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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held October 2nd, 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); Alternate Commissioner Svetlana Korotkevitch; Alternate Tenant Commissioner Angela Robinson; 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:** Tenant Commissioner Nicole Graham **Excused Absence:** Commissioner Tyrone Johnson **Public:** None

1. Call to Order and Introductions at 5:00 PM
2. Approval of this Agenda: Resolution #10022024A

Chairperson Packer calls for any discussion.

Commissioner Blount **MOVES** to approve the agenda as is. **Alternate Commissioner Korotkevitch 2nd**. Roll Call Vote taken, and agenda was accepted unanimously.

3. Public Comments - None
4. Approval of Minutes: Resolution #10022024B

Chairperson Packer asks if there are any corrections or comments. **Vice Chair Martin-Back MOVES** to accept September 4th, 2024 General Meeting Minutes. **Alternate Commissioner Korotkevitch 2nd**. Roll Call Vote taken. September 4th, 2024 General Meeting Minutes accepted unanimously.

5. Financial Reports Presented by Kori Allen, CFO
 - a. Approval of July 2024 Financial Statements Resolution #10022024C

Mrs. Allen states that the amendment approved at the previous board meeting was put into effect, otherwise there is nothing new to discuss at this time. Next month we will bring the 2025 budget to the board. **Commissioner Blount** asks about the current liabilities accounts payable vendors line and if these were unpaid bills. **Mrs. Allen** states that yes these are vendors with invoices to be paid. When invoices are received, they are booked to the month they are associated with, which can make the numbers look a little weird.

Signature/Date

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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. July 2024 Financials accepted unanimously.

6. Old Business:

- a. **Resolution #10022024D: Approval of ACHA 2025 Annual PHA Plan, Presented by Ron Hall, DO**

Alternate Tenant Commissioner Robinson Enters

Mr. Hall states that everyone should have received an updated copy of the ACHA 2025 Annual PHA Plan in their board packet. Mr. Hall states there are many things on the agenda for the board this evening including approving new payment standards, rent amounts, and utility allowances that are already included in this new updated copy of the plan. Mr. Hall states he also added more items to the development category.

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve ACHA 2025 Annual PHA Plan. **Commissioner Blount 2nd**. Roll Call Vote taken. ACHA 2025 Annual PHA Plan accepted unanimously.

7. New Business:

- a. **Resolution #10022024E: Approval of Alachua County and ACHA Housing Facility Management Contract, Presented by Amanda Nazaro, Executive Director**

Amanda Nazaro, ED, states this is the Management Agreement that we have been talking about for some time for the St. Francis House. Mrs. Nazaro states that effective October 1st, 2024, the county will own the property. Mrs. Nazaro thanks Vice Chair Martin-Back for her help in getting the contract where it needed to be and states the new contract is nothing like what it started out as. Mrs. Nazaro goes on to say that the current contract is for a 3-year term, with the option for 2 additional 3-year extensions. Currently, the plan is for these units to stay as is while the county applies for grant funding to either demo and rebuild, or to rehab the units. The current plan is that they do not plan to take on new tenants at this time, and maintenance and repairs will be minimal and as needed, with most work being procured out by the county rather than done by our agency. Mrs. Nazaro states that ACHA will be getting a 12% management fee, regardless of occupancy. This contract will take effect November 1st, and that we will begin property management at that time.

Commissioner Blount asks if the property is currently vacant. **Mrs. Nazaro** states that it is not currently vacant, and that currently we have individuals in 23 of the 30 units.

Vice Chair Martin-Back asks if the county not wanting to fill the vacancies hurt our numbers. **Mrs. Nazaro and Mrs. Allen** state that it'll affect it on the SRO side of the house and the property management aspect, it will not look the best. However, it will not hit the Public Housing side of the house as far as occupancy.

Vice Chair Martin-Back asks if anyone has been by the SRO since the storm to check on the condition of the property. **Mrs. Nazaro** states not at this time, but she will get eyes on the SRO ASAP.

Signature/Date

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Chairperson Packer asks if there are any questions or comments. **Vice Chair Martin-Back MOVES** to approve Alachua County and ACHA Housing Facility Management Contract. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of Alachua County and ACHA Housing Facility Management Contract was accepted unanimously.

b. **Resolution #10022024F: Approval of HCV Administrative Plan PBV Policy Change Presented by Cody Pierce, Director of Voucher Programs**

Mr. Pierce states that this policy change is due to the relationship with Arbours for the Merrillwood community. ACHA has made a policy change to allow Arbours to at Merrillwood 1 to administer the PBV waitlist. ACHA will still have access and will conduct quarterly waitlist audit.

