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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held September 4, 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 (entered late); Commissioner Tyrone Johnson; Alternate Commissioner Svetlana Korotkevitch; Tenant Commissioner Nicole Graham; Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Director of Maintenance Robert Cortes; Director of Public Housing Ebony Harrington; Director of Voucher Programs Cody Pierce; Staff Rodney Davis, Catherine Hanner and Nathan Kempner **Absent:** Alternate Tenant Commissioner Angela Robinson **Public:** None

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

2. Chairman's Welcome and Introduction of New Board Members Presented by Chairperson Packer

Chairman Packer welcomes the new commissioners and thanks them for their time. He starts the meeting with a few notes for the new commissioner. He states that this organization is not a charity, it is a business and is ran as such. Chairperson Packer also states that the only agenda we have is on the piece of paper in front of us, in this room. Outside of this room, you are a regular citizen and you are not permitted to talk to the press. If you are ever approached, all questions are to be directed to Executive Director Amanda Nazaro or invite them to a board meeting as a member of the public to pose their questions. If there is something you don't know or understand, please ask any questions you have. **Director of Operations, Ron Hall**, introduces the new board members: Nicole Graham is the new Tenant Commissioner, Angela Robinson is the new Tenant Alternate Commissioner (she is unable to make it tonight) and Commissioner Tyrone Johnson as Commissioner. Mr. Hall states that he has USB drives with all required documents for those new board members. Mr. Hall also states that all communication related to ACHA will go through the commissioners' ACHA provided emails, to avoid any private email accounts being subject to a public records request.

3. Approval of this Agenda: Resolution #09042024A

Chairperson Packer calls for any discussion.

Vice Chairperson Martin-Back MOVES to approve the agenda as is. **Alternate Commissioner Korotkevitch 2nd**. Roll Call Vote taken, and agenda was accepted unanimously with Commissioner Johnson voted present.

4. Public Comments - None

Signature/Date

Signature/Date

5. Approval of Minutes: Resolution #09042024B

Executive Director Amanda Nazaro noted that Commissioner Kali's name was incorrectly spelled, and listed twice as both present and absent. It was stated that his name should be removed from the absent list where it was also incorrectly spelled.

Chairperson Packer asks if there are any corrections or comments. Corrections to be made in the present section in regards to Kali Blount. **Alternate Commissioner Korotkevitch MOVES** to accept August 7th, 2024 General Meeting Minutes. **Vice Chair Martin-Back 2nd**. Roll Call Vote taken. August 7th, 2024 General Meeting Minutes accepted unanimously with corrections, with Commissioner Johnson and Tenant Commissioner Graham voting present.

Commissioner Blount Enters Meeting

6. Financial Reports Presented by Kori Allen, CFO

a. Approval of June 2024 Financial Statements Resolution #09042024C

Kori Allen, CFO, explains to the new board commissioners how the finances are allocated and tracked due to different funding sources, as well explained the financial report breakdowns. **Commissioner Blount** asks about the net loss in the General Fund to which **Mrs. Allen** states this is due to a lack of admin fees for the Partners in Hope program as well as a lack of income source for the General Fund. **Commissioner Blount** states to the new board members that any hand written notes or changes to the financial statements are at the request of the board, not due to a lack of formality.

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

b. Approval of 2024 Budget Amendment Resolution #09042024D

Ms. Allen states that this budget amendment covers every area/program under the Housing Authority. Ms. Allen goes over why she is requesting each increase.

The increases requested are as followed:

- Sunshine Inn: \$29,864
- Public Housing: \$361,000
- CoCC: \$8,500

The requested changes in allocated overhead include the following:

- Public Housing: -\$288,972
- CFP: -\$25,070
- PIH: \$4,480
- HCV: \$151,966
- VASH: -\$15,387
- FYI: \$2,184
- TPV: \$600
- Mainstream: \$160,377

Signature/Date

Signature/Date

- SRO: \$17,762
- TBRA: \$560
- CoCC: \$8,500

Commissioner Blount asks about the recently approved increases that were brought previously for unit turns. **Executive Director Nazaro** states what was previously voted on and approved was the contract increase for the drywall contract. Mrs. Nazaro also states that that amount is included in the requested \$450,000 for Public Housing Unit Turns.

