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ALACHUA COUNTY HOUSING AUTHORITY
BOARD OF DIRECTORS MEETING MINUTES
Regular Meeting held on December 6th, 2023 @ 5:00PM

Located at ACHA administrative office located at 703 NE 1st Street, Gainesville, FL 32601

Present: Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Tenant Commissioner Rudolph Vaughan; Commissioner Latonya Porter (Enters during Meeting); Commissioner Blount (Enters during Meeting); Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Director of Public Housing Ebony Harrington; Director of Maintenance Robert Cortes; Staff Rodney Davis; Staff Catherine Hanner; Staff Nathan Kempner **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); Director of Housing Choice Voucher Cody Pierce **Public:** Mary Alford, Chair of the Alachua County Commission

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

2. Approval of this Agenda- Resolution #12062023A– Chairperson Packer calls for discussion or comments. **Vice Chairperson 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 #12062023B – Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOTION** to accept November 1st, 2023, General Meeting Minutes. **Tenant Commissioner Vaughn 2nd.** Roll Call Vote taken. November 1st, 2023, General Meeting Minutes accepted with correction, unanimously.

5. Financial Reports - Resolution #12062023C– Kori Allen, CFO, reviewed September 2023, Financials. Mrs. Allen states that there is not much to discuss for the September financials, and that she would spend the majority of her time speaking to the 2024 budget. Mrs. Allen states that we did have the TBRA family lease up in September so the board will see that in the finances. Mrs. Allen also states that she made another \$4000 principal payment on the Sunshine Inn Truist loan.

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

6. Old Business - Resolution #12062023D ACHA Insurance Change and Approve Current Insurance Carrier, FHARMI – Kori Allen, CFO, states that after the previous board meeting, ACHA received new pricing for FHARMI, which actually lowered our bill with them to below what the Board approved for the switch to PGIT. Mrs. Allen states that with this new information, she is asking that the board approve staying with our current provider, FHARMI, for 2024, rather than going with the previously voted upon PGIT.

(Commissioner Porter Enters)

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Vice Chairperson Martin-Back MOTION to approve FHARMI Insurance Contract. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of the FHARMI Insurance Contract accepted unanimously.

7. New Business

- a. **Resolution #12062023E Approval of 2024 Budget**– **Kori Allen, CFO**, states that she will go program by program through the budget, starting with Public Housing. Mrs. Allen states that she estimates the rent revenue to be about \$45,000 and utility reimbursements at \$15,000, so we are looking at about \$30,000/month (\$360,000/annually) net tenant rental revenue. Mrs. Allen states that in addition, there is roughly \$36,000/annually in tenant revenue other, which includes things such as late fees and maintenance charges. Mrs. Allen states that the HUD PHA Operating Grant is the number that is put in for the operating subsidy, which came right off the form we submit for our operating subsidy. Mrs. Allen states that the investment income was what we are earning on the current CDs we have as well as future ones she anticipates when these come mature. Mrs. Allen states that next is the administrative costs, which take into account current and new satellite offices as well as travel and training costs. Mrs. Allen states that the utility section is based on units turns and explains that when she is doing the budget, she typically looks at prior year, current year, and future year. Mrs. Allen also states that when looking at the future year, she looks at what contracts are coming up and things of that sort. Mrs. Allen goes on to the maintenance costs, which she states is where they will spend a bulk of the money this year with the importance we are putting on maintenance and our units. Mrs. Allen states we beefed up the materials for new fixtures and all the things being replaced on these units. Mrs. Allen touches on the unit turnaround contracts then states that the plumbing contracts on there is because we have been having some plumbing issues in some of our neighborhoods so we made sure to budget for that. Mrs. Allen states that the maintenance costs are what put Public Housing in the red for next year. However, Mrs. Allen states we have the reserves to handle it so we intentionally made the decision because we believe we really need to put a lot of money into these units. Mrs. Allen moves on to protective service contracts; she states that this is in relation to the new cameras that were put into some of the neighborhoods with the safety and security grant. Mrs. Allen states that the budget for insurance was using the FHARMI quote and it might come down some because of a few changes that might get made. Mrs. Allen states that the other general expenses are just an estimate. Mrs. Allen closes the Public Housing segment by stating that they are look at a net loss for the year of \$600,000 but we have the reserves to cover it and opens the floor to any questions about that program's budget. **Vice Chairperson Martin-Back** states that she had a question in regards to the insurance. Mrs. Martin-Back asks Mrs. Allen if the \$312,000 seen on the previously supplied document for insurance rates correlates with the \$352,000 being budgeted for insurance premiums. **Mrs. Allen** states that the \$352,000 also includes worker's compensation insurance, a cyber-security policy, as well as an employee crime policy that are all not covered by FHARMI. Mrs. Allen moves on next to the Section 8 budgets. Mrs. Allen states that funding for our voucher program comes from leasing; as many units as you lease up, is how much administrative funds you make back. Mrs. Allen states that her and Mrs. Nazaro sat down and looked at where they are, where they anticipate being, and where they want to be and that is how they came up with the numbers for revenue for both Section 8 HAP and Admin budgets. Mrs. Allen believes she used a 97.5% proration rate which is where we are operating right now. Mrs. Allen states that the other revenue column is portability, which we are currently pretty low on port ins because we have been absorbing them. Mrs. Allen states that anytime their admin fee is less than ours, we absorb them because we will make more money by doing so. Mrs. Allen states that they are very intentional in this process, and the few we have it is dollar for dollar on the HAP plus the admin

