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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held December 4th, 2024 @ 5:00PM

Held 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; Alternate Commissioner Svetlana Korotkevitch; Tenant Commissioner Nicole Graham (via video chat); 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; Staff Rodney Davis, Catherine Hanner and Nathan Kempner **Absent:** Alternate Tenant Commissioner Angela Robinson; Director of Voucher Programs Cody Pierce **Public:** None

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

2. Approval of this Agenda: Resolution #12042024A

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.

3. Public Comments - None

4. Approval of Minutes: Resolution #12042024B

Chairperson Packer asks if there are any corrections or comments. Vice Chairperson Martin-Back **MOVES** to accept November 6th, 2024 General Meeting Minutes. Commissioner Blount 2nd. Roll Call Vote taken, November 6th, 2024 General Meeting Minutes accepted unanimously.

5. Financial Reports

a. Approval of September 2024 Financial Statements Resolution #12042024C, Presented by Kori Allen, CFO

Mrs. Allen starts off by stating that ACHA recently converted over to Microsoft365 from Acceleration which is why board members' emails were not working. If anyone is still having issues, please get with Rodney.

Mrs. Allen states that in November ACHA made the final payment in the CFP 2023 grant, so that is now closed out and now what is open is the 2024 CFP Fund with over 1 million dollars for capital funds.

Signature/Date

Signature/Date

Mrs. Allen moves on to state that ACHA received their property insurance renewal, which saw a 6% increase. Mrs. Allen states that the staff is still looking over the renewal. In 2023 the rate was \$314,000 and would be \$330,000 in 2025. This insurance covers all properties, liability insurance, and auto insurance. **Vice Chairperson Martin-Back** asks Mrs. Allen if she has been submitting all these unit improvements to the insurance provider because that can make a difference. **Mrs. Allen** states that she has not. **Vice Chairperson Martin-Back** states that Mrs. Allen should tell the insurance providers about the replacements and work that has been done and check to see what they are rating ACHA's units to make sure it is accurate with the improvements that have been done. **Mrs. Allen** stated she thought it was based on the market value of the units, to which **Vice Chairperson Martin-Back** responded that it is but also based on how old certain things are. **Mrs. Allen and Mrs. Nazaro** state that they will get that taken care of and thank Mrs. Martin-Back for the suggestion.

Mrs. Allen states that the Partners in Hope program with the county recently received an additional \$300,000 in funding for Housing Assistance Payments (HAP) along with a 10% administrative fee. She moves on to state that the Mainstream Program is currently in shortfall which means that the amount of money HUD gave us is less than the program has used. Mrs. Allen states ACHA is getting an additional \$117,000 from HUD to cover the Mainstream Program's shortfall.

Chairperson Packer asks if there are any further questions or comments. **Commissioner Blount** asks on page 15 of the financial statement about the line labelled "Unreserved Surplus". **Mrs. Allen** state that this line is the equity ACHA has in the property, which is currently a negative. Mrs. Allen states the issue with the Sunshine Inn is the loan we have out on the Sunshine Inn as well as the repayment contract between the Sunshine Inn and the Public Housing Department is causing ACHA to have negative equity in the property.

Commissioner Blount MOVES to approve September 2024 Financials. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. September 2024 Financials accepted unanimously.

b. Approval of Public Housing, NSP and Sunshine Inn Write Offs Resolution #12042024D, Presented by Ebony Harrington, Director of Public Housing

Executive Director Nazaro starts by stating that ACHA is asking the board to write off \$\$33,464.78 for the Public Housing Department, \$13,556.50 for the Sunshine Inn and \$7,482.33 for the NSP Program.

Ebony Harrington, Director of Public Housing, states that the write offs have increased for a number of reasons. Rent costs have gone up, court costs have gotten more extensive due to mediation pushes and a slow court system, evictions are up 120% to try to enforce lease violations and clean up the neighborhoods, and resources in the community are down. Mrs. Harrington states that to add to a slow court system, HUD has enforced a new policy no longer allowing 14-day notices. Ms. Harrington states that 30-day notice must now be given, and these notices may not be sent before the 8th of the month, which extends the time that a client's debt may accrue.

Commissioner Johnson asks if this debt follows the tenant, to which **Ms. Harrington** states that HUD is forgiving and doesn't allow housing authorities to send debts off to collections or to report to credit agencies. There is a system that tracks debts owed to housing authorities which would hinder them from getting housing with another HUD agency until the grace period has elapsed or

they pay off the debt to the housing authority it is owed to. **Commissioner Johnson** asks if tenants who owe the housing authority money go into the same pool of people for the waiting list or are they screened lower. **Ms. Harrington** states everything is done point-in-time and everyone is given an equal and fair chance. Screening happens when the client's name comes up on the waiting list and then eligibility is determined.

