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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held May 1st, 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; Commissioner Kali Blount; Alternate Commissioner Svetlana Korotkevitch; Commissioner LaTonya Porter, 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; Staff Rodney Davis, Catherine Hanner and Nathan Kempner **Absent:** Tenant Commissioner Rudolph Vaughan; Director of Maintenance Robert Cortes; Alt Tenant Commissioner (pending appointment) **Public:** 2 Unnamed Guests

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #05012024A**

Chairperson Packer calls for any discussion.

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

3. **Public Comments - None**
4. **Approval of Minutes: Resolution #05012024B**

Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOVES** to accept April 3rd, 2024, General Meeting Minutes. **Commissioner Blount 2nd**. Roll Call Vote taken. April 3rd, 2024, General Meeting Minutes accepted unanimously.

5. **Financial Reports: Resolution #05012024C: February Financial Report from Kori Allen, CFO**

Mrs. Allen states that the finance department had a busy month of April with the annual audit. In addition, our accounts receivables clerk put in her notice. Her replacement will start next Monday, so we are only without someone for this week. She states she doesn't have a lot to talk about outside of what was noted on the printout. **Commissioner Blount** asks about the \$62,900 loss in Public Housing. **Mrs. Allen** states that it is shown on pages 4 and 5 and that it was maintenance due to the major renovations being done and that we intentionally are trying to use some of our reserves so that HUD doesn't try to come and take it back. **Commissioner Blount** asks about page 5 and why the loss at 1-month end is \$151,831 but 2 months' end is only \$62,900 and what that offset was. **Mrs. Allen** states this is because in January they pulled the operating subsidy for

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January and February due to the transition of Executive Directors, which meant we doubled our income in January but essentially didn't have it in February. **Commissioner Blount** has a final about how TBRA had a loss of \$1,000 when it is such a small simple program. **Mrs. Allen** states that we were given permission to use the extra administrative funds from TRBA to fund the administrative funds for the Partners in Hope program since that program did not come with additional administrative funds. She states that on page 24 you'll see a \$1000 equity transfer into Partners in Hope program. Mrs. Allen also touches on the 2 CD's that are coming due in May. She states she intends to get those cashed out as we are currently running low on cash. She states we will reassess and plans to roll over to new ones with a little bit less. She states that we have a new person at HUD that releases our money to us, so it's good to have money on hand while we wait for our money to come.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve February 2024 Financials. **Commissioner Porter 2nd**. Roll Call Vote taken. February 2024 Financials accepted unanimously.

6. Old Business:

a. Update on Siding Contract with Contractor, E.R. Rooter Presented by Ron Hall, DOO

Mr. Hall states that back in September the board approved the procurement with E.R. Rooter in the base amount of \$291,550 with change orders for undetermined woodwork as verified and approved. Due to delays related to materials and extensive woodwork, there has been some push back on the timeline for this project. He states the main update is the amount of woodwork costs to date. At this time, we have one building currently being worked on with 3 buildings remaining and an estimated completion date of May 24th, 2024. We have had seven drawdowns with change orders that equate to \$120,868 for a total of \$412,418. With the remaining buildings left and the additional woodwork needed, the overall job is predicted to cost \$500,000 to complete. Mr. Hall states we are using Capital Improvement Funds for this project. **Commissioner Blount** asks about the extensions and **Mr. Hall** explains that they asked for extensions for the materials and such, which requires providing proof, rather than going past the date and not asking for the extension as then the contractor goes into liquidated damages.

7. New Business:

a. Resolution #05012024D: Approval of Accounting Policy Amendment Presented by Kori Allen, CFO

Back in October of 2022 we put into place an accounting policy that we are looking to make 2 amendments. Mrs. Allen states that previously we allocated COCC funds based on direct salary expense whereas now it will be based on leasing availability* (adjusted for "trueness"). Mrs. Allen states that we may have to do a budget amendment at some point for the allocated overhead. The other amendment is that we currently require a purchase requisition AND a purchase order/contract, whereas we now would like to change it to purchase authorization and/or contract to require just one document approving that purchase rather than two identical pieces of paper.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Accounting Policy Amendment. **Commissioner Porter 2nd**. Roll Call Vote taken. Approval of Accounting Policy Amendment was accepted unanimously.

b. Resolution #05012024E: Approval of ACHA Disposal of Assets Presented by Amanda Nazaro, Executive Director

This month we disposed of 2 refrigerators, 2 stoves, and 3 hot water heaters.

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

c. First Review of Procurement Policy (Seeking Approval at June Board Meeting)

First viewing of the new procurement policy for review by the board with the intent to ask for approval of the updated policy at the next board meeting. Mr. Hall states that the majority is language change and clarifications but the big change is the different purchase levels.

d. Commissioner's Report on NAHRO 2024 Washington DC Conference

Commissioner Porter states she was disappointed because she was not given the opportunity to speak with the senators to discuss her concerns. **Commissioner Blount** states that the wait was long, and couldn't actually meet with the Senators and House Members, instead getting put with legislative aides. He is not hopeful in the big changes we are hoping for occurring.

8. Secretary's Report

a. Capital Fund Report: Presented by Amanda Nazaro, Executive Director

We have our final close out with Rachel this Friday for the audit. The SRO with St. Francis has been in the news lately. They were getting ready to sell on the private market, however, the county has stepped in and purchased the SRO. We will now be partnering with the county on this, and will likely take on a much larger role in how the SRO functions moving forward as previously St. Francis managed the property. At this time, the county has asked us to help out as we have other partnerships in works with them. We are willing to do our part to keep these 30 units within affordable housing. Monday there was a county fair housing fair that was held at the library with a small turnout but it was beneficial and was able to meet with agencies and individuals. We have a breakfast planned with the VA on May 17th, to have the VA over to talk about the process and the referrals. **Commissioner Blount** asks if we have any ideas or preparation for the flood of unhoused students with the closing of some of the on campus housing that is happening. **Mrs. Nazaro** states that unfortunately, section 8 isn't really geared towards students, and oftentimes most students don't qualify, so we would have to think out of the box ways to help these individuals because at this point the programs and options are not there through HUD funding.

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

For the month, we had 12 HUD Approved vacancies and 1 Non-HUD Approved vacancy. For the month we are at 99.59% and for the year we are currently at 99.19%.

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

HCV Program has 407 total vouchers, with 405 leased and 12 issued. Mainstream Program has 208 total vouchers, with 209 leased and 4 issued. HUD-VASH has 533 total vouchers with 360 leased, 39 issued, and 134 available vouchers. We are fully leased up on Tenant Protection, Partners in Housing, TBRA, and Foster Youth Initiative Programs. We have 8 HCV Port-Ins. We just pulled 50 from the waitlist to screen and will be pulling an additional 75 wait list applicants soon.

9. Commissioner's Comments/Public Comments

Chairperson Packer: Would like to take a minute to honor Tenant Commissioner Rudolph Vaughn, who passed away last week.

Vice Chairperson Martin-Back: Would like to congratulate Ron on his marriage.

Commissioner Porter: None

Commissioner Blount: SGI will be doing a memorial for Rudolph and will provide the information to the board when it is received.

Alternate Commissioner Korotkevitch: Suggests that we reach out to all social workers at the VA to make sure they know we exist to increase referrals. Also to somehow get info out to other areas to help relocate willing veterans to get them housing.

10. Future Scheduling:

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

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:03pm.