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**ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting held on November 1st, 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; Commissioner Rudolph Vaughan; Commissioner Latonya Porter (*enters after introductions*); 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 Cody Pierce; Staff Nathan Kempner **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); **Public:** Tyler Brandeburg from Brown and Brown Insurance

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

2. Approval of this Agenda

Resolution #11012023A– Chairperson Packer calls for discussion or comments. **Commissioner Martin-Back MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Agenda accepted unanimously.

3. Public Comments

None

4. Approval of Minutes

Resolution #110162023B – **Chairperson Packer** asks if there are any corrections or comments. **Chairperson Packer** states that there is a section in the commissioner comments where he was listed as Mrs. Instead of Mr. **Tenant Commissioner Vaughn MOTION** to accept October 4th, 2023, General Meeting Minutes, with correction. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. October 4th, 2023, General Meeting Minutes accepted with correction, unanimously.

(Commissioner Porter Enters the Meeting)

5. Financial Reports

Resolution #11012023C– **Kori Allen, CFO**, reviewed August 2023, Financials. Mrs. Allen states that she put a \$6,000 principal payment towards the Sunshine Inn Truist loan which is roughly an additional one-month payment as we already pay around \$5,000 a month. Mrs. Allen moves on to talk about a Note Payable to the Coalition that we have been paying \$350/month on from the Sunshine Inn. Mrs. Allen goes on to explain that awhile back the Coalition owed us and we owed them; they paid us back but we have been paying \$350/month to them. Mrs. Allen states that to finish paying that off was only \$7,300 so she went ahead today and finish paying that off because there was a note that state that it was okay to pay it off early. Mrs. Allen states she did this to help clean up the books for Sunshine Inn. **Commissioner Blount** asks for some clarification on how we owed them and they also owed us. **Mrs. Allen** states that they owed us for Public Housing which they paid back a while ago, and we owed them for Sunshine Inn. Mrs. Allen adds that as

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previously mentioned in past board meetings, we are moving forward with having new TVs hung in all the Sunshine Inn units within the next couple of weeks. **Mrs. Allen** opens it up to questions.

DISCUSSION: Commissioner Blount directs us to the first page of the HCV Budgeted Income Statement to ask about the HAP subsidy. Commissioner Blount asks if this shows that we got \$502,000 less than we were expecting. **Vice Chairperson Martin-Back** clarifies that Commissioner Blount was referencing the Variance listed on this line. **Mrs. Allen** responds yes and goes on to explain that we budget based on full capacity average, well the average HAP counts times the average HAP cost. Mrs. Allen goes on to say that they also do their true ups of case management and they are usually 3-6 months behind and they try to give us just as much as they have. Mrs. Allen states that they actually just gave us \$100,000 a couple days ago. Mrs. Allen states that we budgeted more than they actually gave us but we've also spent less than we had budgeted. Mrs. Allen states that we ended the year with \$176,000 of HAP money that was unexpended. **Commissioner Blount** moves on the ask if the TVs are replacements or did they not previously have TVs. **Mrs. Allen** states that they had TVs but now they will be bigger and wall mounted. **Ron Hall** states that what we had been doing in the past was using whatever TVs we could get donated or buy cheaply. Mr. Hall states that in the past a lot of money was not spent because the units would walk away. Mr. Hall goes on to say that with the new TVs they will be wall mounted so they shouldn't be going anywhere. **Amanda Nazaro** states that we need to upgrade the look of Sunshine Inn as the rents are going up for the first time in years. Mrs. Nazaro states that we were at a rate of \$730 for an all-inclusive (rent, utilities, internet, cable, phone). Mrs. Nazaro goes on to say these may be efficiency units, however, the comparables provided by Gainesville Housing who inspects those units for us, were \$300 more than our rates. Mrs. Nazaro states that while we did not want to raise our rates that much, we did raise our rates to \$850 effective October 1st. Mrs. Nazaro goes on to say that with this increase in rent, we need to give the tenants something. She states that the TVs going in will be mounted smart TVs. **Vice Chairperson Martin-Back** asks if we will be recording serial numbers or something to keep track of these TVs. **Mrs. Nazaro** states that yes we will have something for both the TVs and the mounts. Mrs. Nazaro goes on to say that we are also in the process of replacing furniture such as beds, bedframes, closet systems, and are working on replacing new sinks, toilets, and resurfacing of the tubs. **Vice Chairperson Martin-Back** asks if when we are replacing the toilets if we are replacing them with the high seats or the standard seats. **Mrs. Nazaro** states that we are replacing most of them with the standard seats, however, the handicap accessible units will have the higher seats. Mrs. Nazaro states that we will bring photos to the board to show the comparison in the old units and what the units are beginning to look like.

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

- 6. Old Business Resolution #11012023D Approval of Executive Director Contract- Chairperson Packer** states that the old business for this meeting is the approval of the Executive Director Contract and asks if anyone has any questions or problems. **Commissioner Blount** states that if everyone is in agreeance, he would like to MOTION to approval of the contract.

Commissioner Blount MOTION to approve the Executive Director Contract for Mrs. Nazaro. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Approval of the Executive Director Contract accepted unanimously.

