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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held March 5th, 2025 @ 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 (via video chat); Tenant Commissioner Nicole Graham; Alternate Tenant Commissioner Angela Robinson (arrived late); 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, Jasan Pound, and Catherine Hanner **Absent:** None **Public:** None

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #03052025A**

Chairperson Packer calls for any discussion.

Alternate Tenant Commissioner Angela Robinson Enters.

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 #03052025B**

Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOVES** to accept February 5th, 2025 General Meeting Minutes. **Commissioner Blount 2nd.** Roll Call Vote taken, February 5th, 2025 General Meeting Minutes accepted unanimously.

5. **Financial Reports**
 - a. **Approval of December 2024 Financial Statements Resolution #03052025C, Presented by Kori Allen, CFO**

Mrs. Allen states that the December 2024 financials are what ACHA's audit will be based on and is after all the year-end adjustments. Mrs. Allen states that the FDS was submitted in February and that the Annual Audit is April 21st-25th. In addition, TBRA will be rolled up into the General Fund and program code 90 will go away starting in January 2025.

Signature/Date

Signature/Date

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

6. Old Business: None

7. New Business:

- a. **Approval of Arbours at Merrillwood Tenant Selection Plan Resolution #0352025D, Presented by Cody Pierce, Director of Voucher Programs**

Tenant Commissioner Graham Enters

Mr. Pierce starts by telling the board that there are currently 14 signed leases at Merrillwood. Mr. Pierce goes on to explain that the resolution being brought forward today is the final tenant selection plan that is in place for Merrillwood. One of the admission criteria is that the head, co-head, or spouse must be 62 at time of admission. In addition, a caveat now included states that individuals 55-61 can go on waitlist if there are no 62 and up applicants on the waiting list. At Merrillwood, there are 20 units set aside for veterans and 12 units referred from Sunshine Health with the Continuum of Care and 8 units for regular elderly clients. Mr. Pierce states that they included the student status rule, which makes it so that there should not be any households that are full-time students. The occupancy standards have been added, and state that for the 1-bedroom units the minimum is one person and the maximum is two people and that the minimum for a 2-bedroom unit is one person where the maximum is four. Mr. Pierce states that Merrillwood holds and maintains the waiting list for this property; however, he is the one that will be auditing the waiting list and checking for compliance. Merrillwood also including many of their screening requirements in this tenant selection plan. The tenant selection plan speaks to reasonable accommodations/modifications, unit transfers, and pet policy with breed restrictions. Mr. Pierce states that this document is provided to each applicant and they are required to sign. **Mrs. Nazaro** states that this is something that will have to be added to our administrative plan for the Project Based Voucher Program. We also have a consultant named Cydney who is helping in this endeavor, as she is a project based voucher guru who previously worked for Nan-McKay.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve the Arbours at Merrillwood Tenant Selection Plan. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of the Arbours at Merrillwood Tenant Selection Plan accepted unanimously.

- b. **Approval of Personnel Policy Amendments Resolution #03052025E, Presented by Jasan Pound, Director of Human Resources**

Mrs. Nazaro states that we are working on a new personnel policy, however, it is 400 pages and we are not able to focus on that in 2025. However, we found it important to revisit our current personal policy. Mrs. Nazaro states that she met with her directors and considered staff comments in making changes. Mrs. Nazaro states that staff members have been informed of the proposed policy changes.

Mrs. Pound, Director of Human Resources starts by stating that these changes are set to take effect on March 15th, 2025 as that is the start of the next pay period making things easier for implementation on the financial side of the house.

To start, ACHA is adding a policy for inclement weather as there is not currently a policy in place for this and we are seeing these days occur more frequently than in the past.

Additional changes are being added to travel policy. One of these changes speaks to if training is out of town and ends after 5pm, employees may be granted an additional night of stay. **Vice Chairperson Martin-Back** asks for clarity as far as distance and Mrs. Nazaro states that the same distance could be added that is being used for the meal reimbursement policy change. **Mrs. Pound** states that ACHA is also adding clarification about meal expenses and that they are only provided if the employee is in “travel status” for 12 hours and/or the training is 50 miles from the office. **Mrs. Nazaro** states that the additional overnight stay will be at the director’s discretion.

