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# ALACHUA COUNTY HOUSING AUTHORITY

## BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held July 3<sup>rd</sup>, 2024 @ 5:00PM

Located at ACHA administrative office located at 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

**Present:** Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Voucher Programs Cody Pierce; Director of Operations Ron Hall; Staff Rodney Davis, Catherine Hanner and Nathan Kempner Director of Public Housing Ebony Harrington (entered late) **Absent:**; Tenant Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment) Alternate Commissioner Svetlana Korotkevitch; Commissioner LaTonya Porter, Director of Maintenance Robert Cortes **Public:** None

### 1. Call to Order and Introductions at 5:00 PM

### 2. Approval of this Agenda: Resolution #07032024A

Chairperson Packer calls for any discussion.

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

### 3. Public Comments - None

### 4. Approval of Minutes: Resolution #07032024B

Chairperson Packer asks if there are any corrections or comments. Vice Chairperson Martin-Back **MOVES** to accept June 5<sup>th</sup>, 2024 with corrections, General Meeting Minutes. Commissioner Blount 2<sup>nd</sup>. Roll Call Vote taken. June 5<sup>th</sup>, 2024, General Meeting Minutes accepted unanimously.

### 5. Financial Reports: Resolution #07032024C: April Financial Report from Kori Allen, CFO

This month you will see the audit adjustments based off of recommendations for best practices, including our land lease for Public Housing and SBITAS that we now have to comply with.

Chairperson Packer asks if there are any questions or comments. Vice Chairperson Martin-Back **MOVES** to approve April 2024 Financials. Commissioner Blount 2<sup>nd</sup>. Roll Call Vote taken. April 2024 Financials accepted unanimously.

### 6. Old Business: None

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Signature/Date

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Signature/Date

**7. New Business:**

**a. Resolution #07032024D: Approval of TARS Write Offs Presented by Kori Allen, CFO**

These are write offs for Public Housing and Sunshine Inn for anyone moving out before 5/31/2024. The net due for Public Housing is \$28,408.50 and for Sunshine Inn is \$9,012.48 for a total net due/written off is \$37,420.98.

*Ebony Harrington (Director of Public Housing) enters meeting via phone.*

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

**b. Resolution #07032024E: Approval of Humidistat Vent Fan Contract Presented by Ron Hall, DO**

We are looking to add humidistat vent fans for the 77 public housing units in Archer, Newberry, Waldo. Three contractors came through for the optional walk through. All 3 contractors bid on the project. Two of the contractors bid in jointly with CJ Kings Heating and Air doing the subcontractor mechanical work under Helme Electric, Inc. and then George Grimm Electric, Inc. also bid. Helme did not provide the requested documentation for themselves or their sub-contractor CJ Kings Heating and Air. George Grimm submitted all required documents and George Grimm came in with a lower bid of almost \$100/unit. We are asking for approval of George Grimm Electric, Inc. as the humidistat vent fan contract.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve George Grimm Electric, Inc. for the Humidistat Vent Fan Contract. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Approval of George Grimm Electric, Inc. for the Humidistat Vent Fan Contract was accepted unanimously.

**c. Resolution #07032024F: Approval of Sheetrock Contract Amendment Presented by Ron Hall, DO**

Tabled Until Next Board Meeting.

**d. Resolution #07032024G: Approval of ACHA Disposal of Assets Presented by Amanda Nazaro, Executive Director**

We are looking to dispose of 2 refrigerators, 4 stoves, 2 water heaters, and 2 TVs.

**Chairperson Packer** asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve ACHA Fixed Asset Disposals. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Approval of ACHA Fixed Asset Disposals was accepted unanimously.

**e. Review of Financial Advisor RFP**

Our current financial advising contract is currently expired, so we are looking to start a new contract as we really liked the previous financial advisor but she is no longer under contract. We have put out the RFP and we have people have bid for the contract, including our previous financial advisor for the Arbours project.

## 8. Secretary's Report

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

We have been chosen by HUD for a VMS audit the week of July 22<sup>nd</sup>.

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

For the month, we had 10 HUD Approved vacancies and 2 Non-HUD Approved vacancy. For the month we are at 99.19% 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 412 leased and 26 issued. Mainstream Program has 208 total vouchers, with 214 leased and 8 issued. HUD-VASH has 533 total vouchers with 378 leased, 38 issued, and 117 available vouchers. We are fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. We have 11 HCV Port-Ins.

## 9. Commissioner's Comments/Public Comments

**Chairperson Packer:** Thank everyone for deciding to keep himself and Mrs. Martin-Back as Chairperson and Vice Chairperson.

**Vice Chairperson Martin-Back:** None

**Commissioner Porter:** Absent.

**Commissioner Blount:** Asked if the open board positions are posted and applications are currently being accepted for Tenant Commissioner, Alternate Tenant Commissioner, and Citizen at Large.

**Alternate Commissioner Korotkevitch:** Absent.

## 10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, August 7<sup>th</sup>, 2024, at 5:00PM, at ACHA.

## 11. Adjournment of the Meeting:

**Chairperson Packer** asks for motion to adjourn. Adjournment at 5:45pm.