DISCUSSION: Chairperson Packer states that there will be an official signing of the contract tomorrow morning when he comes in to verify all the paperwork. Mr. Packer states photos will be taken and brought for the board to see at the next meeting. **Commissioner Porter** asks if there is a time set for this and **Chairperson Packer** states it will be at 10am. **Commissioner Blount** asks if Mr. Armstrong will be riding out his sick time or will he be around, to which **Mrs. Nazaro** states that he will be around till the end.

7. New Business

- a. **Resolution #11012023E Approval of ACHA Disposal of Assets and Documents– Ron Hall, DOO**, states that moving forward we are going to start splitting up the maintenance stuff from the office stuff to be more cohesive with how we do things in office after these meetings. Mr. Hall states on the first sheet you will find the maintenance disposals which include 4 refrigerators, 6 stoves, 5 water heaters, and 6 air handler units. Mr. Hall states these are all replacements for older or malfunctioning items. Mr. Hall wants to states that there should be a correction that the values in the current value column should be in the original value column, and that the current values were essentially \$0. Mr. Hall goes on to the second sheet which lists 3 technology items that are all monitors, as well as 5 pieces of furniture (3 couches, an ottoman, and an armchair) that are going to Sunshine Inn. Mr. Hall states that they will be used in the 2-bedroom unit that we use for people if their units are not ready for whatever reason. Mr. Hall states that anything not used over there will be disposed of. **Chairperson Packer** asks if they are being replaced here, to which **Mr. Hall** states no they are not. **Chairperson Packer** asks if we are doing them both on the same resolution or separate, to which **Mrs. Nazaro** states that they are being done together as one resolution. **Kori Allen** states that Mr. Hall forgot to mention the condenser units, Mini Fridge, Dishwasher, and Window Units, to which **Mr. Hall** states he appears to have missed the back side of the maintenance disposal. Mr. Hall states there is also an evaporator, 3 condensers, 2 mini fridges, a dishwasher, and a window unit.

Chairperson Packer asks if there are any questions or comments. **Commissioner Porter** **MOTION** to approve the disposal of assets and documents. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of the disposal of assets and documents accepted unanimously.

- b. **Resolution #11012023F HCV Landlord Request for UA Waiver – Mrs. Nazaro, Deputy Director**, states that we received a request from one of our landlords, Eden Park at Ironwood, to utilize his own utility allowance as opposed to using Alachua County Housing Authority's utility allowances. Mrs. Nazaro states that we hire an outside agency to analyze this information and get us these numbers, and that while our allowances are high, they are accurate. Mrs. Nazaro states that the owner of Eden Park is Ed Jennings who is very familiar with HUD processes, so he has put in a waiver and has already CC'd HUD on it. Mrs. Nazaro states that however, the process is that she must first bring it in front of the board for approval before submitting the information to HUD for them to make the final decision. Mrs. Nazaro states that Mr. Jennings hired Florida Solar Energy Center to conduct their 2023 analysis on his apartment complex that are accurate to his specific units and their specific amenities and energy savings, as required by HUD since his property is a tax credit property. Mrs. Nazaro states that Mr. Jennings asked for our utility allowances, and upon comparing them, realized that ours are significantly higher than his. Mrs. Nazaro directs the board to the last page of the resolution packet to see that for a 2-bedroom unit of the same apartment type and size with the same utilities gets a utility allowance of \$237 while Eden Park's allowance for the same unit is \$167 which is a \$70 difference. Mrs. Nazaro states the bigger discrepancy is in the 3-bedroom units where we give an allowance of \$314 where they give an allowance of \$190, with a \$124 difference. Mrs. Nazaro goes on to read alone

the memo given to the board summarizing the timeline and information provided, and states that they are requesting that we stop using own utility allowances and start using their utility allowances for their units. Mrs. Nazaro states that the reason she is willing to entertain this and is willing to grant this is because it is beneficial to our clients. Mrs. Nazaro states that she doesn't doubt that the estimates he has provided are accurate for his units and is not an unreasonable request. Mrs. Nazaro goes on to give the example of if a client comes in with income and we tell them that they have \$1000 to look for a unit, this number is determined by income and their utility allowance and that if we are estimating that the utilities is going to cost them \$300 and it's really only going to cost you \$150, we are doing a disservice to the clients because we are giving them more allowance for their utilities than they really need versus more allowance for your rent. Mrs. Nazaro states that Mr. Jennings provided all the CFRS and the waivers and did the work for us which was nice, however, it has to go in front of the board before it goes to HUD. Mrs. Nazaro said the nice thing about this is that the decision is for HUD to make, this resolution just allows us to take it to HUD and offer them all the information provided and allow them to make the decision. Mrs. Nazaro states that we can't afford to lose landlords and this landlord's property is nice, they have good amenities, he has good rates on the Northeast side of town, will allow more clients to rent from this landlord, and will ensure our HAP is being utilized correctly. Mrs. Nazaro states that the packet provided to the board contains the summary, the complete audit done by Florida Solar Energy, and our numbers in the back to show the board the difference. Mrs. Nazaro states that these differences give the client the same amount added to what they can utilize for rent.