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fee. **Mrs. Nazaro** takes over to speak on the salary changes across the agency as a whole. Mrs. Nazaro states that the major salary changes are that she became the new Ken Armstrong, Cody moved up from Section 8 Coordinator to Director of Voucher Programs, Catie moved up from Intake to Section 8 Coordinator, and now we must hire a new Intake Specialist to replace Catie. Mrs. Nazaro states that in addition, Nathan who works really hard in the Section 8 Department, is also going to begin starting January 1st, 2024 taking over the property management of the Sunshine Inn. Mrs. Nazaro states that the Public Housing department need to focus hard on our units, and that it is imperative to make the private de-federalized dollars of the Sunshine Inn a separate entity, especially with the future coming of the county and these new projects coming ACHA's way. Mrs. Nazaro wants Sunshine Inn to be the best pilot it can be to show the county what we can do so when the time comes we can take on these other projects. Mrs. Nazaro states that Nathan has over 4 years of previous experience in property management prior to working here, so this is right in his wheelhouse. Mrs. Nazaro states that Nathan will continue to work in the Section 8 department roughly 30 hours a week and the other 10 hours working over at the Sunshine Inn, and then will help ACHA transition in the future into the private property management world. Mrs. Nazaro states that in addition, Rodney has taken on the additional role as a Public Housing Inspector in addition to the work he does in IT. Mrs. Nazaro states that we have been utilizing our Section 8 Inspectors for our Public Housing units, but we are growing on the Section 8 side and really need their inspectors back full time. Mrs. Nazaro states that in addition, with the focus we are trying to put on our Public Housing units, it's imperative to have a dedicated in house person who goes out and can come back and holistically look at neighborhoods and say "hey I'm seeing this repeatedly in this area, so maybe we should do this instead of this". Mrs. Nazaro states that in addition to those big shifts, we did a COLA and a merit increase this year for all employees. Mrs. Nazaro said she felt it was essential to look at everyone's salaries across the board and that last year she felt we missed the mark as the country's COLA as a whole was 8% but ACHA only did 4%. Mrs. Nazaro states that in this economy we have to be competitive but it's hard when you're competing against the fast food chains at \$15/hour. Mrs. Nazaro emphasizes how important a fair COLA was to her this year, and explains that she did the research to see that the Feds did a 5.2% increase and Social Security did a 3.2% increase. Mrs. Nazaro states she averaged this out to a 4% COLA for everyone. Mrs. Nazaro states that in addition to the COLA increases, she left it up to the directors to reward up to a 3% merit increase to each employee to recognize hard work. Mrs. Nazaro states that these parameters applied to everyone not previously listed as their new position salaries took these into effect as well. **Tenant Commissioner Vaughn** asked if all the employees are making over \$15/hour. **Mrs. Nazaro and Mrs. Allen** converse and state that they believe all but one-part time employee does make over \$15/hour. **Mrs. Nazaro** emphasizes again the importance of the COLA and that everyone was given at minimum the COLA because the cost of living continues to rise and we have to take care of our employees. **Chairperson Packer** opens the floor for questions on that topic, and then **Mrs. Allen** took back over to continue on with the budget. Mrs. Allen states that because Section 8 has a couple of vehicles, they have some maintenance costs associated with that, as well as insurance for both the cars and worker's compensation. Mrs. Allen states that other general expenses include the fees associated with port outs admin fees, however, we are seeing a lot of absorption so that is why that number is so low. Mrs. Allen states as you see there is a small net loss, but we have reserves to cover that as well. Mrs. Allen remembers and states that they have also created a new position, a quality control compliance officer, however, we only budgeted for 6 months of that position to give us time to create the position and get someone hired. Mrs. Allen states that every year HUD offers additional admin fees, that we often receive, that are specifically for that type of position, so money we got for that this year and we will get in the future will also help offset that \$26,000 deficit. Mrs. Allen asks if there are any Section 8

