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**ALACHUA COUNTY HOUSING AUTHORITY**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Regular Meeting held on October 4, 2023 @ 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 Kali Blount; Commissioner Latonya Porter; Tenant 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; Staff Catherine Hanner; Staff Nathan Kempner; Staff Cody Pierce; Staff Karen Worster **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); **Public:** None

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

**2. Approval of this Agenda**

**Resolution #10042023A**– Chairperson Packer calls for discussion or comments. **Commissioner Martin-Back MOTION** to approve the agenda as is. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Agenda accepted unanimously.


**3. Public Comments**

None

**4. Approval of Minutes**

**Resolution #10042023B** – Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount** asks for a correction to be made on part 5 of the minutes, for clarification purposes and to change the Commissioner’s title. **Vice Chairperson Martin-Back** states that the correction should read “When can Mrs. Allen get the board” and that Commissioner Blount is not a tenant commissioner. **Tenant Commissioner Vaughn MOTION** to accept September 6th, 2023, General Meeting Minutes. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. September 6th, 2023, General Meeting Minutes accepted with edit, unanimously.

**5. Financial Reports**

  
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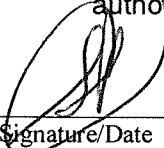
**Resolution #10042023C**– **Kori Allen, CFO**, reviewed the July 2023, Financials. Mrs. Allen states that the month of July was the effective date for the budget amendment that was approved by the board, and that July was also the month where we saw staff changes as well. Mrs. Allen notes that some of the changes were made effective July 1<sup>st</sup>, while some were made effective between July 1<sup>st</sup> and the end of the year. Mrs. Allen also wanted to mention that the 4-month CDs that were purchased, all matured in September. Mrs. Allen states that she was going to hold off making any changes to that because we are going to be getting new check signers and such. She states she plans to hold off on making any changes until everything is official and we have new signature cards at all the places to decide at that point what we want to do. **Vice Chairperson Martin-Back** asks why would it make any difference because only one person needs to sign for the CD, whoever is authorized at the time the CD becomes matures. **Mrs. Allen** states that it doesn't really matter, she just thought with changes we'd wait but that we don't have to. **Vice Chairperson Martin-Back** states that it is just extra interest that we are losing if we are planning to put it into another CD. Mrs. Martin-Back states that she was aware that we were thinking about holding some back, but that she recommends rolling the rest into another CD. **Mrs. Allen** says okay; she can do that. **Chairperson Packer** said that sounds good to him and to let him know if he needs to sign anything.


**DISCUSSION: Commissioner Blount** asks about the gain or loss on sale of equipment and if that was that list stuff that the agency is getting rid of and if it is the unappreciated value of what is being scrapped. **Mrs. Allen** states yes, but that it is actually from the sale of Merrillwood from when those properties were disposed of.

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount MOTION** to approve July 2023 Financials. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. July 2023 Financials accepted unanimously.

## 6. Old Business

**Chairperson Packer** states that the old business for this meeting is a discussion about the Executive Director Contract. **Commissioner Blount** asks if the draft contract was emailed out, to which **Chairperson Packer** and **Executive Director Armstrong** state it was not emailed out. **Chairperson Packer** states that the contract itself is the standard contract for all housing authorities that our attorney represents. He continues to say that there are things in it that were

  
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looked at and negotiated and changed between the Chairperson and Mrs. Nazaro, but that the board agreed that the salary would be \$150,000. Mr. Packer states that one thing that the lawyers put into the contract was that Amanda is required to give the board a 6-month notice if she decides to leave the agency. The lawyers added this to give the board and agency time to publish a nationalized search for a new Executive Director, however, Mr. Packer believes that we will continue to train and uplift our employees as the years go, as well as he believes in Amanda's longevity with the agency. Mr. Packer believes that as with the previous/current executive director, that a 90-day notice is sufficient. **Mrs. Nazaro** states that another thing that was changed in the contract was the mention of long-term disability insurance, which is not something the agency offers so was removed from the contract. **Chairperson Packer** moves on to the topic of the car allowance mentioned in the contract, stating that the contract has the standard \$700/month car allowance, however, Mrs. Nazaro states that she believes the most reasonable thing is to not take the car allowance. **Mrs. Nazaro** states that she will need a vehicle as she intends to be out on site more often, but that she believes it can be a vehicle shared by the executive team. She states that there was a huge discrepancy between what Ken was receiving and what she was offered, and she believes at this time that it is best to table it and get another company vehicle. **Vice Chairperson Martin-Back** asks if they have thought about signage for the vehicles, to which Mrs. Nazaro responded that they just ordered some today. **Mrs. Nazaro** states that she believes they will be good to have recognition of the vehicles when they enter the neighborhoods and such. She also states that they chose to go with stickers rather than magnets due to cost, but that all cars will be marked with signage once they are received. **Mr. Ron Hall** brings it to the chairperson's attention that the agenda does not have a resolution for this topic, and asks that since this is the first some of the board members are seeing this contract, if signing the contract was scheduled for tonight or if we were just reviewing the draft contract and the continuing the discussion from last meeting. **Commissioner Blount** states that as much as he trusts the work that has been done, he would not be doing his due diligence if he was to not read over the contract. **Chairperson Packer** states that with Mr. Armstrong going into surgery on the 16<sup>th</sup>, he would have liked to and was pushing to have the new contract signed and everything in place before then. Mr. Packer states that if the board would be more comfortable with signing the contract at the November board meeting, that that is not a problem. **Mr. Armstrong** states that he does have a resolution number if the board did want to move on that this meeting, however. The board decides to use this as the first reading of the contract with the intention of a second reading and a signing at the November board meeting.