DISCUSSION: Commissioner Porter asks if it fluctuates based off of the tenant's income or depending on the lease, to which **Mrs. Nazaro** states that it fluctuates based on all of it. Mrs. Nazaro goes on to say that income is definitely a variable because if their income goes up, their portion of the rent will go up, and rent amounts also matter when you're taking this increase in mind. Mrs. Nazaro states that while Mr. Jennings wants to increase his rent, which is why he's asking for this, he wants to be able to continue to house our zero-income/low-income clients. **Commissioner Blount** asks if we know if they use any renewable energy equipment over there since they used a solar energy company to do their analysis, to which **Mrs. Nazaro** states not to her knowledge and that she talked with our inspectors to see if there was anything to their knowledge, and it seems that the analysis is speaking less to energy efficiency but to how high our allowances are, as Gainesville Housing Authority's allowances are similar to those of Eden Park. However, Mrs. Nazaro states while she is willing to change them for his property, she is not willing to lower our rates across the board because ours are accurate overall. **Tenant Commissioner Vaughn** asks where these units are located, to which **Mrs. Nazaro** states they are off of NE 39th and 15th St. by Ironwood Golf Course. **Tenant Commissioner Blount** asks if we have the contact information for the green apartments off of 12th St not very far from University Ave, to which **Mrs. Nazaro** says she will get with him later about it.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve UA Waiver for Eden Park Apartments. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of UA Waiver for Eden Park Apartments was accepted unanimously.

- c. **Resolution #11012023G Request for Proposal (RFP) for PHA Insurance Services – Ron Hall, DOO**, states that a few months ago it was mentioned that with the increase in insurances costs, we wanted to do a procurement. Mr. Hall states that we know FHARMI and FPHASIF are approved insurance companies in the state of Florida that are on the HUD website. Mr. Hall states that we've had FHARMI for a long time and we believed we could find better rates and put out a Request for Proposal. Mr. Hall states that the board was given the first few pages of the Request

for Proposal but the full request was about 40 pages in its entirety. Mr. Hall states that on top the board would find a summary. Mr. Hall states that 2 responses were received and they were graded by Ken, Kori, Amanda, and himself. Mr. Hall states that Brown and Brown presented a full, complete packet, and then FHARMI provided the bill for 2024. Mr. Hall states that on the comparison page, the first column is the coverage type and the second column (current annual bill) is the bill from FHARMI expect for the few items at the bottom that we get services from other providers, which totals to \$388,087.14. Mr. Hall states that the Brown and Brown column is where their proposal came in at, separated out by coverage type. Mr. Hall states that Mr. Brandenburg from Brown and Brown confirmed where it says included, they are included, with the exception of Inland Marine. Mr. Hall goes on to explain that Inland Marine coverage is for things such as untagged trailers, golf carts, and lawnmowers. Mr. Hall states that we have 2 potentially 3 mowers, which would fall under this category, and they've estimated that to cost \$500-\$1,000 for that. Mr. Hall states that this number is not included in the total at the bottom of the column, which is \$351,642, and that the categories at the bottom are all covered by Brown and Brown in their proposal as well. Mr. Hall states that obviously number wise Brown and Brown is less expensive, and their proposal was also significantly better. Mr. Hall turns it over for questions and for Mr. Brandenburg to present anything he would like to add.

DISCUSSION: Vice Chairperson Martin-Back asks if the property is ACV or replacement to which **Mr. Brandenburg** states it is replacement and blanket coverage with some extra protections in there. **Mr. Hall** asks if there are any further questions, and then gives the floor over to Mr. Brandenburg to tell us a little more. **Mr. Brandenburg** tells the Chair that he is doing a good job following Robert's rules, as a fellow elected official he feels the chair is doing a great job running this meeting. Mr. Brandenburg introduces himself as being from Brown and Brown insurance and also on behalf of the Preferred Governmental Insurance Trust that submitted the bid on behalf of the housing authority. Mr. Brandenburg states he has been with the company for 7 years, 9 including internships, and that he graduated from the University of Florida. Mr. Brandenburg states that he has a heavy interest in public entities, non-profits, and governmental entities. Mr. Brandenburg states that he currently represents 7 housing authorities across the state including North Central Florida Regional Housing, Columbia County Housing, Live Oak, Delray Beach, Tarpon Springs, as well as the Worker's Compensation for Tallahassee and Alachua County Housing at present. Mr. Brandenburg says this is a space they know well and deal with frequently. Mr. Brandenburg states that the thing that sets them apart from FHARMI and FPHASIF that Brown and Brown does more than just housing authorities, they do all types of public entities in the state of Florida such as cities, counties, school districts, sheriff offices, charter schools, etc. that is considered under Florida state statute as a public entity qualifies for coverage in our program giving Brown and Brown a greater spread of risk and more assets being put into the program so that as prices rise, there is a little offset in the increase due to leverage and not having all eggs in one basket. Mr. Brandenburg gives the example that if a hurricane comes through in one area, they have property all over the state and entities that don't have as much properties as others that those losses are able to offset and able to stabilize loss ratios over the long term. Mr. Brandenburg states that he was excited to submit the bid and that he is happy to answer any questions the board may have. **Commissioner Blount** asked where he was an elected official and **Mr. Brandenburg** states that he is on the Lake County School Board. **Commissioner Porter** states that she is unsure about Inland Marine because Mr. Hall states that currently we don't have that but may possibly get that in the future or what that was about. **Mr. Hall** states that FHARMI covered Inland Marine and we will probably add it because of the lawn mower situation. **Mr. Brandenburg** states that it covers lawnmowers, ATVs, golf, carts, small tools such as weed eaters and things of the like, anything piece of equipment owned by the housing authority that is not

