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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held November 6th, 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; Commissioner Tyrone Johnson (via video chat); Alternate Commissioner Svetlana Korotkevitch; Tenant Commissioner Nicole Graham (entered late); 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 and Nathan Kempner **Absent:** Catherine Hanner, Staff **Public:** None

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #11062024A**

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.

Tenant Commissioner Nicole Graham Enters

3. **Public Comments - None**
4. **Approval of Minutes: Resolution #11062024B**

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

5. **Financial Reports Presented by Kori Allen, CFO**
 - a. **Approval of August 2024 Financial Statements Resolution #11062024C**

Mrs. Allen starts by informing the board that everything went smoothly with both the County's purchase of the Sunrise Inn and ACHA's transition into managing the property. Vice Chairperson Martin-Back asks how that will translate through to the budget statements. Mrs. Allen states that the management income will come through the CoCC and then the property will run through a new funding source (#95) and will be at the end with its own account balance sheet. Vice Chairperson Martin-Back asks who is reconciling the bank statements, to which Mrs. Allen

Signature/Date

Signature/Date

states she will be the one controlling and reconciling the bank account. Mrs. Allen also states that if funds were to run out, the County has said they will give ACHA funds with the proper backup documentation. **Vice Chairperson Martin-Back** asks about the security deposits on these units. **Mrs. Allen** states ACHA received those funds, along with a list of what goes to which client. **Commissioner Blount** asks if there is an estimated finish date for the work that needs to be done. **Executive Director Nazaro** states that the county applied for two different grants, one for demolition and rebuilding and one for renovating.

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

b. **Approval of 2023 Audit Resolution #11062024D**

Mrs. Allen starts with the letter called "Communication with Those Charged with Governance. Mrs. Allen states that this letter states any issues that were found during the audit and what they are responsible for. In addition, they also send a management letter(s) that if we have things that are not necessarily findings but things that they think ACHA should address and what their recommendations are. Mrs. Allen states that ACHA received 2 management letters, one being about the Low Income Public Housing Tenant Files and one being about Cost Allocation for the CoCC expenditures (which we have already started adjusting for this).

Chairperson Packer mentions that the auditors are coming up on the end of their contract. **Mr. Hall, Director of Operations**, states that a procurement was sent out and ACHA has 5 people who have bid, including our current auditors. Mr. Hall states that ACHA will bring their recommendation to the board at the December board meeting.

Mrs. Allen moves on to the Report of Audit. Mrs. Allen states that the Management's Discussion and Analysis of Basic Financial Statements is the part she is responsible for writing that gives a two-year comparison and explains the different portions of the report. Mrs. Allen states there were no findings and no major issues with the audit.

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve 2023 Audit Resolution. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. 2023 Audit Resolution accepted unanimously.

c. **Approval of 2025 Operating Budget Resolution #11062024E**

Mrs. Allen states that when it comes to the operating budget, that ACHA takes a conservative approach by underestimating its income while overestimating our expenses so that worst case the agency is covered. **Executive Director Nazaro** states that this year the budget is not a balanced budget; this is because we need to invest monies that are in reserves to better our properties. Mrs. Nazaro also touches on the increase in salaries being due to the 3% cost of living increase that was determined by looking at the SS and VA cola increases. **Mrs. Allen** mentions that in the budget they have added a new position for another assistant through the CoCC budget in case that becomes a need in 2025, as well as for an HVAC technician.

Mrs. Allen explains how she calculates the budget for different line items. She states that the budget for RFP saw an increase, the travel and training budget, the unit turn contract budget, and

the miscellaneous maintenance budget. Mrs. Allen states that her and Maintenance Director Cortes are in the process of looking for new vehicles for the maintenance staff. Mrs. Allen states that she calculated a 5% increase for insurance. **Commissioner Blount** asks what the tenant revenue other category is late fees, to which **Mrs. Allen** states that yes it is late fees, move out charges, maintenance charges, etc. Mrs. Allen also notes that the rents on the NSP units are going up, however, they are still well below the fair market rent rates. Mrs. Allen also states that in the past we have been giving money back to the county, which means that when these units become ACHA units, they should be making money for the agency. **Commissioner Blount** asks about the category of insurance under the CoCC budget is just for the main office building, to which **Mrs. Allen** states she believes it's for the main building and the carriage house.