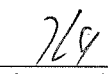
  
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**Mrs. Nazaro** passes out copies of the goals she has come up with as requested by the board at the September board meeting. Mrs. Nazaro said this was challenging as she has many goals and objectives. Mrs. Nazaro states that the 6 overarching goals are training, team building, modernization of our public housing units while maintaining occupancy rates at 98%, policy, Sunshine Inn, and miscellaneous. Mrs. Nazaro states that in making these goals, she also met with her team of directors to see what their goals were for their programs. Mrs. Nazaro says that when it comes to training, she wants to make sure that all staff are up to date on their training. While some employees have been here for a long time, this also means that it has been a long time since they have been certified. She believes that all staff should stay up to date with the current trainings, and states that she has it currently listed as every x amount of years, while she determines what number is reasonable (5, 7, 10 years). She plans to revisit every employee's trainings to make sure they are up-to-date, especially with all the changes that are coming in the HUD world with INSPIRE and HOTMO. Mrs. Nazaro states that we also need to do some training in the maintenance world on the basics such as hole patching and minor work and she believes going outside and getting an expert to train the team is really important with the turnover that has happened in the maintenance department. She also mentions IT and wanting to make sure Rodney is up-to-date on everything going on in the IT world. After we are up-to-date on training, Mrs. Nazaro states she wants to implement an internal quality control system as she believes it is imperative that we are quality controlling ourselves before the auditors do. She believes this should be done by not just the directors, but team members as well. Mrs. Nazaro talks about how her team quality controls each other and learns from each other and how she would like to implement something like that agency wide. Mrs. Nazaro states the last thing under training is that the agency has new directors (Ebony and Cody are new to the directing team) and she wants to make sure the directors feel confident as new leaders. She states with so much transitioning happening internally, she wants to work with and make sure all the leaders are ready to go, have the same vision, are working toward the same thing and that they feel confident. Mrs. Nazaro goes on to say the second thing that she believes needs to be worked on is team building and that we need to build a rapport in our culture. Mrs. Nazaro thinks this can be achieved with monthly staff meetings and more fun out of office activities that have gone by the way side after COVID. She states there are a lot of new team members and she wants the team to feel united and wants the employees to want to come to work. Mrs. Nazaro informs the board that she has started seeing a leadership coaching to help her adapt and navigate the transition, as well as tools to



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guide her for the future. Mrs. Nazaro goes on to say that the next goal is modernization of public housing units while maintaining occupancy, and that she believes this should have been number one because it is that imperative. She states that our units are aging and it is important that we put some money into these units. Mrs. Nazaro's goal is to modernize 25% of the units by end of 2024. She explains that she is not meaning touching up problems, she means from floors to walls, to HVACs and roofs. She believes there are only so many times we can patch problems before we need to replace items. Mrs. Nazaro states that next on the goals list is policy changes. Mrs. Nazaro says that Mrs. Allen has taken on working on the new Personnel Policy for the agency as ours is 10-15 years old and needs to be updated. In addition, Administrative Plans and ACOPS need to have changes made due to HOTMA and NSPIRE. She explains that to implement new policies and add things to these Admin Plans and ACOPs, there are a lot of steps that have to be taken and it will be very time sensitive for these directors to get these policy changes done timely. Mrs. Nazaro states that the next big goal is Sunshine Inn. She states that Sunshine Inn is exciting because it's our unfederalized dollars and on top of that, we are in the works with the county to run 2 more properties similar to Sunshine Inn where they own them and we manage them. With this being said, Mrs. Nazaro feels that we need to be on point with Sunshine Inn to show what we can offer. She goes on to say that some things that have already been put into place include landscaping, increased rents, modernizing the units (we've already touched the first 4 units to include new sinks, toilets, surfacing the tubs and showers, and are in the midst of working out how to get new kitchenettes to give the veterans something nice), and the new inventory space that was just finished. Mrs. Nazaro moves on to the last category of miscellaneous items. Mrs. Nazaro says one of the biggest things is securing additional office space as we are out growing the current facility both for efficiency and confidentiality purposes. She states that we already have the Newberry office secured which gives our public housing team the ability to be on site more frequently. She mentions that there is also now the property manager office at the Sunshine Inn as another in-city property management office option. She goes on to say that we need to look into what we can do as far as an off-site office for the Alachua area, however, even with all these additions, we are still outgrowing the space we currently have. Mrs. Nazaro says that as we continue to grow, we need to see internally what we need to do whether it be to buy a different building to split the staff or to find one large location. Mrs. Nazaro goes on to talk about the building across the street that her and Mr. Kempner have looked into as a potential option to split the office into two close locations, putting the administrative and executive staff in one office and the case managers in another. She goes on to explain, that while the property managers need these off