tagged but can move, would be covered under this. Mr. Brandenburg states that if need be we can add some unscheduled limits for all those miscellaneous small tools, which we will need to schedule one by one but the typical premium for that is pretty low, under \$1,000, probably lower depending on what you have. **Mr. Hall** states that he did call the references, and they all had great things to say about working with Brown and Brown, PGIT, and Mr. Brandenburg specifically. Mr. Hall said that they specifically talked to having claims handled quickly and efficiently. **Vice Chairperson Martin-Back** asked if the Inland Marine had its own deductible, to which **Mr. Brandenburg** states that it would and that it would generally have a \$500-1000 deductible depending on the value of the equipment so that a lower-value piece of equipment doesn't have a deductible that far exceeds the benefit schedule for the item. he wants to be able to continue to house our zero-income clients. **Vice Chairperson Martin-Back** clarifies that this type of coverage is more for if someone came in and took all of the equipment out of the storage, as opposed to individual pieces of equipment, to which **Mr. Brandenburg** agrees. **Mrs. Allen** informs the board that doing their comparisons that they also compared the deductibles to make sure we were comparing apples to apples, and the only one that was a little bit higher was the auto, but overall the auto was less. **Chairperson Packer** asks what the difference was, to which **Mrs. Allen** states that with FHARMI it's \$500, while with Brown and Brown it's \$1,000.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** **MOTION** to approve Brown and Brown Insurance for PHA Insurance Services. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of Brown and Brown Insurance for PHA Insurance Services was accepted unanimously.

- d. **Resolution #11012023H Vehicle Tracking Policy and Procedure – Ron Hall, DOO**, states that we have decided to track all the vehicles. Mr. Hall states that after speaking with our legal counsel, he was informed that we are not required to have a policy on this, nor are we required to disclose this, however, we are a different kind of agency. Mr. Hall states that we want to be upfront and honest about the tracking of the vehicles and that employees are where they say they are going to be. Mr. Hall states that with the assistance of the legal team, we have created a GPS Vehicle Tracking Policy and Procedure. Mr. Hall states that this policy isn't to get people in trouble, they are mostly a protection for our employees and the agency. **Chairperson Packer** clarifies that there is one on each one of the vehicles reporting back, to which **Mr. Hall** states that yes each one is constantly reporting back, and will also tell you how long it's been idling or parked. **Chairperson Packer** states that is someone says they are at home for lunch and it shows they are at 7-Eleven, it'll show us where the vehicle really is. **Mr. Hall** states that there are caveats in the policy that allow for reasonable and understandable stops such as picking up lunch if you're out working during lunch time. **Mrs. Nazaro** states that it is also for staff protection; our inspectors are out all day going from inspection to inspection and if I haven't heard from them I want to be able to make sure they are safe and that they haven't been at the same inspection longer than they should have been or other indicators that something may be going wrong. **Mr. Hall** reiterates that if a vehicle has been sitting in one place for 2 hours when it should have only been there 20-30 minutes, obviously we are sending assistance to make sure everything is okay. **Chairperson Packer** asks if it reports back mileage or just the location, to which **Mr. Hall** states that it he is unsure but they are working on another procedure that has other level of tracking that may be implemented. **Chairperson Packer** states as long as the ability is there if we wanted to implement it. **Mrs. Nazaro** states that the policy lists it includes speed of travel, time of arrival, length of stop, vehicle idling, seat belt use, erratic driving, it tracks a lot. **Mr. Hall** adds that it also let you know if you unplug the thing as well. Mr. Hall goes on to state that the other day he was in a situation he was caused to hit the brakes hard, and when he got back he even had Jasi show him where it

shows it and how it tracks it. **Chairperson Packer** asked about speed limit tracking, to which **Mr. Hall** states that it does list speed of travel as one of the areas it tracks. Mr. Hall goes on to state that he would imagine its similar to the way cars and GPS now a-days show you the speed limit and what speed you're going.

DISCUSSION: Mr. Hall states that there will be another policy and procedure being brought before the board in December for the video surveillance systems. Mr. Hall states that notices have been sent out to all tenants in those neighborhoods. Mr. Hall states there will be a public comment hearing on the 7th for anyone who has comments on it prior to the approval of that policy. **Vice Chairperson Martin-Back** asks if we have run this by the attorney and is there any verbage or sign offs that we need to protect the housing authority as sometimes when there is video surveillance there is a since of security/privacy that clients may or may not be afforded due to the surveillance. **Mr. Hall** states that he doesn't want to get into it at this meeting, but can meet with Mrs. Martin-Back the following day to discuss and show her the policy.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve new vehicle tracking policy and procedure. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of new vehicle tracking policy and procedure was accepted unanimously.

