the new ED Amanda Nazaro. The motion states that the Chairman will come back to the board with a draft of the ED contract, modified and updated by ACHA Attorney and Chairman Packer to include a 6-month review and subsequent annual review period with measureable benchmarks, goals and accomplishments, to be ratified and approved by the board at the October 4th general meeting. **Mr. Blount** states that while he believes we are shooting high with the salary offer, we know the loyalty and quality of the work we are paying for. **Vice Chairperson Martin-Back** 2nd the motion. Roll Call Vote taken. Motion was accepted unanimously.

Tenant Commissioner Blount asks to revisit resolution #09062023I and asks if St. Francis answers to some sort of internal or external inspection standards. **Mrs. Nazaro** state that they are



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held to at least the city inspection requirements as those are now done randomly. **Mr. Hall** states that we can get that information for the board. **Mrs. Nazaro** states that it is likely also based off of the other funding sources and what their requirements are. Mrs. Nazaro states that the St. Francis house passes our HQS inspections, but that this issues can begin to case problems as they continue to deteriorate.

8. Secretary's Report

a. **Capital Fund Report:** None.

b. **Public Housing Occupancy Report:** **Ken Armstrong, ED**, states that the public housing department has 6 units that are currently vacant at this time, putting us in good shape at 98.41% for the year. **Tenant Commissioner Blount** asks how long we anticipate it to take to get those 6 vacancies filled. **Mrs. Harrington, PH Director**, states that we are working to get those vacancies filled as quickly as possible and that at least 4 of those units should be ready to lease in the next few weeks before the next board meeting. She states that some of the delay is in making sure the units are ready and all changes have been made prior to move in to cause less interruptions to the client's lives after move in. **Mrs. Nazaro** states that she believes we will be able to get one put "offline" as it is in need of serious recodifications.

c. **Section 8 HCV Report:** **Amanda Nazaro, Deputy Director**, reviewed the Section 8 program and that they are actively issuing vouchers. Mrs. Nazaro states that we currently have 41 HCV vouchers issued with 393 leased up. She states that we currently have 180 families leased up on the Mainstream Program with 24 vouchers issued and that she plans to get with Mrs. Allen to see about finances and issuing another round of vouchers this year. **Tenant Commissioner Blount** asked for an estimate of how many more vouchers we would issue in this next round, to which Mrs. Nazaro answered that it would be at least another 30 vouchers. Mrs. Nazaro states that we are running into the issue of clients taking longer to lease up, or not leasing up at all. She states we used to have a success rate of 80% lease up, and are currently looking at a success rate of closer to 70%. The issue with continuing to issue more vouchers while we wait to see if currently issued ones will be utilized is playing a dangerous game of potentially over issuing vouchers which we don't want to do. **Tenant Commissioner Blount** asks if it's because of available units. **Mrs. Nazaro** states is a combination in finding affordable housing and the client's increasingly wanting higher quality. She goes on to state that HUD-VASH we currently have 354 vouchers in use with 32 vouchers issued on the street and 147 vacant vouchers. She states that we are expecting 5



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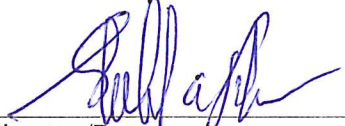
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veterans this week for orientation which is the highest number we've had in months. She states that Tenant Protection Vouchers and Foster Youth numbers stay the same. Mrs. Nazaro states that we have 7 families successfully housed under the Partners in Hope program, with 3 families currently searching for housing, hopefully putting that program at 100% occupancy soon. Mrs. Nazaro informs the board we are still waiting on the TBRA family we are assisting with those remaining funds to find a unit to lease up in which is taking longer than anticipated. She states that a lot of work was put in by multiple agencies to try to ensure the family receiving this assistance was in emergent need, however, it has been over 60 days since the voucher was issued with no success in leasing up. Mrs. Nazaro speaks to the desire to hire an intensive case manager to handle the clients who need extra help that due to current caseloads our case managers cannot currently provide and has just submitted an application to HUD for funding for a position of this nature to allow each case manager to designate 5 clients each or so to this intensive case manager. This case manager would not be processing any of the paperwork, but would be working hands on with the clients to help them succeed, and would work with both departments to ensure clients are getting taken care of across the board. Mrs. Nazaro explains that even with the additional case management component for our veterans, they still have the highest turnover rates than any other program. She states unfortunately for the VA with their housing first model, it doesn't always work out for clients who are in active addiction and housing isn't their first priority. Mrs. Nazaro states the difficulty will be in finding someone licensed who can handle this kind of a case load who we can afford to pay because we would likely want an LCSW to fill that position.


9. **Discussion of Vision 2030 Report:** Ken Armstrong, ED, discussed that the work on the Merrillwood project should be getting back started here in the next 5-10 days now that the soil issue has been taken care of. Mr. Armstrong states that him and Mrs. Nazaro have a meeting next week with the new co-developer as well to see what the vision for the future looks like and states Mrs. Nazaro will bring that back to the board.

10. Commissioner's Comments/Public Comments

Chairperson Packer: Mr. Packer states that he is looking forward to the future of Alachua County Housing Authority. He states that Mr. Armstrong had a good run as Executive Director and made this agency a bold thinking, bold moving housing authority. Mr. Packer talks to the many years of



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mentoring that Mr. Armstrong has given to Mrs. Nazaro and that he looks forward to working with her in the future.

Vice Chairperson Martin-Back: Ms. Martin-Back updated the Board on the landlord permits. She states that based on the statues that the state approved, which made it illegal for the city and the county to have this landlord permit process, the county has completely suspended their program and will be resending any landlord fees that have previously been paid in. She states that at this time, they do not plan to revisit the landlord permitting system. She states that the city has agreed to suspend their program as well, however no fees have been paid yet, so no refunds will need to be issued, but states that they are trying to work a way around the system.

Commissioner Blount: Mr. Blount states that it was a good meeting and is very curious about the future so he's going to make sure to keep himself in good shape so he can be around for a long time because he thinks it's going to be interesting to see what Mrs. Nazaro does with the agency.

Commissioner Porter: Absent

Tenant Commissioner Vaughan: None

Alt Commissioner: Vacant

Alt Tenant Commissioner: Vacant

STAFF: None

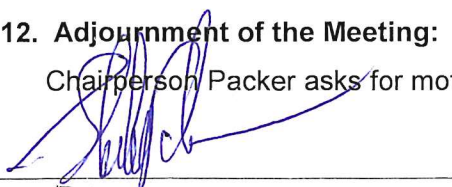
PUBLIC: None

11. Future Scheduling:

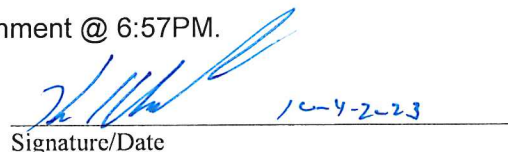
Next ACHA Board of Directors meeting scheduled for Wednesday, October 4th, 2023 at 5:00PM at ACHA. Tentative special meeting to be scheduled to address and discuss the change in leadership.

12. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:57PM.



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