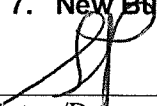
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
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site annexes to make it easier to property manager and easier for the clients, the property managers have properties in scattered locations, so they would still need to utilize the main office as well as the annex offices. Another thing in this category Mrs. Nazaro wants to do is to research other housing authorities and see what their hierarchies and positions look like to see what positions we could benefit from adding to our agency that we don't currently have. She states some of these positions could include a compliance officer or a grant writer. Lastly, Mrs. Nazaro states that she believes it would be beneficial for her to join boards within the community and be more involved in the community because it's important. She states that she has already put in an application for the board for the CoC and will continue to look for and apply for additional boards. Mrs. Nazaro tells the board she is interested to hear what some of their goals for her and for the agency are. **Commissioner Blount** asks if the CoC is who works with Grace Marketplace. **Mrs. Nazaro** states that the CoC is the Continuum of Care so the United Way, which Grace is a part of. **Commissioner Blount** states that he likes the idea of her getting involved and mentions the Affordable Housing Advisory Committees for the county and the city, as well as the Housing Finance Committee. **Mrs. Nazaro** tells Commissioner Blount to please email her the names of any of these committees so she can look into getting on the boards. **Commissioner Blount** states that in reference to Mrs. Nazaro's statement of looking at other housing authorities, he strongly recommends that she look into Colorado housing authorities, specifically Denver. Mr. Blount had one final comment, and that was that he believed the training should be anyone who's training is older than 7 years, as that is 2 administrative changes. **Mrs. Nazaro** likes that idea and takes note of it. **Commissioner Porter** states that she has been thinking about goals for Mrs. Nazaro but she would like to send them to her by email so as not to take up any more time, and that she could choose what she thought could be useful. **Mrs. Nazaro** says she can definitely email her and that the things may be on her goals list, these were just an overview of her goals. **Vice Chairperson Martin-Back** states that it's good to have large goals, just break them down in to what you plan to achieve in smaller time frames. **Chairperson Packer** states that he is looking forward to expanding this housing authority including promoting from within and wants to double the inventory within the next 10 years and is convinced that Mrs. Nazaro agrees with that. He believes that we need to decide whether we want to buy the additional building or to sell our current building and build something bigger and that we always need to be open to growth and change.

## 7. New Business

  
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a. **Resolution #10042023D– Ken Armstrong, Executive Director**, brings to the board for approval the disposal of Assets and Documents. Mr. Armstrong lists the following assets for disposal: 5 refrigerators, 10 stoves, 2 hot water heaters, 4 air handlers, 6 condensers, 6 PTAC units, and 18 technology units (including things such as monitors, routers, keyboards, mice, etc.). Mr. Armstrong states that we also had disposal of documents this month. **Kori Allen** states that she reached out to a contact to determine how long certain things have to be retained based on HUD or state rules, and that she got rid of what was allowed to be disposed of. She states that if the years are not listed for something, then she didn't have them, however, she does have a list of all the timing of things. Mrs. Allen goes on to say it was mainly bank statements and journal entries. Mrs. Allen also states that we have to do this to make the best use of our limited space. She also states that we are doing a lot of shredding as well of case files that are past their retention dates as well.

**DISCUSSION: Commissioner Blount** asks on the asset disposal, is there any remaining value that is recouped as these items are disposed. **Ron Hall** states that they put \$0 as at this time it was all scrap. **Commissioner Blount** asks about the current value column total. **Mr. Hall** says that it should be zero, and realizes that the Commissioner had the old copy of the Disposal list and gave him the corrected copy, and states that the \$500 in the current value column on the air handlers was a mistake as he was combining spreadsheets. **Commissioner Blount** asks Mrs. Allen about the 2018 disposal line, and Mrs. Allen clarified that the information had a fiscal year of March-March so it was March-2017-March 2018 which is fine for disposal based on the 5-year guideline.

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

b. **Resolution #10042023E – Ken Armstrong, Executive Director** states that the Annual 5-Year plan is something that is submitted annually to HUD and that ACHA goes 5 steps farther than what is required. **Mr. Ron Hall** states that this was given to the commissioners at the last board meeting and they were given time to get him comments or edits that needed to be made. Mr. Hall confirms that no one sent any edits. The only thing Mr. Hall wanted to make note that 5 years ago they added a requirement that there must be a consolidated plan called the Joint Assessment of Fair Housing Action Plan, however, this is no longer a requirement. Mr. Hall goes on to say that

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they are working on a new requirement called the Housing Equity Plan, however, this is something that may be years before it becomes a requirement. Mr. Hall states that he has gotten the ball rolling and has found out that the city of Gainesville has initiated that plan on their own, without the other agencies involved, so GHA, ACHA and the county are in the process of looking into the pricing to do it together. Mr. Hall said he's gotten all the signatures need to turn our 5-year plan in and has checked for any errors.