- e. **Resolution #11012023| Parcel #09312-000-000 (722 NW 22nd Ave) City of Gainesville Escheated Lands Program Lot – Ron Hall, DOO**, states that the agency has been looking at building a 2 bedroom/1 bath duplex on the Phoenix lot, however, he met with the Buildings office and did the first step meeting and that lot is not going to work. He states there are too many setbacks on that Phoenix lot to make a building in that spot a viable thing. **Commissioner Blount** asks if its smaller than 2.8 acres. **Mr. Hall** states that the footprint is too small for a single story, plus the planning department said that lot is supposed to be a two-story unit and to change all that stuff we would need permission from all the owners which basically the association can't get all the owners together. Mr. Hall said that was wiped off quickly as he decided he was not going to waste on it when he had already been looking into the piece of property he is bringing before the board at this time. Mr. Hall states that both Alachua County and the City of Gainesville have escheated land which is land that they have taken over. Mr. Hall states that this particular lot fits the needs that we are looking for. Mr. Hall states that he is looking to the board to approve moving forward on accepting this lot from the City of Gainesville for the potential development of a duplex, fully-accessible unit. Mr. Hall states that ACHA has \$197,000 from the insurance proceeds from the 2 burn units to go into this as well as CFP money to go into this which is in the 5-year annual plan. Mr. Hall states that there was a \$30,000 grant from the City of Gainesville, however, they called HUD and it was determined that we can't use the grant money if we use CFP funds. Mr. Hall states that he is seeing if there is a way to still get those grant funds and that it originally started off at \$100,000 and went down to \$30,000 in the process of dividing out the funds.

DISCUSSION: Commissioner Blount asks if something was demolished on this land 17 years ago and references a demolition permit from 2006 on the property appraiser report given and asks if the land is clear. **Mr. Hall** states yes it is cleared and that the neighbor on one side had some woodchips out there but it wasn't an issue and there are some trees. **Commissioner Blount** mentions the potential of utilities already running to that lot, to which **Mr. Hall** states he already has 2 out of 3 quotes for a survey to be done, however, the utilities, water, and sewer are on the opposite side of the street so there would be a cost to moving those utilities over, as well as a utility pole that would need to be moved with costs associated with that. Mr. Hall states we

are looking at \$25-30k to get the utilities moved and viable, however in the first step meeting, the utility people said they have ways to work with us on it. **Commissioner Blount** states he wonders the condition of currently placed lines after 17 years, to which **Mr. Hall** states there currently aren't any. **Commissioner Blount** mentions that he is on the Affordable Housing Advisory Committee and they will often give away escheated land and asked if they would be giving us this lot, to which **Mr. Hall and Mrs. Nazaro** both confirmed that yes the city would be giving us the land. **Vice Chairperson Martin-Back** states that we would then own it, this wouldn't be a ground lease situation, to which **Mr. Hall** confirmed he believed that would be the case, yes. **Mr. Hall** states it would have to go before the City Commission for approval, however, we have to get approval to accept that land before that happens. **Mr. Hall** states that we can always come back and say that we found something and that we no longer want the land if we find something. **Vice Chairperson Martin-Back** asked if it's in the Copper's area and **Mr. Hall** states that no it is across from Currio behind Forest Meadow Funeral. **Vice Chairperson Martin Back** states that it is just south of Cooper's area because it runs from 6th to Main and 23rd to 39th. **Mr. Hall** states that it is 22nd Avenue so it is just one block south of there. **Chairperson Packer** states that that is a wonderful area. **Commissioner Blount** mentions that there is a city commissioner trying to reduce lot sizes which could allow us space for 3 units, to which **Mr. Hall** states that we are looking to make the units handicap accessible. **Mr. Hall** also states that the Planning Committee and the City of Gainesville wants more affordable housing units and more accessible units to meet the needs of the community and are excited to work with us on this project. **Mrs. Nazaro** reads the resolution for the board for clarification about what the board is being asked to approve. The resolution reads as followed: Be it resolved that the Board of Directors approved the ACHA to obtain a vacant lot at 722 NW 22nd Ave Gainesville, FL from the City of Gainesville Escheated Land Program. The property would be used to build a fully handicap accessible, two (2) bedroom duplex Public Housing unit.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOTION** to approve obtaining and developing parcel #09312-000-000. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of obtaining and developing parcel #09312-000-000 was accepted unanimously.

- f. **Resolution #11012023J Approval for New Executive Director to Sign All Checks, Contracts, and Legal Documents OBO (On Behalf of) ACHA – Chairperson Packer** states that this resolution would be to go down to the bank and take Mr. Armstrong's signature power off and have Mrs. Nazaro's signature power put on. **Vice Chairperson Martin-Back** asked the effective date of this, to which **Mrs. Nazaro** reads from the resolution that it would be effective December 1st, 2023. **Kori Allen, CFO**, states that just in case they need the resolution to make the change, they want to have it done ahead of time.