Commissioner Blount asks so there are 10 clients (correction 12) from Public Housing, 6 from Sunshine Inn and 2 from NSP, but some client's debts are much higher than others; is this because of the court system? **Ms. Harrington** states that yes this is because clients will utilize the court system to their advantage and the court will often send the case to mediation which drags the process out even longer. **Commissioner Blount** asks if there is a policy in place that we will only go to mediation for certain things. **Ms. Harrington** states that yes, however, unfortunately if the court orders us to mediation, we must comply. Ms. Harrington also mentions that in 2025 they are starting a scoring system on applications for Sunshine Inn to ensure quality tenants at that property.

Chairperson Packer asks if there are any further questions or comments. **Commissioner Johnson MOVES** to approve Public Housing, NSP, and Sunshine Inn Write Offs Resolution. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Public Housing, NSP, and Sunshine Inn Write Offs Resolution accepted unanimously.

6. Old Business:

7. New Business:

a. Resolution #12042024E: Approval of Audit Services RFP, Presented by Ron Hall, Director of Operations

This is a contract that is done every 5 years. ACHA had 4 companies that sent in proposals, including our current auditors. ACHA is asking to continue to utilize Malcolm Johnson & Company, PA as our auditor, with a new contract with an initial period of 3 years with an additional two one-year option periods.

Commissioner Blount asks how Malcolm Johnson meets the Section 3 requirement. **Mr. Hall** states that none of the bidders met the section 3 requirement. Mr. Hall states that the additional things like women owned business should have been separated out as it is not technically part of Section 3. Mr. Hall said points put in (or not) into this category did not affect the outcome.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Malcolm Johnson & Company, PA for Audit Services RFP. **Commissioner Johnson 2nd**. Roll Call Vote taken. Approval of Malcolm Johnson & Company, PA for Audit Services RFP was accepted unanimously.

b. Resolution #12042024F: Approval of Sunshine Inn Unit Turn Services RFP, Presented by Ron Hall, Director of Operations

This is the second time advertising as the last time only had one response. This time ACHA had 4 proposals to review. ACHA is asking to approve an IDIQ contract with Gainesville Turnover Specialist with a contract value of \$60,000, which takes into account \$4,500/unit to modernize 10 units and an additional \$15,000 for regular turns and as needed items for the period of one year.

ACHA would like to have McDonough Construction Services to be approved as a secondary Contractor.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Gainesville Turnover Specialists for Sunshine Inn Unit Turn Service RFP. **Blount 2nd**. Roll Call Vote taken. Approval of Gainesville Turnover Specialists for Sunshine Inn Unit Turn Service RFP was accepted unanimously.

c. **Resolution #12042024G: Approval of General Contractor for Modernization and Environmental Upgrades of Linton Oaks RFP, Presented by Ron Hall, Director of Operations**

Since the modernization of these units in 2022, ACHA staff and clients are seeing significant issues that involve environmental concerns that is causing us to need to have residents moved out of the units for safety and health reasons. ACHA is looking for a general contractor at this time, and the proposal deadline is December 9th. Due to time restraints and the seriousness of the situation, ACHA is asking the board to approve a general contractor that is determined by ACHA staff to be the most responsible and responsive respondent to the procurement. ACHA will provide a update at each board meeting of the progress and associated costs as the project moves forward. It is ACHA's intentions to use Capital Funds for the procurement at an estimated cost that could exceed as much as \$250,000.

Commissioner Blount has a series of questions. His first question is why is there sheetrock on the underside of the roof. **Mr. Cortes, Director of Maintenance**, states that this is to add an extra barrier in case of fire. **Commissioner Blount's** second question was if the contractor from the 2022 project is on the hook for any of what is needing to be recompleted. **Mr. Hall** states that ACHA staff is looking into and working on how they can address this situation. **Mrs. Nazaro, Executive Director**, states that the situation is troublesome as the prior administration just spent half a million dollars on these units. She continues that these units should have been good to not need any major work for another 15 years. Mrs. Nazaro also states that the agency needs to decide whether or not to spend the money and reinvest in these properties or to reassess the situation and the options.