**DISCUSSION: Commissioner Blount** asks Mr. Hall if there is mention of FSS in the 5-year plan, to which **Mr. Hall** responded that he believes he will find it under section b.2 new activities but if he doesn't see FSS mentioned in the plan, he can most definitely add it before it is submitted. **Mr. Armstrong** notes that we applied for the FSS grant for the Public Housing department and were still waiting to hear back on the results of that, but that he hopes to hear something in the next 30 days. He also notes that we paid someone this time to write the grant for us, and that it was new this year that they allowed agencies who haven't previously been receiving that funding to apply, which hasn't been done in the last few years. **Mr. Hall** found the mention of FSS in the 5-year plan and directs Commissioner Blount to the bottom of page 4 section b.3 Progress Report Goal #3. He states that he will be submitting this in the next couple of days, so if the commissioners see anything they think needs to be changed, please let him know. **Commissioner Porter** states that she would like a few days to look it over and send over any comments, and Mr. Hall obliged.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve the ACHA annual 5-year plan. **Commissioner Porter 2<sup>nd</sup>**. Roll Call Vote taken. Approval of ACHA annual 5-year plan accepted unanimously.

- c. **Resolution #10042023F – Amanda Nazaro, Deputy Director**, presents to the board the proposed 2024 Utility Allowances and proposed 2024 Housing Payment Standards. Mrs. Nazaro states that HUD has released the new Fair Market rents which they set and we are allowed to operate between 90-110% of the Fair Market rents that have been set. Mrs. Nazaro states that for the last 5 years or so the agency has had to operate at 110% of the Fair Market rents across the board, however, this year HUD really listened and raised their Fair Markets. This is exciting because that means we can save some dollars and won't be paying as much, but that the tenant also won't feel any adverse effects because the payment standards have moved along with the increases in rent. Mrs. Nazaro explains the proposed payment standards she has provided the board; she states the first column is the current 2023 payment standards that are in effect, giving

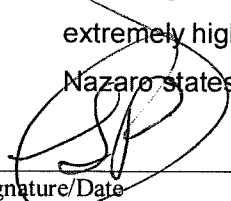
  
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the example of the 1 bedroom that currently has a payment standard of \$1,037, which means that HUD believed that a fair market rent (which is rent and utilities included) is \$1,037 or actually lower than that because we operate at 110% of the fair market rent. Mrs. Nazaro goes on to list what HUD has determined the 2024 Fair Market Rents to be; SROs at \$789, 0 Bedrooms at \$1,053, 1 Bedrooms at \$1,162, 2 Bedrooms at \$1,397, and so on as you can see in column 2. Mrs. Nazaro proposed that for the 2024 Payment Standards she would like to keep SRO at 100% and do \$789 for SROs, to keep 0 bedroom at 100% and do \$1,053 for 0 bedroom units, \$1,220 for 1 bedroom units and \$1,466 for 2 bedroom units both at 105% of the fair market rents, 3 bedrooms at \$1,832, 4 bedrooms at \$2,047, and 5 bedroom units at \$2,247. Mrs. Nazaro states that her team did do case studies and pulled these different unit sizes to make sure these were reasonable numbers. What these numbers means is someone was a single veteran and I came in with no income, the payment standard would be \$1,220 and the average utility cost for a 1 bedroom is say \$220, that would mean that that veteran would be able to look for a 1-bedroom unit for \$1,000 a month. We would pay all of that and he or she wouldn't have to worry about any portion of rent. That also means that if a veteran comes in with say \$24,000 a year in income, he could like for a \$1,400 unit because that individual has 40% of their income that they can contribute to rent. The goal is to not spend too much of our money, but still making sure that we are giving our tenants enough to secure a unit. Mrs. Nazaro believes these are reasonable numbers for all family dynamics and represents what reasonable rates are going at in our county.

**PAYMENT STANDARDS DISCUSSION: Commissioner Blount** notes that he sees that some are at 100, some at 105, and one at 110, and asked if this was based off of how hard it is to compete for those size units in the local market or because HUD really raised their levels to really reasonable rates. **Mrs. Nazaro** states that it is both because they still might not come high enough for Gainesville; while they do their studies and they are looking at Alachua County and the Gainesville Metro Area, sometimes I disagree with their rents. Mrs. Nazaro feels like with the 3-bedroom its \$1,832 when you subtract the utility allowance of about \$400, that means a no income, 3-bedroom family can secure a unit for \$1,400 a month is reasonable. Mrs. Nazaro states that those are our baselines, for our zero income families, you just add dollars to your voucher as you bring income to the table. Which is good because we want to encourage self-sufficiency and encourage increases in income. Mrs. Nazaro states that she does not want to operate at an extremely high payment standard at 110% when HUD listened and gave higher fair markets. Mrs. Nazaro states that they did an analysis from 0 to 5 bedrooms to see where the market is at and

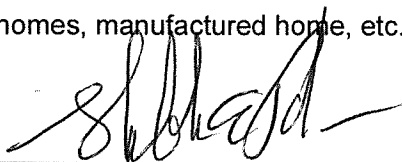
  
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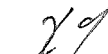
compare it to what HUD gave us. **Commissioner Porter** asks what SRO stands for, which **Mrs. Nazaro** states is a Single Room Occupancy. **Commissioner Blount** states that 0 bedroom would then be an efficiency, to which **Mrs. Nazaro** says correct. Mrs. Nazaro states that SROs is the deal that we have with the St. Francis House.