DISCUSSION: Commissioner Blount states to Chairperson Packer that at some point he will need to change the elocks authorization from Mr. Armstrong to Mrs. Nazaro, and asks if it needs to be done December 1st. **Chairperson Packer** states it can be done on December 6th at the next meeting and that Commissioner Blount and Vice Chairperson Martin-Back can meet that day ahead of time and transfer her to make the changes. **Commissioner Blount** thought that was supposed to happen months ago when Mrs. Martin-Back became Vice Chairperson but that he kept doing it. **Chairperson Packer** states that he has explained to Mrs. Martin-Back that it is a Vice Chair's job. **Commissioner Blount** states that he authorized Ken yesterday or the day before from his laptop at home which he didn't know he could do and is authorized until January 1st. **Vice Chairperson Martin-Back** asks Commissioner Blount to show her how to do that.

Signature/Date

Signature/Date

Chairperson Packer states that we will transfer that duty to Vice Chairperson Martin-Back the next time an authorization is necessary. **Mrs. Allen** states she believes it's actually the Chair's job to authorize the authorizations but that they never switched it over to Mr. Packer and that Mr. Blount has been doing it since before when he was previously Chair. Mrs. Allen states that it is easy and you just have to log into a website and it can be done from home. **Commissioner Blount** thinks that it's a good idea to disperse things not have it all done by one person. **Chairperson Packer** agrees that if it is good with them, Commissioner Blount will pass the job over to Vice Chairperson Martin-Back.

Chairperson Packer asks if there are any questions or comments. **Commissioner Porter MOTION** to approve giving Mrs. Nazaro signing power on behalf of Alachua County Housing Authority. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Approval of giving Mrs. Nazaro signing power on behalf of Alachua County Housing Authority was accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO**, gives updates on several contracts that have recently been signed. Mr. Hall states that the contract with Tadlock Roofing is in full force and that he would not be surprised if they were done or at least mostly done by this Friday and that they only started a week and a half ago but they have been moving pretty quick the way they set it up. Mr. Hall moves on to say that the humidistat fans in the bathrooms in Alachua by Helm Electric and subcontract work for the duct work by King's Heating and Air is essentially done and Robert has them doing a punch list now. Mr. Hall states the HVAC units in Rocky Point has 7 units installed and are working on their 2nd draw. Mr. Hall states the siding replacement in Phoenix and Mill Run has already had two draws on that so that is moving forward fairly good. Mr. Hall states that they didn't find a whole lot of wind damage in Phoenix, however, they did in Mill Run. Mr. Hall states we have run into about 10,000 worth of wood work in Mill Run which we knew we may run into some issues there. Mr. Hall states he may put in a change order on that contract because if the buildings have panels originally on the outside from window units, we want to get all that switched out so that all the work matches and they quoted \$270 per panel. **Commissioner Blount** asks if where those were if they just stuck a patch of wood. **Mr. Hall** states not there was some sort of wall board and on the inside there was sheet rock but over time it deteriorates and it is not very effective in terms of weather resistance and moisture problems. Mr. Hall states it will help with energy efficiency as well as reduce mold issues and such that we are having in some of these units.
- b. **Public Housing Occupancy Report: Ebony Harrington, Public Housing Director**, states that this month there are 7 non-HUD approved vacancies, with 3-4 units that we are requesting to be taken offline to reduce that number. Mrs. Harrington states that we are still holding on to our 98% occupancy rate overall for the year, so we are still in a good position and will be in a better one if we get those units approved for to go offline. **Commissioner Blount** asks why we would get those units put offline, to which **Mrs. Harrington** responded for extensive modification rehab to allow us to fully attack these units as a whole while they are vacant in-between residents.
- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director**, states that right now the team has been putting out vouchers steadily. Mrs. Nazaro states that right now we have 398 HCV vouchers in use out of 407 with 48 open vouchers on the street, potentially more since compiling this report a week ago. Mrs. Nazaro goes on to say that we still have all the tenant protection vouchers in use. Next, Mrs. Nazaro states that for the Mainstream program 187 of the 208 vouchers are in use with 20 on the street. Mrs. Nazaro states that for the HUDVASH program has 346 vouchers