Mr. Hall states one of the issues that has come up is that it appears the contractors oversized the HVAC units on these properties. **Mr. Cortes** states that when you oversize your AC unit, it cools the home too quickly which causes the cycle to happen to quickly not giving the unit enough time to condensate and evaporate the moisture in the air before returning it back into the home causing humidity issues. He states the return of air flow in these units is slow due to location of return vents.

Vice Chairperson Martin-Back asks if this resolution was to procure it out and then bring it back for the board to approve, to which **Mrs. Nazaro** states that the goal would be to have the resolution passed allowing ACHA staff to make the executive decision on the choice of contractor so that if the decision to move forward is made, that progress can begin before the next board meeting. She also stated that ACHA staff has started the conversation with HUD about the potential and options for removing these units from the counts. **Commissioner Blount** asks if all the tenants have been moved out, to which **Mrs. Nazaro** states that all but 5 of the 16 families have been relocated at this time. She continues by stating that not all units are emergent or currently showing issues. **Vice Chairperson Martin-Back** asks if there is a cap on this, to which **Mrs. Nazaro** states

that as written there is not but that one can be added. **Vice Chairperson Martin-Back** asked that a cap of \$300,000 be added to the resolution.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve to allow ACHA staff to pick a General Contractor for Modernization and Environmental Upgrades of Linton Oaks RFP, with a cap of \$300,000. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of allowing ACHA staff to pick a General Contractor for Modernization and Environmental Upgrades of Linton Oaks RFP, with a cap of \$300,000, was accepted unanimously.

d. **Resolution #12042024H: 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, 2 stoves, 1 1997 custom built trailer, 1 2002 Homestead box trailer, 1 water heater, and 1 key machine. **Commissioner Blount** asks if the oversized AC units that will be removed from the Linton Oaks units will have a resell value. **Mr. Cortes** states that because they are less than 5 years old and still have warranties on some of the parts, that they should have value.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson 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.

e. **One Year Evaluation of Executive Director**

It has been one year since Mrs. Nazaro was appointed as Executive Director. As per her contract, Mrs. Nazaro was to be evaluated at 6 months and a year. **Chairperson Packer** raves about the job Mrs. Nazaro has done in this position. Mrs. Nazaro informs the new board members they are not required to complete the evaluation form if they do not feel comfortable doing so. **Commissioner Johnson** states he will not be completing the evaluation form.

8. **Secretary's Report**

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

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

For the month of December, ACHA has 18 HUD-Approved Vacancies and 3 non-HUD Approved Vacancies for an occupancy rate for December at 98.74%. The overall occupancy rate for the year is currently 99.05%.

c. **Housing Choice Voucher Program Report: Presented by Amanda Nazaro, Executive Director**

HCV Program has 407 total vouchers, with 429 leased, 11 issued and none available. Mainstream Program has 208 total vouchers, with 211 leased, 3 issued and none available. HUD-VASH has 533 total vouchers with 394 leased, 42 issued, and 97 available vouchers. ACHA is fully leased

up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. AHCA has 14 HCV Port-Ins and 0 HUDVASH Port-Ins.

9. Commissioner's Comments/Public Comments

Chairperson Packer: Wishes everyone Happy Holidays.

Vice Chairperson Martin-Back: Thanks everyone for attending her Christmas Cookie Party earlier in the day.

Commissioner Johnson: Mr. Johnson states that he feels the website could be more transparent and offer more information as well as pictures of the staff. Mr. Johnson also states he believes all the information in these board packets should be made available on the website for public viewing. **Chairperson Packer and Executive Director Nazaro** state that they agree that the website needs work and is something that is important, however, **Mrs. Nazaro** states that the cost of a website upgrade and monthly maintenance of the website is costly and has not been something that has been at the top of the list. **Commissioner Johnson** asks if we have crime stats for our different complexes. **Mr. Hall** states that we are scattered sites so not necessarily. Mr. Hall states that we work with GPD, ASO, and Alachua PD. **Mrs. Nazaro** states that we have to get this information once a year to complete our safety and security grants. **Mr. Hall** states he makes the individual requests to the appropriate agencies with the addresses of our units to collect this information, so while we might not track it ourselves, we do have access to this information. **Commissioner Johnson** states he would like to see some of this data.

Commissioner Blount: Invites everyone Friday, December 20th, 2024 at Cypress and Grove for his jazz performance.

Alternate Commissioner Korotkevitch: None

Tenant Commissioner Nicole Graham: None

Alternate Tenant Commissioner Angela Robinson: Absent

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, January 8th, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:40pm.