**UTILITY ALLOWANCES:** **Mrs. Nazaro** states that utility allowances are something that we procure out and have a company analyze and make sure that our allowances that we are providing our tenants are reasonable. Mrs. Nazaro states that what she does is give general numbers, but that the board have been provided all of the possible allowances. Mrs. Nazaro states that for the Alachua area we are seeing an average of 5% increase in cost, in Archer we are seeing less than a 1% increase, Gainesville about a 1.5% increase, Hawthorne about 11% increase, Newberry about 1.5% increase, and Waldo about a 1% increase. Mrs. Nazaro states that about 85% of our clients live in the Gainesville area so that is what we are seeing the most of. Mrs. Nazaro states that for a 3-bedroom you're looking at about \$384. Mrs. Nazaro states that these numbers are the averages of 5 different unit types, and that if you could through all the analyze you can see that we have different allowances for apartments which are less than for manufactured homes or single-family homes. Mrs. Nazaro states that both the new utility allowances as well as the new payment standards will go into effect on January 1<sup>st</sup>.

**DISCUSSION:** **Kori Allen** states that she thought that we only had to change them if they changed 10% or more. **Mrs. Nazaro** states that you have to do it every time, especially with Gainesville being so high. She also states that to have this analysis done for both departments only costs \$3,000 so it's good to do it annually. **Commissioner Blount** states that the new GRU authority just started and the future is so uncertain right now, they may start cutting corners and raising rates and monetizing everything. He asks with that being said, how flexible are we with these rates if something were to change. **Mrs. Nazaro** states that she has mandated that if it goes above 10% we must have another analysis and put new utility allowances into effect so the staff has to stay alert to things like that. Mrs. Nazaro also states that we have some of the highest utility allowances as well compared to Gainesville Housing. **Commissioner Blount** asks Mrs. Nazaro why there are so many of the allowances. **Mrs. Nazaro** states that they are for the different areas like Alachua, Archer, Gainesville and different unit types such as apartments, single-family homes, manufactured home, etc.



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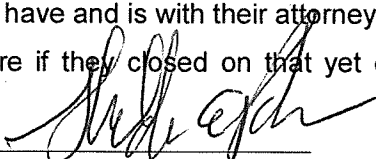
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**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount** **MOTION** to approve HCV Payment Standards and Utility Allowances. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Roll Call Vote taken. Approval of HCV Payment Standards and Utility Allowances was accepted unanimously.

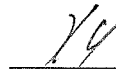
- d. **Resolution #10042023G – Ken Armstrong, Executive Director**, states that we have some training this month. He states that we have 2 Housing Choice Voucher staff that are going to head to Orlando for some HUDVASH training on October 24<sup>th</sup> and 25<sup>th</sup> with the total cost of that trip totally around \$1,698. Mr. Armstrong states that we will be having 3 members of the Public Housing Team doing some online training with a cost around \$2,475, as well as Ebony will be doing an online training at a cost of \$450. Mr. Armstrong states that technically we do not have to get approval since they are not out of state training, but brought it before the board for transparency.

**DISCUSSION:** **Tenant Commissioner Vaughn** asks if the staff will be staying overnight in Orlando, to which **Mr. Armstrong** responded they would be and that it would be Nathan and Heather going to the training. **Mrs. Nazaro** states that Catie will also be joining them. **Vice Chairperson Martin-Back** asks about the training for \$7,602 that is listed in the information they were given. **Mr. Armstrong** stated that Ebony decided that it would be more advantageous to look around and see if we could find a better training at a more advantageous price so we are going to be waiting on that. Mr. Armstrong states we will be sending the same 3, 2 new employees and 1 of them is relatively new, and we want to make sure that we never fail because a lack of training. Mr. Armstrong states this also allows them to go out in the field and meet folks. **Mrs. Nazaro** states that the training her staff is going to is HUDVASH training with the HUDVASH workers so the goal is to address the lack of referrals and things like that with the VA. Mrs. Nazaro also states that there are three staff members going, as she added Catie since there will be some transition in the department, however the cost will remain the same as that total that was given included all three staff travel. **Chairperson Packer** asks if there had been any word from the county commissioner on the state of the motel that we are supposed to manage. **Mr. Ron Hall** states that him, Kori, and Amanda have been tagging off on those meetings as they are at the same time as his Merrillwood meetings, but that basically our contract portion of the motel they already have and is with their attorneys being reviewed. Mr. Hall states as for the other motel, he is unsure if they closed on that yet or not but there was on offer on the table in the works.

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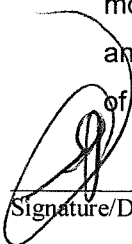
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**Chairperson Packer** states that he has a strong desire to house as many veterans as we possibly can.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve staff trainings. **Commissioner Porter 2<sup>nd</sup>**. Roll Call Vote taken. Approval of staff trainings was accepted unanimously.