leased up with 40 vouchers issued, and unfortunately, 147 vacant vouchers. Mrs. Nazaro mentions that the next day they will have 6 veterans coming in for orientation. Mrs. Nazaro also mentions that some of her team went recently to a HUDVASH Convention and got to talk to the VA and HUD and they talked about the issues that we are all facing with housing our veterans and getting our counts up. Mrs. Nazaro states that some of the things we are now looking into include shared housing and congregate housing and how we can get creative there. **Vice Chairperson Martin-Back** comments that this isn't the first time to which **Mrs. Nazaro** states she knows but they are actively pushing for it again and the Mr. Pierce was on the phone with 3 different landlords yesterday trying. Mrs. Nazaro states that it is hard to do and that they have tried it in the past but that we are going to push it even harder this time. **Commissioner Blount** asks for clarification on what shared housing is, and **Chairperson Packer** asks if this means multiple bedrooms but a shared kitchen area. **Mrs. Nazaro and Vice Chairperson Martin-Back** state that yes that is what this would be, and Mrs. Nazaro further explains that it is more than one person under a single roof. Mrs. Nazaro states that for more vulnerable populations such as disabled individuals, they can request they be able to use their voucher in a shared housing situation. Mrs. Nazaro states that this can be in the form of an ALF (Assisted Living Facility) or a group home, or even a duplex where we can get creative and put 2 different voucher holders in the same unit. Mrs. Nazaro states that unfortunately, in this situation, the landlord would not get the same amount as they would for a single, non-shared housing voucher, which is the difficult part in getting landlords on board with the idea. Mrs. Nazaro states typically these units are all inclusive, rent and utilities, and the landlord would have to take the prorated portion (lower payment standard). Mrs. Nazaro gives the example that you're not going to get a one-bedroom payment standard for shared housing like you would for a non-shared unit. Mrs. Nazaro states that where we are trying to make it work is getting landlords on board is accepting the lesser amount. Mrs. Nazaro states that if someone wants to do shared housing, they are looking at only \$600 for the veteran to have shared housing, versus \$1,100 for non-shared housing. Mrs. Nazaro states that there are benefits though; a lot of these veterans need more case management and support, and this allows them to have that. Mrs. Nazaro states that this is not typical in the housing world, and that it is a challenge, which means that we have no choice but to get creative with what the VA is proposing. Mrs. Nazaro opens up the floor to her present staff to make any comments about things that they took away from the convention since the board does have concerns about the veteran program. **Catherine Hanner**, HCV Staff, states that they were definitely pushing for the assisted living facilities and the congregate housing, and that they are having some success with it down in the Tampa area with a few ALF coming on board. Ms. Hanner goes on to state that they mentioned similar challenges, however, in getting the ALF to separate the costs out as we can't assist on the portion of the cost that is care and food and things of that matter, only the housing cost portion. **Mrs. Nazaro** adds that they must almost be willing to alter their lease to break up the costs into what is housing costs and then everything else being separate. **Vice Chairperson Martin-Back** states that there is housing in this area that is already set up for the congregate housing, that meet that criteria and have 4 bedrooms and shared living space that are used to leasing out by the bedroom. **Commissioner Blount** states that is student housing to which **Vice Chairperson Martin-Back** corrects him that it no longer is just students, we are seeing construction workers, single older individuals, retired individuals, and individuals who are on a limited income renting these types of units frequently. **Commissioner Blount** states he was hoping with all the high-rises going up around town it would create a vacancy problem and we would get some rent relief. **Mrs. Nazaro** states that we've looked at it, and her and Brittney (one of the HCV Inspectors) have looked at some of the units and usually where the problem arises is the numbers. Mrs. Nazaro states that in situations like that, landlords would have to be willing to take \$575/room and not many of them are willing to do that. Mrs. Nazaro states sometimes these

units run higher than single one-bedroom unit run. Mrs. Nazaro states that the word is getting out there and more landlords are reaching out about it and Cody is feeling those calls as they are getting pushed to him now. **Chairperson Packer** asks for Mr. Pierce's input. **Cody Pierce, HCV Staff**, states that he spoke to one yesterday and unfortunately like Mrs. Nazaro stated the price ranges are just a little too much. Mr. Pierce states that the landlord he spoke to wanted \$1,500/month for one room. **Commissioner Porter** states that that price also includes things like cleaning and food though correct. **Mr. Pierce** states that that is correct but we have to see if the landlord is willing to separate the costs out so we can see what the housing portion is which is the only way to make that work. **Vice Chairperson Martin-Back** states that they are currently renting their 4/4s for anywhere from \$450-\$600/room. **Mrs. Nazaro** states that that is exactly what we need but we can't rent through her. **Vice Chairperson Martin-Back** states that she knows, but there are others out there like hers. **Mrs. Nazaro** says she knows and if she hears of any please send them her way, cause what we will reach out to the VA and to Heather (our disabled program case manager) so that they know these units are out there and the landlord is on board. Mrs. Nazaro states it will help the VA case management to know that these landlords are already on board and we've already inspected these units, which is a whole other thing because these shared units still have to pass HQS inspection on the kitchen and everything else in the shared space as well. Mrs. Nazaro states you almost want to have it all arranged beforehand rather than getting someone excited. Mrs. Nazaro states the way to do this is to have the relationships in place, have the numbers worked out, and look at the lease beforehand, and then say "okay we have a unit" and let it sit while we get someone in there. Mrs. Nazaro states that at this point we have no choice but to think outside the box and really put what we've talked about into action or we aren't going to see the numbers. Mrs. Nazaro states that one of the things she learned is that Ocala Housing are full occupancy on HUDVASH, however, they only have around 100 VASH vouchers. Mrs. Nazaro stated that from learning this information, we are now working with Ocala Housing and they will do the same thing other housing authorities have been utilizing us for which is to send their Ocala veterans to us to issue them a voucher and then port them immediately to Ocala at which time they will bill us and it will become a portable. Mrs. Nazaro says that that relationship has been created coming out of that training which will allow us to get a count for the veteran and an increase in numbers, however the downfall is that whenever the lose a veteran, they're going to absorb that veteran onto their program. Mrs. Nazaro said it will be a game we have to play to try and get creative and get these veterans housed. **Chairperson Packer** states as long as we get more veterans housed. **Catherine Hanner** states that the team had a sit-down meeting at the conference with the HUD people and the VA people, and all the PHAs for the North Florida/South Georgia area and that was one of the main goals of that conversation was to see how we could help each other to utilize our vouchers to help these veterans. Ms. Hanner states that something interesting that Jacksonville is currently doing is something called pre-inspections. Ms. Hanner states that they inspect units and get landlords on board, and then host these landlord fairs for the VA where the veterans come in and they look at the available units and what they offer and if a veteran finds a unit they like and qualify for, their VA case manager can take them that day and look at the unit. Mrs. Hanner continues that if the veteran likes the unit, they can sign that day on the unit and move in as the unit and the numbers have already been agreed upon and inspected. Ms. Hanner states that they stated they've had a lot of success with doing this. **Mrs. Nazaro** states that the in person sit-down led to quarterly meetings being put on the books with all the housing authorities, HUD, and the VAs. Mrs. Nazaro states that this time the case managers are involved which is awesome. Mrs. Nazaro states that we also have a breakfast with the VA which has been moved, to try to build that relationship. **Ms. Hanner** states that the first quarterly meeting is November 14th, 2023. **Commissioner Porter** asks if the one room would be furnished with their own little refrigerator and phone or will it be more student style. **Mrs. Nazaro**

