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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held on January 3rd, 2024 @ 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 Kali Blount; Alternate Commissioner Svetlana Korotkevitch; Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Voucher Programs Cody Pierce; Director of Operations Ron Hall; Director of Public Housing Ebony Harrington; Director of Maintenance Robert Cortes (entered late); Staff Rodney Davis, Catherine Hanner and Nathan Kempner **Absent:** Commissioner Latonya Porter; Alt Tenant Commissioner (pending appointment) **Public:** None

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #01032024A**

Chairperson Packer calls for any discussion.

Vice Chairperson Martin-Back **MOVES** to approve the agenda as is. Tenant Commissioner Vaughn 2nd. Roll Call Vote take and agenda was accepted unanimously.

3. **Public Comments - None**
4. **Approval of Minutes: Resolution #01032024B**

Chairperson Packer asks if there are any corrections or comments. Tenant Commissioner Vaughn **MOVES** to accept December 6th, 2023, General Meeting Minutes. Vice Chairperson Martin-Back 2nd. Roll Call Vote taken. December 6th, 2023, General Meeting Minutes accepted unanimously. Alternate Commissioner Korotkevitch was present, but ineligible to vote due to the fact she was not present at the December 2023 ACHA Board of Directors meeting.

5. **Financial Reports: Resolution #01032024C: October Financial Report from Kori Allen, CFO**

Last draw on the 2022 CFP grant was done and the only open CFP grant now is the 2023 CFP grant. The draw was around 1 million, forty-two thousand dollars. Working on changing all plans and policies to all start on the 1st of the year. Made a \$5,000 principal payment on the Loan for Sunshine Inn after looking at what was left at the close of the year as previously discussed, and will likely wait until March to make another.

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

Signature/Date

Signature/Date

6. Old Business: Video Recording System Policy and Procedure Update from Ron Hall, DOO

We received new information from our attorney so we changed the wording for video surveillance to video recording, retention to clarify to at least 30-days, and changed the suggested verbiage for signage.

7. New Business

a. Resolution #01032024D: Approval of TARS Write Offs Presented by Kori Allen, CFO

This is the last TARS Write-Offs for people who moved out in November and December. For Public Housing it was \$8,907.04 and for Sunshine Inn it was \$5,774.20.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Vaughn MOVES** to approve the TAR Write Offs. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of TAR Write Offs was accepted unanimously.

b. Resolution #01032024E: Approval of New Public Housing Charge List Presented by Amanda Nazaro, Executive Director

(Robert Cortes Enters During this Discussion)

This charge list goes into effect February 1st 2024. It has been sent and public notice has been posted and public hearing meeting was held. Charge list hadn't been updated in decades so costs were changed to be based off of current costs for labor and supplies. An internal audit was done as well. **Vice Chairperson Martin-Back** asks about cost per hour and the variance. After hours was stated began after 4pm. Spelling error of chord vs cord was noted. Inconsistent wording on a few areas was also noted. All errors have been noted by Mrs. Nazaro for review and amendment.

Now the Resolution includes the follow; "The note if amended reads: Vice Chair requested that cost of material in addition to labor costs incurred by ACAH be clarified, correct spelling of chord, and change wording of cost to material."

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve charge list with requested changes. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of New Public Housing Charge List with changes was accepted unanimously.

c. Resolution #01032024: Approval of ACHA Disposal Assets and Documents Presented by Robert Cortes, Director of Maintenance

This month ACHA is disposing of 5 refrigerators and 2 stoves. No documents will be disposed of this month.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve ACHA Disposal Assets and Documents. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Approval of ACHA Disposal Assets and Documents was accepted unanimously.

Signature/Date

Signature/Date

d. Review of Board of Directors 2024 General Meeting Dates/Term Dates Presented by Ron Hall, DOO

Provided is the list of 2024 General Meeting Dates; if there are any conflicts, please let us know. Also provided is the term dates for all the Board Members. Three board members, Chairperson Packer, Vice Chair Martin-Back, and Commissioner Porter expire in July of this year. Those members need to do what they need to do to renew their applications if they intend to do so.

e. Review of PHA Board Meeting Minutes Presented by Amanda Nazaro, Executive Director

Examples of other board minutes have been provided. The current way we have been doing minutes is too extensive and time consuming. The board is in agreement that we can try a more condensed, streamlined version of minutes. Video of the meetings will be available as always, and if anyone wants something to be specifically noted in the minutes, they can always state they would like their comment to be put on the record.

8. Secretary's Report

a. Capital Fund Report: Presented by Amanda Nazaro, Executive Director and Ron Hall, DOO

PowerPoint presentation provided for Board members to present photos of work being completed. Newberry roofing project is complete and next will be a new procurement for roofing to be completed in Archer. The repaving of the in town parking lots has been completed. All the new HVAC units have been installed in the Rocky Point neighborhood. The siding and soffit project is completed in Mill Run, Phoenix, and Rocky Point, and now moving on to Pine Forest. Mr. Hall has been working on the handicapped accessible unit in Alachua as well. Everything is currently going as planned with the permits on the accessible unit build and demo is in the works. We are looking at a completion date of April sometime. We recently partnered with Gainesville Juniors to provide our clients in need with "Everything but the Turkey" holiday food bags. Progress on Merrillwood is looking good; two teams working together so that Section B can begin while Section A is moving forward to make up for lost time. Elevator shaft on Section A will be going up soon. Currently schedule is setting us for August completion, but at one point we were 13 weeks behind. Questions were raised on the hierarchy for wait list management and placement for the Merrillwood project, and more information needs to be obtained.

b. Public Housing Occupancy Report: Presented by Ebony Harrington, Public Housing Director

Tenants are showing an outpour of appreciation and excitement for the changes/updates being made in the units and the agency. We ended the year with a 98.5% occupancy rate overall. January has 3 non-HUD approved vacancies and an occupancy rate of 98.79%.

c. Section 8 HCV Report: Presented by Cody Pierce, Director of Housing Voucher Programs

The HCV program has 407 total vouchers with 407 leased and 37 searching for housing. The Mainstream program has 208 total vouchers, with 189 leased and 31 searching. The VASH program has 533 total vouchers, with 334 leased and 44 searching, leaving us with 155 VASH vouchers unutilized. Numbers for the Foster Youth Initiative, Partners in Housing Initiative, and TBRA programs remains the same and are fully utilized at this time. We currently have 3 port-ins.

Signature/Date

Signature/Date

9. Discussion of Vision 2030 Report: None

10. Commissioner's Comments/Public Comments

Chairperson Packer: Fabulous changes going on around here with fabulous spirits and work coming from the staff. Excited for all the forward movement and what it shows for the future of the agency.

Commissioner Blount: Will be performing Friday the 19th at Cypress and Grove.

Tenant Commissioner Vaughn: Thinks Amanda did well.

11. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, February 7th, 2024 at 5:00PM, at ACHA.

12. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 5:56PM.

Signature/Date

Signature/Date