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questions, and then moves on to the COCC. Mrs. Allen states this is the agency's allocated overhead. Mrs. Allen states that in the past the executive team's salaries had been allocated through all programs, and this year instead she is choosing to put them all under the COCC, which significantly raises the expenses in this category. Mrs. Allen states that the agency is planning on rolling out electronic times sheets soon, so this change will make things much simpler on an administrative front. Mrs. Allen states that there isn't much on the maintenance side for that besides the cleaning contract we have with Mr. Greg for the office cleaning. Mrs. Allen states a lot of these numbers are simply placeholders just in case something pops up. Mrs. Allen states that the Protective Services is the ADT Security Cameras that are in place and the insurances as previously discussed in the other programs. **Vice Chairperson Martin-Back** asks about an extermination and termite contract as she doesn't see the termite contract listed and she doesn't see anything exterminating on this building that she can see. **Mrs. Allen** states that we pay like \$39/month plus \$2,000/annually for termite protection. **Vice Chairperson Martin-Back** asks why it's not listed and **Mrs. Allen** states that it is under Extermination contracts. Mrs. Allen asks if there are any additional questions, and then moves on to the Sunshine Inn. Mrs. Allen states that they did an October 1st rent increase at the Sunshine Inn to \$850 and she anticipates one vacant unit throughout the year because typically the Sunshine Inn stays at full capacity. Mrs. Allen states that between the Tenant Revenue Other and the Other Revenue, this is the money we are making by Public Housing renting the storage space and office space that is at the Sunshine Inn from the Sunshine Inn using the going market rates. Mrs. Allen states that we also currently rent 3 of the units and are looking at renting a 4th unit to use that as a break room space for the maintenance employees. Mrs. Allen states that the office expenses have to do with the property management/maintenance office costs now that there is an onsite office, and that she used current rates for the utility budget. Mrs. Allen points out that they really beefed up the maintenance budget for the Sunshine Inn as well to really continue to put the work into these units. Mrs. Allen states that the insurance is as discussed before, and the bad rent is again just an estimate. Mrs. Allen states the interest on the mortgage is based off the fact she has made a few additional principal payments which adjusted the amortization schedule and she anticipates through more money towards that loan as we can to continue to get that down. **Vice Chairperson Martin-Back** asks Mrs. Allen if when she was looking at making these additional payments, she was looking at the end of the year at the excess revenue you had left over after expenses. She uses the budget as an example to ask if we had \$112,000 excess income, would we look at using a percentage of that to make an additional payment. **Mrs. Allen** states that she has just been kind of throwing money at it, but she could be more systematic in how it is done. **Vice Chairperson Martin-Back** states that Mrs. Allen could take say 25% of what is left at the end of the year to make an additional payment, but that making other payments throughout the year was still completely okay as well. Mrs. Martin-Back also suggest that the evaluation, which would also include an evaluation of the remaining costs and budget for the year, could be done quarterly as well as at the end of the year. **Mrs. Allen** asks if there were any other questions, and then moves to the last category, NSP. Mrs. Allen states that we currently have tenants in all the units, and the maintenance numbers are some general place holders for things that may come up in those units, as well as the AC and routine maintenance contracts that we have for those units. Mrs. Allen states that we pay back our program income and then balance to what the reserves are and plug that into the general expenses. Mrs. Allen states that we don't typically spend as much as we budget, but we have had the units for 11-12 years so we are close to getting them back so we want to put the money into them rather than to pay money back.

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Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve the disposal of assets and documents. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of the 2024 budget accepted unanimously.