- e. **Resolution #10042023H – Ebony Harrington, Public Housing Director**, brings before the board proposed 2024 Public Housing Utility Allowances as well as proposed 2024 Public Housing Flat Rents. Mrs. Harrington states that the paper the board received shows the changes in the utility allowances, which she states isn't as large as we've seen the last two years. Mrs. Harrington states she provided the difference in both dollars and percentages for the board to see. Mrs. Harrington states that on average the 2 bedroom changed 2.22% increase, the 3 bedroom saw a 1.32% increase, the 4-bedroom saw a small decrease of 1.15%, and the 5 bedroom saw a decrease of 1.21%. Mrs. Harrington states that in past years, clients have seen large increases, so it appears to be balancing back out post-COVID. Mrs. Harrington states that has provided to the board a highlighted packet with the details of the different utilities in different areas. Mrs. Harrington goes on to state that in addition to the utility allowances, the board was presented with the fair market rents and flat rents. Mrs. Harrington states that for Public Housing we use 80% of the fair market rent, which soared this year, so we will see a huge increase in flat rent rates. Mrs. Harrington states that there are different sheets for the different areas, using Alachua as an example; she states that you can see that the units are listed by bedroom size. Mrs. Harrington explains that flat rent in public housing is the most that they will charge for a unit. Mrs. Harrington goes on to say that they may have a client who is income who may be ready to "graduate" that could be at a slightly higher rate, they have the opportunity at annual to choose to pay the flat rent and save up some money to get themselves ready to be self-sufficient. Mrs. Harrington states that the flat rent for the 2-bedroom was \$630 and is now \$842 around a 33% increase, the 3-bedroom was \$837 and went up to \$1,100 a 31% increase, as well as the 4-bedroom units going up 36% and the 5-bedroom units going up 37.4%. Mrs. Harrington explains that the flat rent is a combination of 80% of the fair market rent and the utility allowance for that unit. Mrs. Harrington moves on to the Archer area, stating that 2-bedrooms had an increase of 34.2%, 3-bedroom had an increase of 31.5%, 4-bedroom had an increase of 36.1%, and the 5-bedroom had an increase of 37.2%. Mrs. Harrington states that across the board she doesn't believe there is anything lower

  
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than a 25% increase. Mrs. Harrington goes on to the Newberry area; 2-bedroom had a 35.8% increase, 3-bedroom 33.3% increase, 4-bedroom 38% increase, and 5-bedroom 38.2% increase. Mrs. Harrington goes on to the Waldo units, which has a high sewage cost, had an increase of 36.9% for 2-bedroom, 3-bedroom 33.7%, 4-bedroom 39.7%, and the 5-bedroom 40.7% increase. Next is the Cedar Ridge/Linton Oaks neighborhoods which are combined together and saw a 28.4% increase in the 2-bedroom units. At Greentree there are 3-bedroom units which saw a 26.4% increase. Tower Oaks has 2-bedroom units and they saw a 31.9% increase. Westpoint and Dogwood have 3-bedroom units and they saw in increase of 29.4%. Millrun has 2-bedroom units that saw a 29.8% increase. Phoenix saw a 29.8% increase on their 2-bedroom units and a 27.4% increase for their 3-bedroom units. Pine Forest saw a 33.5% increase for their 2-bedrooms and a 30.2% increase for their 3-bedroom units. Lastly, there is Rocky Point that saw a 29.2% increase in their one-bedroom units as well as an 29.8% increase for their 2-bedroom units. Mrs. Harrington states that these proposed flat rents and utility allowances would go into effect January 1<sup>st</sup>.

**DISCUSSION: Commissioner Blount** asks on the utility allowances if the increase leader areas have to do with the quality of the buildings such as insulation. **Mrs. Harrington** states that it takes into account different features, because unlike with Section 8's where there are different features for every property, these are all set for each area which allows them to look at those specific units and unit types to get accurate numbers.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve Public Housing Utility Allowances. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Approval of Public Housing Utility Allowances was accepted unanimously.

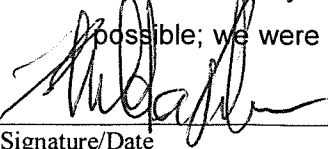
## 8. Secretary's Report


- a. **Capital Fund Report and Discussion of Vision 2030 Report: Ken Armstrong, Executive Director** brings up to the board a lawsuit that ACHA is dealing with in which a neighbor's dog (a public housing resident's) had bitten resident. Mr. Armstrong states that we have been included in the suit because they feel we failed to get rid of the dog. Mr. Armstrong states that we turned it over to our insurance carrier as they also do all the legal work involved in those cases. Mr. Armstrong states that the insurance decided to settle for \$110,000. **Ebony Harrington, Public Housing Director**, states that when we became aware of the dog, we did our part and sent out