Executive Director Nazaro and CFO Allen state that they are starting a tracking system and doing analytics to make sure that we are staying on top of what is being spent and where. They are not just throwing money at units with not tracking. They are tracking when things are replaced and when they will need to be replaced again so that they can better track what finances we will need and when in the future. They are also tracking when it may be time to tear down and start over rather than continue to pour money into a particular neighborhood or another.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Graham MOVES** to approve 2024 Budget Amendment. **Commissioner Johnson 2nd**. Roll Call Vote taken. 2024 Budget Amendment was accepted unanimously.

c. **Approval of SRO UNA Equity Transfer Resolution #09042024E**

ACHA would like to transfer some of the excess administrative reserves from the SRO to other programs. ACHA currently have \$63,689 in SRO reserves, and would like to transfer over \$7,500; \$2,500 would go to TBRA and \$5,000 would go to the Partners in Hope Program.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve SRO UNA Equity Transfer. **Commissioner Blount 2nd**. Roll Call Vote taken. SRO UNA Equity Transfer was accepted unanimously.

7. **Old Business: None**

8. **New Business:**

a. **Resolution #09042024F: Approval of Sunshine Inn Re-Roofing Contract Presented by Ron Hall, DO**

ACHA procured out the re-roof all the buildings at the Sunshine Inn. The last full re-roofing of the Sunshine Inn was done 36 years ago (1988). ACHA received responses from 8 companies with 6 providing bids. ACHA put out procurements under 2 options, shingles and metal. ACHA would like to go with the lowest responsive and responsible bidder, Lewis Walker Roofing in the amount of \$121,434.00 for the shingle roofing of the entire facility. In addition, ACHA requests approval of the unit pricing as followed: \$6 per lineal foot for fascia, \$7 per lineal foot for soffit and \$5.50 per square foot of ¾" decking. This job would be funded through Sunshine Inn funds. No amendments/increases will be requested; and if necessary, ACHA may choose not to do the Sunshine Inn office at this time.

Vice Chairperson Martin-Back asks if the initial bid comes with x amount of sheets or is it just going to all be the price per lineal foot. **Ron Hall, DOO**, states that it'll be by what is exactly needed rather than to buy it by the sheet and end up with unnecessary leftovers. **Commissioner Blount** asks if insurance is the same for ACHA as private homeowners with the 15-year replacement requirement. **Ron Hall, DOO**, states that ACHA currently hasn't run into that issue, however, they are planning with that in mind and are tracking all roof replacements so that we can see when they will come up on that timeline. Ron Hall also states that this project is coming out of Sunshine Inn monies, however, when these size projects are done usually, it is done out of the CFP Fund.

Chairperson Packer asks if there are any questions or comments. **Tenant Commissioner Graham MOVES** to approve Sunshine Inn Re-Roofing Contract. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of Sunshine Inn Re-Roofing Contract was accepted unanimously.

b. Resolution #09042024G: Approval of HCV Administrative Plan Policy Change Presented by Cody Pierce, Director of Voucher Programs

Mr. Pierce states that this policy amendment would allow for tenants of Public Housing in emergency situations to be issued a voucher to move by obtaining a Voucher through the Housing Choice Voucher Program.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve HCV Administrative Plan Policy Change. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of HCV Administrative Plan Policy Change was accepted unanimously.

c. Resolution #09042024H: Approval of ACHA Disposal of Assets Presented by Robert Cortes, Director of Maintenance

This month ACHA is disposing of 5 refrigerators, 5 stoves, 8 water heaters, 4 air handlers, 3 condensers, 94 aluminum screens, 3 iron railings, 4 GE Washing Machines, and 4 oiled fill portable heaters.

Vice Chairperson Martin-Back asks if there is a spreadsheet showing how many refrigerators and stoves there are, which have been replaced and how many are left to replace. **Maintenance Director Cortes** states that ACHA does have that information. **Executive Director Nazaro** states that ACHA has definitely been working on asset management and knowing the lifetime of these different appliances.