- b. **Resolution #12062023F Approval of New CD – Kori Allen, CFO**, states that previously there had been discussion to set up a new CD, so she went ahead and got one and is asking for the retro-active approval to do so. Mrs. Allen states that she reached out to 8 different banks and told them she didn't know what she wanted to do or how much she wanted to put in, but wanted to know her best options. Mrs. Allen states that TD Bank came back with the highest rates at 5.33% for 4 months. Mrs. Allen states that different from how she usually does things, she decided this time to combined all the money into one CD rather than doing individual CDS by program. Mrs. Allen states that she took out a \$3,500,000 CD; \$2,200,000 from Public Housing, \$600,000 from HCV, \$400,000 from the General Fund, \$130,000 from Sunshine Inn, \$130,000 from the Disabled Vouchers program, and \$40,000 from the SRO. Mrs. Allen states with it being close to the end of the year, she wanted to make sure we didn't have too much cash on hand in these programs. Mrs. Allen states this was done at the end of Mr. Armstrong's time here so he signed it, but we will need new people to sign it to solidify everything and hands a document to Vice Chairperson Martin-Back to sign.

DISCUSSION: Commissioner Porter asks if the paper being passed around was the resolution, to which **Mrs. Allen** states that no that is the bank form that needed to be signed. **Commissioner Porter** asks where the resolution is as she doesn't see anything in the paperwork provided. It was determined that nothing had been provided on this topic, and copies of Mrs. Allen's documents were made and provided to the board. **Mrs. Nazaro** states that typically the resolutions themselves are not provided in the packets, just the supporting information. Mrs. Nazaro reads the resolution as written. "Be it resolved, that the Board approved the opening of a new 4 month \$3,500,000.00 CD earning 5.33% interest be ratified and approved." **Vice Chairperson Martin-Back** asks what the plan is when these come up as four months will come quickly. **Mrs. Allen** states that she will just re-do it all again when the time comes because the shorter terms have the best return rates. **Vice Chairperson Martin-Back** asks if a resolution or policy needs to be written up to so that this does not need to continue to be brought in front of the board for ratification that states that you have permission to reinvest at the highest available rate at the time. **Mrs. Nazaro** states that since it is in the minutes she can change the resolution, note as amended, and then it will be signed and in the minutes and it won't have to get brought back up again in 4 months. **Chairperson Packer** states that he is fine with the idea, but he feels that him or Mrs. Martin-Back see and sign off of them, which he believes is required anyway. **Mrs. Allen** agrees. **Mrs. Nazaro** asks what they would like the amend note to state. **Vice Chairperson Martin-Back** states that it should state the CFO has permission to go ahead and negotiate the renewal of the CD when it comes mature in four months and has permission to renew up to a 12-month period at the highest available rate at the time by the direction of the Chair or Vice Chair. **Mrs. Nazaro** state the resolution will now have the following amended note "Going forth, the CFO is permitted to negotiate the renewal of CDs when matured and renew up to a 12-month period at the highest rate available under the discretion of the Board Chair and/or Vice Chair." Everyone agrees that sounds perfect.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve new 4-month CD. **Tenant Commissioner Vaughn 2nd**. Roll Call Vote taken. Approval of new 4-month CD was accepted unanimously.

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- c. **Resolution #12062023G Approval of Lease Payable and SBITA Policy** – Before **Mrs. Allen** speaks, **Vice Chairperson Martin-Back** asks what SBITA means. **Mrs. Allen** states this stands for Software Based Information Technology Agreements. Mrs. Allen goes on to state that GASB 87 is leases and that they want you to capitalize those leases, which we have done and is a very small amount. Mrs. Allen goes on to state that GASB 96 is the same thing for subscription-based information technology. Mrs. Allen goes on to explain this includes any software subscription such as Microsoft 360, they want you to capitalize and put on your budget sheet. Mrs. Allen states that it is allowed that we take the same stance that we take with our lease capitalization policy and anything under \$5,000 we don't capitalize, instead we just expense the cost. She states that this policy will cover both GASB 87 and GASB 96 and that anything on the balance sheet now that falls in this category will just remain until it is time to renew.

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

- d. **Resolution #12062023H Approval of TARS Write Offs** – **Kori Allen, CFO**, states that these write offs are of people who have moved out but still owe us money as of October 31st, 2023. Mrs. Allen states for the Public Housing program it is \$20,651.33 and that the open credit got refunded in November to the client. Mrs. Allen states that the write off for Sunshine Inn is going to be \$20,202.00, for a total write off of \$40,853.33. Mrs. Allen states there will be more next month as we roll into FDS time.