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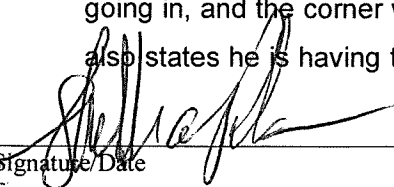
a notice asking what was going on with the dog, and giving them the options of either proving the dog had been rehomed, or to have the dog officially added to their lease. Mrs. Harrington goes on to say that at that point in time we were not even aware that someone had been bitten by the dog. Mrs. Harrington states that that trickled into additional notices needing to be sent, as we were made aware that the bite occurred we needed to issue something more serious at that time, and that we were hoping to move quickly with it. Mrs. Harrington states that at that point in time the resident decided to add the pet to their home and claimed them as an emotional support animal. Mrs. Harrington states that ACHA gave the resident the appropriate amount of time to provide that documentation, which she eventually didn't do. Mrs. Harrington states that the resident looked for every possible way to extend this out by trying to use disability as a reason, and even requested a hearing be had, which we did hold. After that point, Mrs. Harrington states that our attorney had us then issue a non-compliance with lease notice. Mrs. Harrington states that during all this time they were collecting information, in contact with the police department and animal control getting all the reports that we could incase this case went in front of a judge, however, the tenant became delinquent on her rent and our attorney had us go for an eviction on the delinquent rent. Mrs. Harrington states that in the end, the tenant decided at the last minute to give possession of the unit over rather than have the eviction go through the system. Mrs. Harrington states that animal control couldn't find a reason to take the dog, and that the tenant was also giving them the runaround. **Commissioner Blount** asks if Mr. Armstrong had stated the \$110,000 would come out of insurance. **Mr. Armstrong** states that yes, that it would come out of our insurance we would however be responsible for the deductible. **Commissioner Blount** asks how that will affect ACHA's premiums and what was the deductible. **Mr. Armstrong** states that it is hard to say what they will go up to, and that he believed that the deductible is \$5,000. **Mr. Hall** states that he has reached out for clarification on if we would be responsible for the deductible and how much it was. **Commissioner Blount** if this has already been settled, to which **Mr. Armstrong** states that it has been settled that is why we can disclose it now. Mr. Armstrong states that two key things we took from this is that we follow our eviction policy to the letter, as well as that we informed our maintenance team that if they see a dog they need to report it immediately to the property managers so that they can promptly deal with that. **Commissioner Blount** asks if they are looking at ways we can tighten up the process when people are trying to slow roll the timeline. **Mrs. Harrington** states that as soon as they were notified about the bite, they got on with the attorneys to figure it out together and hopefully try to expedite the process as quickly as possible; we were under the complete direction and guidance of our attorneys. **Mr. Armstrong**


  
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states that the tenants are allowed to file these motions for hearings and we have to follow our policy as well. **Chairperson Packer** asked if we need to go over the pet policy to make sure there aren't any loop holes. **Mr. Armstrong** states that it is something that they plan to look into in the future, however, he believes that it is a good pet policy himself, it's just a matter of enforcing it. **Chairperson Packer** asks if we know if the dog was leashed or not. **Mr. Ron Hall** states that he doesn't know the details, but that it is something he can come back and talk to him personally about after reviewing the file again. **Chairperson Packer** states in the future it would be good to know what it states in the policy and if something needs to be added about when they are out in public spaces they need to be leashed or if we need to put up a square fence and have a dog park area. **Mr. Hall** states that he has been wavered against adding dog parks that are run by us, and agreed with Mr. Armstrong that he also believes we have a good pet policy that follows all the laws. Mr. Hall states that we have to be careful to follow our pet policy because if we don't it will be an automatic judgment against us, but that we also are careful about the words and phrases we use because they can cause automatic judgments against us as well. Mr. Hall states we have to be careful as well about posting the wrong notices as that can also get you a default judgment. **Mrs. Harrington** informs Chairperson Packer that the scenario was that one of the kids was walking the dog, coming from the back of the house, and the dog got loose and ran off on him.

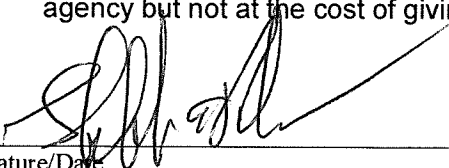
**Mr. Armstrong** moves on the Vision 2030, stating that work has begun again at the Merrillwood site and that all the loose ends with the dollars and the problems with the soil. Mr. Armstrong states that himself and Mrs. Nazaro meet with the new co-developers and we are currently waiting on the official contract to come from Mr. Gllmore (our attorney). Mr. Armstrong goes on to say that Mrs. Nazaro will be meeting with them again after the first of the year to see what we can go, and mentions that there are still a lot of options out there such as the 9% tax credits and 4% bonds. Mr. Armstrong mentions also the potential new office space that they are looking at. **Chairperson Packer** asks about Amanda being put on the list for Merrillwood, which **Mr. Armstrong** replies no but that he will make sure she gets on there and that he has tried to think of every loose end to tie up before he goes. Mr. Armstrong states he feels the dollars are where they should be as well as the setup. **Chairperson Packer** clarifies for the board that the list he is referring to is related to anything involving the Merrillwood project. **Mr. Hall** states that progress on site is going well and all the underground work for the foundation is all taken care of, plumbing is going in, and the corner wall is going up so that they can lay the post beam foundation. Mr. Hall also states he is having twice a week meetings with them, one on site and one with the owners

  
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and architects. Mr. Hall also states that the siding work has already begun, that a notice to proceed on the roofing work was sent out and they were pulling the permits for that, all of the vent fans have been installed and new duct work is in the process of being put in, and the HVAC units they have done 2 so far which is going slower than expected and is hoping that the pace will pick up now that they know the buildings at what they are working with. Mr. Hall also states that the demo for the Waldo fire unit is set to begin in the following weeks. Mr. Hall also states that he got a \$30,000 grant from the city for the construction of the property to apply that towards replacing that unit with a duplex. Mr. Hall also states that the bid is going out for the Alachua fully accessible unit.