Chairperson Packer asks DOO Hall to explain to the new board members the process of disposal. **DOO Hall** states that ACHA will strip what is usable and then the items are auctioned off for scrap metal price typically. Mr. Hall states that if someone doesn't come, ACHA will keep the deposit and move on to the next bidder.

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

d. First Review of ACHA Annual PHA Plan Presented by Ron Hall, DO

PHA Annual Plan and 5-Year Plans are both submitted yearly to HUD. Provided is the preview of the 2025 annual plan, as well as a copy of the current 5-year plan. This is the first viewing of the plan by the Board of Commissioners. Mr. Hall states that we do the rotating 5-year plan, every year as well, to give us more flexibility that submitting a fixed 5-year plan. Mr. Hall states that even if nothing has changed in an area, he still mentions every area in his plan. Mr. Hall speaks on including AFFH in the ACHA Annual plan even though it is not required as they feel good about this. **Chairperson Packer** states that we were one of the only counties in the country to finish this plan and submit it under Obama before it was nixed. **Commissioner Blount** asked if the goals in section B were all new or continuing goals, to which **DOO Hall** states that they are continuing goals. When talking about the 5-year plan, Mr. Hall states that ACHA puts everything they could possibly think of in the 5-year plan because if you haven't listed it and go to get something approved, you won't get it.

9. Secretary's Report

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

Executive Director gives a background of the SRO situation to the new board members, as well as gives a review of the situation at hand with the state of the units. A few weeks ago the Board of County Commissioners voted to buy the Sunrise Inn from the St. Francis House with the agreement that ACHA will manage the property. However, the County Commissioners are not thrilled with the state of the units, and ACHA (and Gainesville Housing Authority) got the blame for quality of the units. ACHA is confident in the quality of our inspections/inspectors and has the documentation to back up our accountability and inspection results. Mrs. Nazaro explains our inspection process to the new board members. After reading the inspection report from the county, the major issues are actually minimal. These issues per the report were 1. condensation from AC units, which has led to rusting and cracking in the steel, 2. Handrail/guardrail that has been hit by a vehicle (item has been failed, tenant responsible is not our tenant, and they are working to get it repaired) and 3. erosion on the corner due to water damage with the recommendations was installation of gutters and downspouts. Ms. Nazaro has a meeting with some of the County Commissioners tomorrow after a failed attempted meeting with Commissioner Prizzia, as well as plans to attend the next general meeting of the Board of County Commissioners. **DOO Hall** states that there were no code violations at all.

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

Public Housing Director Harrington explains the spreadsheet to the new board members. For the month of September, ACHA has 9 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for September at 99.19%. The overall occupancy rate for the year is currently 99.14%. **Commissioner Blount** asks if these numbers are as of the first of the month, to which **Director of Public Housing Harrington** stated that yes they are as of the first of the month. In addition, public notice went out that we are opening the waiting list for the 5-bedroom units on September 10th, 2024 at 10:30am. Ms. Harrington states that this opening was posted in a multitude of places.

c. Housing Choice Voucher Program Report: Presented by Cody Pierce, Director of Voucher Programs

HCV Program has 407 total vouchers, with 417 leased, 39 issued and none available. Mainstream Program has 208 total vouchers, with 214 leased, 20 issued and none available. HUD-VASH has 533 total vouchers with 371 leased, 51 issued, and 111 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. AHCA has 12 HCV Port-Ins and 0 HUDVASH Port-Ins.

10. Commissioner's Comments/Public Comments

Chairperson Packer: "You will go to many places and you will meet many people and you will learn many things."

Vice Chairperson Martin-Back: The Property Management Counsel is putting together an event where they invite all the property managers in the area as well as inviting the housing authorities and charitable organizations so that they know what is available out there. The event will likely be some time in October, however, the date is not yet set.

Commissioner Johnson: None

Commissioner Blount: None

Alternate Commissioner Korotkevitch: None

Tenant Commissioner Nicole Graham: None

Alternate Tenant Commissioner Angela Robinson: Absent

11. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, October 2nd, 2024, at 5:00PM, at ACHA.

12. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 7:02pm.