(Commissioner Blount and Chair Alford Enter)

DISCUSSION: **Vice Chairperson Martin-Back** asks why some of these clients went so long owing money to us before they left the units because she can't imagine its back rent due for unreported income at the Sunshine Inn, and that it looks from the report to all be straight rent charges. **Mrs. Nazaro** states that that's a very good question, and that she hopes that by having Nathan over there managing Sunshine Inn that we will avoid situations like this moving forward. Mrs. Nazaro states that with one of the tenants he was incarcerated for criminal activity and we already had previous issues with him so that took time in the courts, and then asks Mrs. Harrington for her input. **Mrs. Harrington** states that for most of those tenants, they were going through litigation and during that time their rent charges continued to add up, in addition to the fact that their HAP would have been cancelled out so that portion would then also be charged to the tenant as well.

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

- e. **Resolution #12062023I Approval of Video Surveillance System Policy and Procedure** – **Ron Hall, DOO**, states in a previous board meeting this policy was brought up and after that meeting Mr. Hall spoke with the attorneys and insurance company, as well as received advice from Vice Chair Martin-Back, to get the wording just right in this policy. Mr. Hall states the key thing that they were looking at was the difference between security and surveillance. Mr. Hall states that this is not a security system as this is not a monitored system; instead it is considered a surveillance system as it is used to aid us in protecting our property. Mr. Hall states that these

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cameras are not pointed at units or in units, only at common public areas where there is no expectation of privacy by law. Mr. Hall states that the policy presented is basically the same as before, with just a few adjustments made in the wording. Mr. Hall reminds the board that these cameras are in the Linton Oak and Rocky Point neighborhoods as well as on the Phoenix Substation building. Mr. Hall states they followed procedure and posted notice and held the appropriate public hearing that was required.

DISCUSSION: Chairperson Packer asks for clarification that we are recording and storing these videos, but won't have someone watching it, just the ability to go back and look if something has happened and we need to see what it was. **Mr. Hall** states that no we won't be having someone monitoring it in real time, and current access is administrative staff only. Mr. Hall states that at minimum he likes to pull them up weekly to ensure they are operating efficiently. Mr. Hall states that when they view the cameras, if they see something they address it. Mr. Hall goes on to give the example of one day he noticed one of the cameras looked funny so he backed up the tape and saw that there was a security screen that had opened in front of it. The screen didn't cause the camera to malfunction, but at that time we could see that the security screen was unlatched and pushed open and there was a kid just hanging out of it. Mr. Hall says that immediately someone went over there and fixed the screen and handled that situation. **Chairperson Packer** states that yes we don't want to spy on our tenants but we also want to keep them safe when we can. **Vice Chairperson Martin-Back** asks what the time length that we hold on to the recordings before they are recorded over. **Mr. Hall** responds that he does not have it in front of him, and defers to Rodney. **Mr. Rodney Davis** states that it is a corporate cloud based system, and that it records motion, and that he believes that currently it is archived for a year. **Chairperson Packer** asks if that means we can find out about something months after the fact and still be able to find that video to see what happened. **Mr. Davis** says yes that is possible, but we would need a specific date and time to search for. **Mr. Hall** states he doesn't believe that we have the video for a year, regardless, it gets overwritten and it is covered in the policy. **Commissioner Blount** asks if this system is indexed to be able to search and find a specific date. **Mr. Davis and Mr. Hall** both state yes it is.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn** **MOTION** to approve Video Surveillance System Policy and Procedure. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of Video Surveillance System Policy and Procedure was accepted unanimously.

- f. **Resolution #12062023J Approval of Modernization/Conversion of 13110 Handicap Accessible Unit – Ron Hall, DOO**, states that this has been discussed with the board numerous times in the past. Mr. Hall states that a full procurement was done through the architects, who put out advertising for bids, as well as going through an extensive process to get bid requests out to previous contractors we've worked with as well as those that have expressed interest and the entire minority contractor listing. Mr. Hall stated that a walk through day was advertised, and only one company showed up as well as the only company to bid on the project. Mr. Hall states that we have worked with Tim Flanagan in the past on other projects such as SHIP. Mr. Hall states the job is to completely rehabbing this 2 bedroom 1 bath unit into fully handicap accessible unit. Mr. Hall states that to his understanding if we sign the contracts now in 2023 it will fall under 2023 standards, but if we wait it will go under 2024 accessibility standards which are slightly different. Mr. Hall states he is looking for approval to sign the contract at \$137,020.00 plus reasonable costs as determined for required bonds and policies which are between \$1-2,000. There may be some unforeseen costs that come up as well.