Mrs. Nazaro adds that in the midst of the finalization of this project, ACHA have sought out a consultant who is an expert in the PBV world to help us get across the finish line.

Commissioner Korotkevitch asks about Arbours familiarity with the correct policies. **Mrs. Nazaro** states that the owner must agree to the policy and adopt it. They have done so. They are new to the HUD world, so it is crucial that ACHA stay hands on with this project.

Commissioner Blount asks how long the developers will be involved with the property, to which **Mrs. Nazaro** states there are many timelines that have been put out there, but it will ultimately depend on the success of the property.

Mr. Ron Hall, gives the board an update on the property itself.

Chairperson Packer asks if there are any questions or comments. **Commissioner Korotkevitch MOVES** to approve HCV Administrative Plan PBV Policy Change. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of HCV Administrative Plan PBV Policy Change was accepted unanimously.

c. **Resolution #10022024G: Approval of 2025 HCV and PH Utility Allowances, Presented by Ebony Harrington and Cody Pierce, Directors of Public Housing and Housing Choice Voucher Programs**

Ebony Harrington, Public Housing Director, explains what utility allowances are and how the allowances are determined. Last year there was a huge increase in utilities, however it seems this year ACHA in town clients are going down slightly, while the out of town clients will get a small increase this year.

Cody Pierce, Director of Housing Choice Voucher Program explains how Housing Choice Voucher splits out the utility allowances by both location and unit size. For Housing Choice Voucher program, most programs are decreasing anywhere from 1.5-5.5% while Waldo is increasing between 2 and 3%.

Chairperson Packer asks if there are any questions or comments. **Vice Chair Martin-Back MOVES** to approve 2025 HCV and PH Utility Allowances. **Alternate Commissioner Korotkevitch 2nd**. Roll Call Vote taken. Approval of 2025 HCV and PH Utility Allowances was accepted unanimously.

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- d. **Resolution #10022024H: Approval of 2025 HCV and PH Fair Market Rents, Presented By Cody Pierce and Ebony Harrington, Directors of Housing Choice Voucher Programs and Director of Public Housing**

Cody Pierce, Director of Housing Voucher Programs, explains payment standards and fair market rates. Cody Pierce explains HCV Payment Standards for 2025.

Ebony Harrington, Public Housing Director, states that Public Housing operates at the 80% of the FMR and explains flat rent.

Chairperson Packer asks if there are any questions or comments. Commissioner Blount MOVES to approve 2025 HCV and PH Fair Market Rents. Vice Chair Martin-Back 2nd. Roll Call Vote taken. Approval of 2025 HCV and PH Fair Market Rents was accepted unanimously.

- e. **Resolution #10022024I: Approval of ACHA Disposal of Assets, Presented by Robert Cortes, Director of Maintenance**

Mr. Cortes states that this month ACHA is disposing of 6 refrigerators, 5 stoves, 1 water heater, 20 aluminum screens and 5 televisions.

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

8. Secretary's Report

- a. **Capital Fund Report Presented by Ron Hall, DO**

Mr. Hall states that the Capital Funds from 2023 has almost been fully utilized.

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

For the month of October, ACHA has 14 HUD-Approved Vacancies and 3 non-HUD Approved Vacancies for an occupancy rate for October at 98.77%. The overall occupancy rate for the year is currently 99.11%.

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

HCV Program has 407 total vouchers, with 420 leased, 33 issued and none available. Mainstream Program has 208 total vouchers, with 212 leased, 13 issued and none available. HUD-VASH has 533 total vouchers with 382 leased, 40 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. Mr. Pierce states that we are over on HCV vouchers because it's an average need over the course of the year. We will lose numbers naturally. Mr. Pierce states he meets with the VA multiple times a month to try and assist getting veterans housing as quickly as possible.

9. Commissioner's Comments/Public Comments

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Signature/Date

Chairperson Packer: Executive staff and self were supposed to go to NAHRO conference last week, but unfortunately, due to the Hurricane it was decided that it was unwise to attend that conference and leaving the agency unattended during the storm.

Vice Chairperson Martin-Back: Wanted to pre-tell everyone about the Christmas Party coming up, as well as stated that the January 2025 board meeting is currently set for January 1st, 2025 and will need to be changed due to the holiday.

Commissioner Johnson: None

Commissioner Blount: Will be performing a free jazz show on Friday, October 18th, 2024 at Cypress and Grove.

Alternate Commissioner Korotkevitch: None

Tenant Commissioner Nicole Graham: Absent

Alternate Tenant Commissioner Angela Robinson: None

Kori Allen: Mentions that we are getting a renewal of our Partners in Hope program through the county.

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, November 6th, 2024, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:09pm.

Signature/Date

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