- b. **Public Housing Occupancy Report: Ebony Harrington, Public Housing Director**, states that there were 8 non-HUD approved vacancies, however, we are still at 98.25% overall for the year. Mrs. Harrington also states that they have 1 unit go offline for modification rehab. **Commissioner Blount** asks on the 98.25% occupancy rate, what can Mrs. Harrington tell us about that. **Mrs. Harrington** states that unfortunately, sometimes these units don't come vacant frequently, and repairs have to be made that take time. **Commissioner Blount** asked if HUD forgive us in those situations or not, to which **Mrs. Harrington** responded that they do not but our tenants do. **Mr. Hall** states that HUD has made it difficult to get units put offline, however, you can request a unit to go offline if you can show them your plan for modernization and that it is also in your 5-year annual plan which it is. Mr. Hall states that we currently have 3 units offline for modernization, 2 offline for substations, as well as 2 offline for fire damage and one offline for that fully accessible unit. **Mrs. Harrington** speaks to getting to see how excited these tenants are for these updated units. **Mrs. Nazaro** states that we also are tracking each of these units and what was done to them and when and how much money has been invested in each unit to put a system in place to see how was the investment. Mrs. Nazaro states that they are looking at things such as are we buying the right materials, is what we are putting in durable enough, are we screening our tenants well enough, as well as other things. Mrs. Nazaro states that we are past the point of maintenance them, and that we need isn't work for maintenance it's contractor work. Mrs. Nazaro states that while the goal is to keep occupancy above 98%, we may take a hit on occupancy as we prioritize giving our clients better products. Mrs. Nazaro states that if we do not maintain 98% occupancy, then we will not be a high-performing agency and her goal is to keep us as a high-performing agency but not at the cost of giving our clients bad product.



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- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director,** reviewed the Section 8 program and that they currently have 394 out of 407 housing choice vouchers in use with 38 vouchers issued and our team is planning to bring in another round of 50 clients to really try to get our numbers up for the end of the year. Mrs. Nazaro states that tenant protection vouchers remained the same with 6 in use. Mrs. Nazaro goes on to say for the Mainstream program we are 184 individuals or families housed, with 19 issued and 5 available which will also be going out in the near future. Mrs. Nazaro states that that we have 352 VASH vouchers leased with 28 issued and 153 available. Mrs. Nazaro also states that the Foster Youth remains the same, and the Partners in Hope program has 7 families housed with 3 families searching. Mrs. Nazaro states that the TBRA family did successfully lease up as of October 1<sup>st</sup>.  
*(Vice Chairperson Martin-Back Leaves the Meeting)*

**9. Commissioner's Comments/Public Comments**

**Chairperson Packer:** Mr. Packer states that his heart breaks to see Ken retire, but that he has given him some books to keep him busy. Mr. Packer states his heart is also very joyful for the coming of the new staff, the new vision, the new direction, the expansion of our inventory, to take care of our clients in the best manner possible, and that we hopefully get a NAHRO award next year for Arbours at Merrillwood. Mrs. Packer is please with Mrs. Nazaro and states that he knows Mr. Armstrong would not leave the agency if he did not have her to replace him. **Mr. Armstrong** agrees and states that he would have stayed on for another 3 years.

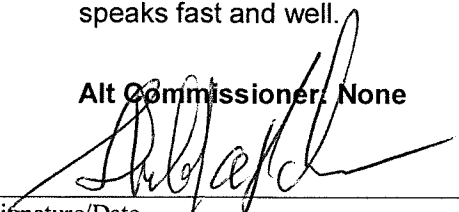
**Vice Chairperson Martin-Back:** Left before Commissioner comments.

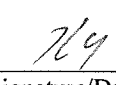
**Commissioner Blount:** Mr. Blount states that he has a lot of happy anticipation of the future of the agency.

**Commissioner Porter:** Mrs. Porter thanks Chairperson Packer and Mr. Armstrong for answering the question she had of who was replacing Mr. Armstrong. Mrs. Porter states she is glad that it is Mrs. Nazaro.

**Tenant Commissioner Vaughan:** Mr. Vaughn believes that Amanda will do a great job, but she speaks fast and well.

**Alt Commissioner: None**

  
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**Alt Tenant Commissioner: None**

**STAFF: None**

**PUBLIC: None**

**10. Future Scheduling:**

Next ACHA Board of Directors meeting scheduled for Wednesday, November 1st, 2023 at 5:00PM at ACHA.

**11. Adjournment of the Meeting:**

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:49pm.

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