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DISCUSSION: Commissioner Blount asks if it is an ADA unit, to which **Mr. Hall** responds it is not currently but after this remodel it will be a fully accessible ADA unit. Mr. Hall states that we are supposed to have 5% of our housing stock as accessible units, however, we have not built new units since that rule was put into effect, so we have been grandfathered in. However, Mr. Hall states that he has been pushing for a while now it to get there. Mr. Hall states as previously mentioned, the lot we are looking at getting from the escheated land program would also be a fully accessible, duplex. **Chairperson Packer** asks about roll in showers and roll up sinks, to which **Mr. Hall** states that it will meet all current ADA standards.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back** MOTION to approve contract with Flanagan Companies, Inc. for the unit conversion at 13110 in Merrillwood not to exceed \$150,000. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of contract with Flanagan Companies, Inc. for the unit conversion at 13110 in Merrillwood accepted unanimously.

- g. **Resolution #12062023K Approval of RFQ for Asbestos Removal – Ron Hall, DOO**, states that we have discovered that the substance underneath the tile that we have been told for years was not asbestos, indeed had black mastic non-friable asbestos in it. Mr. Hall states that luckily we have been encapsulating it any way. Mr. Hall states that as previously mentioned, we are doing a lot of modernization, which includes replacing flooring by going all the way down to the concrete level, not just putting new flooring on top of old flooring. Mr. Hall states that this requires us to remove this black mastic non-friable with DCT through an asbestos company which will have costs involved. Mr. Hall states that the first step will be the asbestos company will come in remove clean and certify that it has been removed. **Mrs. Nazaro** states that we will only use this on the units that require it. **Mr. Hall** states that this will be an IDIQ contract for one year, with the option to extend it for 4 more additional one-year periods which may include a percentage increase in charges with related documentation to costs. Mr. Hall states that on the unit being remodeled, they did hire someone to come in and remove the flooring the related asbestos and clean and certify the unit before it went to the contracting phase.

DISCUSSION: Commissioner Blount asks if no one received Section 3 points on the scoring, to which **Mr. Hall** responded no, no one received Section 3 points, however, the one we are recommending GDA is a minority contractor. Mr. Hall is asking for approval to go with GDA who scored the highest of the three bids provided. **Vice Chairperson Martin-Back** asked who has been handling the Merrillwood units up to this point, to which **Mr. Hall** states that it fell under the developer who hired a company. **Commissioner Blount** asks if the DOO Mr. Hall was the tougher of the two scorers, to which **Mrs. Nazaro and Mr. Hall** state no it was Mrs. Nazaro who was the tougher scorer. **Mr. Hall** states that sometimes it is hard for him to block out his knowledge from working with some of these companies previously and only scoring them on what they have provided with their bids.

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

- h. **Resolution #12062023L Approval of ACHA Disposal of Assets and Documents – Amanda Nazaro, Executive Director**, states we are disposing of 1 refrigerator, 7 stoves, and 1 water heater this month.

DISCUSSION: Commissioner Blount asks if these items are depreciated before they are disposed of. **Mrs. Allen** responds that these items do not meet the capitalization threshold, so these are not, but if they did, then yes they would be.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve ACHA Disposal of Assets. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval ACHA Disposal of Assets was accepted unanimously.

- i. **Resolution #12062023M Approval of Administrative Staff Vehicle Purchase – Amanda Nazaro, Executive Director**, states that she is looking for the board to approve the purchase of an administrative vehicle not to exceed the cost of \$45,000. Mrs. Nazaro states that they are currently looking at getting a 2023-2024 Ford Explorer. Mrs. Nazaro states that this will be an administrative vehicle and that third row capability will be good for future trainings and events that multiple staff members attend together. Mrs. Nazaro states that Mr. Hall is in the process of searching for a vehicle, however, we want to purchase with funds this year, which is why we are bringing it to the board without a specific vehicle instead with a max of \$45,000. **Mr. Hall** states the downside to going through the State Contract program is that it can take 6 months to a year and we don't have that luxury of time. Mr. Hall states that he is procuring this out directly as what do you have in a 2023-2024 Ford Explorer, basic model, and requesting all the available vehicles. Mr. Hall states that he will not just be weighing the prices but also what is in the best interest of the agency as far as getting the vehicle.