Signature/Date

Signature/Date

states that some are furnished, some are not, but most of the ones she's seen have been furnished. Mrs. Nazaro also states there are regulations of fridges and fridge size requirements. **Mr. Pierce** states that it depends on the unit type; if it is shared housing it's just a room with a shared full sized kitchen but if it is an ALF they are required to have their own bedroom, bathroom, and refrigerator. **Chairperson Packer** asks if there is a way to do something similar for kids coming out of foster care before they get caught up on the streets, or is it something we can think about for the future. **Mrs. Nazaro** states that they have to be disabled and that the foster youth program is declining because when they issued the assistance in the past, it has been for limited time frames, most recently it was 36 months. Mrs. Nazaro states that they come out with new funding often for the Foster Care program but it is extremely intensive case management for the Foster Youth program from our experience. Mrs. Nazaro states the funding is always out there, but we need to be ready the next time we apply and how we can hit the mark better with case management for and instilling life skills in these clients as well. **Mr. Hall** mentions how before working for the housing authority he helped create The Preserve Inc., which was for boys aging out of the foster care system, and it required 24-hour staffing and they taught them skills and often these kids were still in school. Mr. Hall states that the foster care system will continue to pay on the kid after they turn 18 if they are still in school. Mr. Hall stated it was very hard to get that started but they had help from Partnership for Strong Families. **Chairperson Packer** states he would like to try to create a safety net for these kids before they hit the street. **Mrs. Nazaro** states she will continue to look into it for 2024. **Mr. Hall** states that Pleasant Place was the same program for girls that were aging out of foster care. **Chairperson Packer** states he doesn't have a distinction between boys and girls, he just wants them all taken care of. **Commissioner Blount** states that when Mrs. Nazaro mentions that they have to disabled, that that can mean physical, emotional, or intellectual, to which **Mrs. Nazaro** states he is correct. Mrs. Nazaro states that the disabled factor only comes into play for the shared housing as it is considered a reasonable accommodation. **Commissioner Blount** states that at this moment we currently need 111 units for people who have a voucher put are still looking for a place, to which **Mrs. Nazaro** confirms that across all programs that is how many vouchers are on the street. Mrs. Nazaro states that not all of those could be fixed with shared housing as a lot of those vouchers are for families, however, about 85% of the vouchers issued for HUDVASH are for single male veterans, whereas typically for HCV vouchers we are trying to house families. However, shared housing is great for the single individuals on the disabled program as they clearly meet the disabled criteria, as well as the HUDVASH program since such a high percentage of them are single males. Mrs. Nazaro states that she agrees to look into Foster Care for 2024, to which **Chairperson Packer** responds to look into it but if it stretches us too far it may need to wait. **Mrs. Nazaro** goes on to mention that the numbers for the Partners in Housing Initiative has 7 out of 10 families housed with 3 families still searching for housing who are having a hard time finding housing. Mrs. Nazaro states these families are also receiving case management through Partnership for Strong Families. Mrs. Nazaro states that we were able to get the final TBRA family housed to utilize the last of that funding; this family will receive assistance for about 12 months. Mrs. Nazaro states port-ins went down with only 4 port ins currently as we are currently absorbing to get our numbers up.

9. Discussion of Vision 2030 Report: None

10. Commissioner's Comments/Public Comments

Chairperson Packer: Chairperson Packer states he is looking forward to the future for all of us.

Vice Chairperson Martin-Back: Vice Chairperson Martin-Back mentions her company's annual holiday cookie exchange on December 6th, 2023 12:30-1:30 and invites anyone who would like to come. Mr. Ron Hall states he will put it on the office fridge for staff.

Commissioner Blount: Commissioner Blount tells Vice Chairperson Martin-Back that if she comes to his band set on Friday November 17th at Cypress and Grove at 7pm for free, he will come to her holiday party. Vice Chairperson Martin-Back states she has seen him previously at Satchels.

Commissioner Porter: None.

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, December 6th, 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 @ 6:19PM.