



703 N.E. 1st Street • Gainesville, FL 32601
Phone: 352.372.2549 • Fax: 352.373.4097 • TTY: 1.800.955.8771 or 711
www.acha-fl.com

ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held June 5th, 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 Maintenance Robert Cortes; 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 (pending appointment); Alt Tenant Commissioner (pending appointment) **Public:** None

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #06052024A**

Chairperson Packer calls for any discussion.

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

3. **Public Comments - None**
4. **Approval of Minutes: Resolution #06052024B**

Chairperson Packer asks if there are any corrections or comments. **Commissioner Porter** states that her name needs to be corrected to read LaTonya rather than Latonya, as well as fixing the page numbers. **Vice Chairperson Martin-Back MOVES** to accept May 1st, 2024 with corrections, General Meeting Minutes. **Commissioner Blount 2nd**. Roll Call Vote taken. May 1st, 2024, General Meeting Minutes with corrections accepted unanimously.

5. **Financial Reports: Resolution #06052024C: March Financial Report from Kori Allen, CFO**

The audit is being worked on and they have sent over the financials to do the management discussion and analysis report and we got a couple of adjustments from them so we will get them put in before the April report. We have a \$2,500 receivable for the land lease that wasn't booked before that is booked now. We also did the calculations for the GASB subscription-based adjustments. Also, HUD typically pays us on the 1st of the month, however, they paid us at the end of March for April HAP in March, so it will look like higher incomes for March and then it won't show up on the April report.

Signature/Date

Signature/Date

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

6. Old Business:

a. Forgoing Acceptance of FSS Grant Presented by Amanda Nazaro, Executive Director

We were awarded \$70,000 with the FSS grant, however, upon doing the Action Plan and preparing to take on the FSS program, it has been determined that due to the extent of the program size that is required (25 minimum) it is not ideal at this time for our agency for a multitude of reasons. We are able to reapply for this grant at a later time, and will have no issue with being re-awarded the money, when we are ready. We are also able to use our own funds to start the small program we had intended and see how it goes before we really take on the program. The money from the grant was also for the salary/benefits of an employee to run the FSS program, not for the program itself. In addition, due to the HOTMA changes, it will be a less beneficial program for clients as it was previously. Due to policy changes, staff changes, and our numbers, it is not ideal to even entertain doing the small program until 2025 at the earliest. New HOTMA rules were discussed as far as interims and how they won't be processed the same as in the past which will hurt FSS clients escrow accounts.

b. Commissioner Report on NAHRO 2024 Washington DC Conference

Commissioner Porter states she could not find any of her notes or reports that she wrote up about the NAHRO DC Conference. Commissioner Blount provided the board with a written summary of the things that he found most important from the conference as well as provided the board with some of the materials that were given out during the conference. Mr. Blount states that he met with some of the representatives, even those that aren't for our area.

7. New Business:

a. Resolution #06052024D: Approval of ACHA Procurement Policy Presented by Ron Hall, DO

Mr. Hall states that the policy presented tonight is almost the same as the one presented last meeting, with just a few small changes. We must go with the most stringent of the requirements (whether state vs federal), so we cannot change our levels except the micro purchase level. We also clarified solicited bids vs acquired bids and the number of required bids. Mr. Hall states that he added statute numbers and the CFR reference numbers for reference.

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

b. Resolution #06052024E: Approval of ACHA Disposal of Assets Presented by Robert Cortes, Director of Maintenance

This month we disposed of 6 refrigerators, 2 stoves, and 2 hot water heaters.

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

8. Secretary's Report

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

We are finishing up the roofs and siding and that will finish out the 2023 Capital Funds. We are having our 2nd meeting tomorrow on ideas for what we want to use our 2024 capital funds on. Some of the ideas on the table include the following: humidistat vent fans in ALL units to help with mold and mildew, septic repairs in Archer, finishing the remaining roofs that need replacing based off of the 15-year replacement schedule, HVAC replacements, tankless water heater replacements, and exterior security doors. We are also looking at expanding our office space as we are all on top of each other and in need of additional staff. In addition, we need to set aside some CFP funds to show our current building some love that it needs.

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

For the month, we had 11 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 99.25%.

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

HCV Program has 407 total vouchers, with 407 leased and 23 issued. Mainstream Program has 208 total vouchers, with 212 leased and 7 issued. HUD-VASH has 533 total vouchers with 372 leased, 41 issued, and 120 available vouchers. We are fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. We have 10 HCV Port-Ins. We also did a breakfast with the VA case managers to discuss barriers and miscommunications.

d. 6 – Month Evaluation of Executive Director and Recap of 6- Month Goals Presented by Amanda Nazaro

Before signing a contract for the Executive Director position, the board requested I provide my list of initial goals and objectives, and that there be a 6-month review of those goals. The board has been provided a document with the original goals in black and what has transpired over the last 6-months in red. These goals and objectives were discussed in detail with updates on what has taken place to make progress in achieving those goals. Issues at Sunshine Inn were discussed and steps for moving forward were determined and a plan has been put into action to ensure safety and veteran mental health needs.

9. Commissioner's Comments/Public Comments

Chairperson Packer: Thanked everyone for their concern about his health at the last meeting.

Vice Chairperson Martin-Back: None

Commissioner Porter: Commissioner Porter asked about trainings, costs, and how the commissioner training/travel budget worked.

Commissioner Blount: None

Alternate Commissioner Korotkevitch: Alternative Commissioner Korotkevitch brought up halfway houses and temporary assistance to those transitioning out of jail and domestic situations.

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, July 3rd, 2024, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:30pm.