DISCUSSION: Commissioner Blount states that he has two questions, the first question being about the State Contract program and if you commit the funds and wait or how does it work. **Mr. Hall** states that we would commit the funds internally, however, we wouldn't pay for the vehicle until it is received. **Commissioner Blount** states that his second question was whether this vehicle would be petrol, hybrid, or electric. **Mr. Hall** states that we will know better when we get the bids back but it will likely be just petrol.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOTION** to approve Administrative Staff Vehicle. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of Administrative Staff Vehicle was accepted unanimously.

8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO**, states that we are doing a lot of modernization of our units. Mr. Hall states we have open contracts being worked on including the parking lot resurfacing project as well as the siding project. Mr. Hall states that the roofing contract has been completed, however, he is currently working on them with the pay drawl. Mr. Hall states that the HVAC replacements in Rocky Point have been completed and paid out. Mr. Hall states that as far as he is aware, we will be also using the Capital Fund for the Merrillwood rehab unit.
- b. **Public Housing Occupancy Report: Ebony Harrington, Public Housing Director**, states that we are looking really good to close out this year. Mr. Harrington states that for the month of December we had one vacant unit and 11 HUD-Approved vacancies, which puts our occupancy rate for the month at 99.6% Mrs. Harrington also states that in previous meetings it had been mentioned that we were working on getting some units offline with HUD-approval, and with the help of Mr. Hall and Mr. Cortes they were able to get some units retroactively approved to be

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offline which also has improved our rates for those prior affected months. Mrs. Harrington states that thanks to this their overall occupancy rate is a 98.57% for the year. **Mr. Hall** state that the annual report can actually be ran already as it goes based off of the first day of each month, and that he will show her how to run that when she is back in the office so we can verify if any other numbers changed based off the retroactive units going offline.

- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director**, states that we have 403 of 407 vouchers in use and 42 vouchers on the street with the goal being to start 2024 high because the 407 number is what our average monthly goal is and we started off low. Mrs. Nazaro states that the over issuing of the vouchers was very intentional because we need to use our dollars. Mrs. Nazaro states that before Mr. Armstrong left, they sat down with HUD to close everything out and get on the same page moving forward. Mrs. Nazaro gives credit to her staff for their tireless efforts in getting these clients housed and these numbers up. Mrs. Nazaro goes on to the Tenant Protection vouchers of which 6 of the 10 are currently in use. Mrs. Nazaro states that they reached out to HUD to see if we could use these other 4 vouchers for Public Housing tenants for some of these units that really need some serious work put in, and are currently in discussion with them on how we can make something work with those vouchers. Mrs. Nazaro states that the Mainstream Voucher program is going strong with 188 out of 208 vouchers utilized with 34 vouchers out on the street. Mrs. Nazaro states that for the VASH program we have 346 vouchers leased up with 40 vouchers issued and a 147 vouchers available. Mrs. Nazaro states that we have meetings left and right trying to work to get more referrals in. Mrs. Nazaro states that we have one Foster Youth voucher and he remains successfully housed. Mrs. Nazaro states that the Partners in Hope program with the county has 7 of the 10 vouchers successfully housed, with the other 3 pending inspection. Mrs. Nazaro states that the TBRA program through the School Board had funding remaining to help one family, and that family has successfully leased up in September. Mrs. Nazaro states that the Port-Ins are currently low as Mrs. Allen stated previously because we are doing more absorbing than billing at this time. **Commissioner Packer** asks about the feasibility of using the open VASH vouchers to help veterans living at Grace Marketplace. **Mrs. Nazaro** states that a lot of the veterans that are being referred are actually being re-referred to us and have already been on our program many times. Mrs. Nazaro states that VASH program uses the housing first model, and while it's a great model it's had its challenges. Mrs. Nazaro states that we need to meet the veteran where they are at, and not every veteran is ready to be housed. Mrs. Nazaro states that another challenge has been the VA being short staffed because for VASH there has to be that case management component to it and they just don't have the staff to increase their capacity. Mrs. Nazaro states that while we are starting to get more referrals, say 4 on any given Thursday, but by two weeks later at least one of them is already pulled by the VA Case Manager who realizes the client isn't going to work out for this program. Mrs. Nazaro states that this affects her numbers as well because HUD wants to know everything including all the vouchers issued and why they weren't successful, so every time the VA takes back a referral it is a ding on our count. Mrs. Nazaro states that she is trying to work with the VA to see what we can do about screening better because our turnover rates are currently astronomical. Mrs. Nazaro states that the VA and HUD are making a big push which is why they had for the first time in as long as she can remember a bringing together of the VA, PHAs, and HUD in a setting like they recently did, which has spurred quarterly meetings. Mrs. Nazaro states that we also all work with the COC and the by-name list to try and catch these veterans. Mrs. Nazaro states that while we could go in theory and take veterans from Grace, but she doesn't believe that they would successfully remained housed. Mrs. Nazaro believes that the veterans who are truly ready to be housed we are already receiving because the VA is actively at places such as Grace Marketplace and St. Francis House. **Chairperson Packer** speaks to his idea of having a veteran square at