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve 2025 Operating Budget Resolution. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. 2025 Operating Budget Resolution accepted unanimously.

6. Old Business:

a. Discussion of Alachua Housing Developer, LLC Board Meeting Presented by Amanda Nazaro, Executive Director

Mrs. Nazaro, ED, states that there will be a meeting directly following the current meeting to discuss the Alachua Housing Developer, LLC.

7. New Business:

a. Resolution #11062024F: Approval of January Meeting Date Presented by Amanda Nazaro, Executive Director

Mrs. Nazaro, ED, states that the first Wednesday of January 2025 is January 1st, 2025. It is proposed that instead of having the January board meeting on the 1st, it will instead be scheduled for January 8th, 2025.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve January Meeting Date. **WHO 2nd**. Roll Call Vote taken. Approval of January Meeting Date was accepted unanimously.

b. Resolution #11062024G: Approval of ACHA Disposal of Assets, Presented by Robert Cortes, Director of Maintenance

Mr. Cortes states that this month ACHA is disposing of 1 refrigerator and 1 water heater.

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 Amanda Nazaro, Executive Director

Mrs. Nazaro shows the board before and after pictures of what some of the recent unit turns consist of.

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

For the month of November, ACHA has 15 HUD-Approved Vacancies and 3 non-HUD Approved Vacancies for an occupancy rate for November at 98.76%. The overall occupancy rate for the year is currently 99.08%.

Commissioner Johnson asks if ACHA is using the same vendors and products on multiple projects if ACHA are getting a discounted rate on the materials or is ACHA paying retail for those parts. Mr. Johnson also asked for a rundown of the materials used and the price we are paying for them **Mrs. Nazaro and Mr. Cortes** explain that under most contracts that we have with vendors, material costs are calculated into that contract amount.

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

HCV Program has 407 total vouchers, with 426 leased, 15 issued and none available. Mainstream Program has 208 total vouchers, with 217 leased, 6 issued and none available. HUD-VASH has 533 total vouchers with 381 leased, 39 issued, and 113 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. AHCA has 13 HCV Port-Ins and 0 HUDVASH Port-Ins.

Commissioner Blount asks about the vouchers issued that are coming up for expiration and why would tenants get to the point where they are about to expire. **Mrs. Nazaro, Mr. Pierce, and Ms. Harrington** all give reasons as for why a tenant may not utilize assistance provided to them. These reasons include: already living with someone, not being able to afford the security deposit/application fees, the hassle of moving is too much for them, they need more assistance than they thought, they expected a higher amount or a lesser portion, etc. **Mrs. Nazaro** also states that it is not for a lack of housing inventory as we are constantly receiving emails from landlords to post vacant/available units.

Commissioner Johnson asks if the funding as gone up in the last few years. **Mrs. Allen** states that the next year's allocation is based on current year's numbers. Mrs. Allen states that means that us being over will help us out on what we get next year, which will lead to us being able to house more individuals and will then increase what we are getting in administrative fees.

9. **Commissioner's Comments/Public Comments**

Chairperson Packer: None

Vice Chairperson Martin-Back: Ms. Martin-Back mentions her annual Christmas Cookie exchange party for Wednesday December 4th, 2024 and everyone is invited.

Commissioner Johnson: None

Commissioner Blount: Mr. Blount invites everyone to Cypress and Grove on November 15th, 2024 to see him perform.

Alternate Commissioner Korotkevitch: None

Tenant Commissioner Nicole Graham: None

Alternate Tenant Commissioner Angela Robinson: None

Director of Operations Ron Hall: There is a tentative date for board member training on November 25th, 2024 from 10am-3pm.

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, December 4th, 2024, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

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