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Grace Marketplace made out of storage containers that would serve as a hostel, as well as to provide services such as counseling. Chairperson Packer also mentions his desire to have some sort of housing for foster youth who have aged out to help them before they end up on the streets. Later in the meeting, **Commissioner Blount** asked if the number of vouchers totaled up in the issued columns is the amount of units we are currently in need of. **Mrs. Nazaro** states that is correct that is how many people currently have vouchers looking for units. **Commissioner Blount** states that this highlights the need for more affordable housing in this area. **Mrs. Nazaro** states that not all of them are necessarily homeless, but they are likely at risk of homelessness or living in less than ideal circumstances, and they are all in need.

9. Discussion of Vision 2030 Report: None

10. Commissioner's Comments/Public Comments

Chairperson Packer: Chairperson Packer states he believes the team is starting off in a good place and he looks forward to working with the new team. Chairperson Packer states the team is young and bright and they can make this anything you want. Chairperson Packer states if they want higher salaries and better benefits, grow the housing authority; there is more to do. Chairperson Packer states that we need to keep up the defederalized federal money so that we can invest in more inventory and stock for our clients.

Vice Chairperson Martin-Back: Vice Chairperson Martin-Back thanks everyone who attended her Cookie Exchange earlier in the day and states that she brought some pies and

Commissioner Blount: Commissioner Blount was disappointed he forgot about the cookie exchange so that he would commit her to coming to his holiday event. Commissioner Blount then invites everyone next Friday, December 15th, 2023 at 7pm to Cypress and Grove for his free Holiday jazz performance. Commissioner Blount states that one person consistently shows up to support him, looking at Ron Hall. **Chairperson Packer** states that his wife is looking forward to staying up for it.

Commissioner Porter: None.

Tenant Commissioner Vaughn: Tenant Commissioner Vaughn welcomes the new executive director.

Alt Commissioner: Vacant.

Alt Tenant Commissioner: Vacant.

Staff: Ron Hall recognizes Chair Alford of the County Commission who joined us this evening and states she is the local official. Ron Hall also mentions to the board that they should have all received an email and/or text from him in regards to a training with Sacks and Gilmore from 10am-2pm tomorrow that was a last minute thing. Mr. Hall states that it will be a zoom call, not in person and that it is very important that they attend. Mr. Hall states that this training was brought about because there have been some issues with boards across the state and it was highly recommended that our board attend the training.

Public: Chair Alford states that she has been meaning to attend a meeting and to reach out to Chairperson Packer for a while now. **Chairperson Packer** states he is going to reach out to Latoya Gainey and set up a private meeting to introduce you to our new Executive Director, Amanda Nazaro. **Mr. Hall** steps in and states he is already in the process of setting up a time to go down and meet and present to the commission, but he believes that that would be a good idea to do in addition. **Chairperson Packer** states that is fine but he'd like to also make his rounds as well to introduce Amanda. **Chair Alford** states she would like to give credit to **Commissioner Blount** for getting her here, as she had another meeting to attend and he insisted she come to a housing authority meeting. **Mr. Hall** informs Chair Alford that the agenda that gets posted every month states it but the meetings are the first Wednesday of every month at 5pm at the housing authority, and if there are any additional meetings there are advertised as well.

11. Future Scheduling:

Next ACHA Board of Directors meeting scheduled for Wednesday, January 3rd, 2024 at 5:00PM at ACHA.

12. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment @ 6:37PM.