Mrs. Pound states that the next policy change being proposed is that existing ACHA employees can now transfer positions after 6 months in their current position, rather than the current 1-year requirement. In addition, the probationary period is being shortened from 6 months to 90 days. The next section of policy changes refers to compensation for overtime on holidays. Vacation time will now going to be considered like sick time vs work time so that overtime cannot be accrued based on vacation time used. In addition, if an employee works overtime on a holiday, the overtime pay for time worked on that day will be calculated at 2.5x their normal pay, while any hours in excess of 40 in the same week (excluding time worked on the holiday) will only be compensated at 1.5 times the regular pay rate. In the case of salary employees (directors), overtime is not given, instead these employees receive compensation. This policy changes states that “overtime” will be calculated by the same new standards as non-salary employees. In addition, the time frame these employees are being given to use their compensation time will now be 60 days now instead of 30 days. **Commissioner Blount** points out a typing error on this proposed change where it states thirty (60) days when it should say sixty (60) days.

The final policy being proposed is an unused vacation leave buyout policy. This policy will allow employees to cash out up to 80 hours of vacation time as long as a minimum of 40 hours remains in their benefit banks. This buyout process will happen annually around October. **Chairperson Packer** asks if this affects an employee who is leaving the company’s pay out or will they continue to get the full payout as before, to which **Mrs. Pound** states that part of the policy is not going to change. **Vice Chairperson Martin-Back** asked if it is encouraged in the policy for employees to take their vacation time and suggests that ACHA should think about implementing such a policy. Mrs. Martin—Back states that there should be a policy that states that employees must take a certain amount of vacation time per year— one week mandated per calendar year and further clarifies it should be five business days that does not have to be consecutive. **Mrs. Nazaro** is agreeable to adding a policy in place for this, at 5 business days in a fiscal year period.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Personnel Policy Amendments with clarifications. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of Personnel Policy Amendments was accepted unanimously, with clarifications made.

c. **Approval of ACHA March Disposal of Assets: Resolution #03052025F**

In the month of March, ACHA is asking to dispose of ten refrigerators and ten stoves.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve March Disposal of Assets. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of March Disposal of Assets was accepted unanimously.

8. Secretary's Report

a. Capital Fund Report Presented by Amanda Nazaro, Executive Director and Ron Hall, Director of Operations

Mrs. Nazaro takes the lead on the Secretary Report. Mrs. Nazaro is excited to announce that Merrillwood is finally beginning to lease up. Mrs. Nazaro attended the FAHRO ED forum last week with a group of other Florida Housing Authority Executive Directors. This forum's focus was on the current administration and what may be to come in the near future. In addition, there is a group of Executive Directors and lobbyists that are going to DC to lobby next week. Another focus of conversation was steps and procedures for ICE is coming into properties and offices. **Vice Chairperson Martin-Back** asks what their recommendations were for when these situations begin to happen. **Mrs. Nazaro** states that the presenter's main point was to stay safe. In addition, they recommended that we record the interaction, until and unless they tell you to put your phone away at which time you should and to get copies of all documentation, but primarily his advice was to stay safe and to listen. In addition, staff nor clients are required to let ICE enter the premises without a warrant and they discussed the different kinds of warrants that might be seen. **Commissioner Blount** asked if we had any blended households, to which **Mrs. Nazaro** responded that there are two reported blended households on our program and that it is something that information is reported to and tracked by HUD. Mrs. Nazaro state that ACHA is entertaining the idea of maybe selling Linton Oaks in the future. Mrs. Nazaro also said she would like to look into maybe becoming a Move to Work Agency. **Commissioner Blount** asks how the process of becoming a move to work agency compares to that of starting the FSS (Family Self-Sufficiency) program. **Mrs. Nazaro** states that no one at the FAHRO forum was currently pushing the FSS option. Mrs. Nazaro elaborates to say that the Move to Work program allows more leniency to the housing authorities when it comes to recertification timeframes but also minimum rents. With a working requirement for able-bodied individuals, it has allowed areas such as Orlando Housing Authority to raise their minimum rent to \$225 bringing more money into the agency. In addition, the Move to Work program gives us more options from where we can pull from for funding sources. Mrs. Nazaro does state that this is a lengthy process, but it is something worth entertaining. Another thing that was discussed at the forum was the potential that the local HUD field offices may go away soon. If this was to happen and Jacksonville field office was to go away, having to go through Atlanta is only going to make things take longer. **Mrs. Nazaro** states the application for the safety and security grant are due the end of the month, so she is working on getting that done. ACHA is also trying to be more intentional and collaborate with Gainesville Housing more often. There is a meeting at Santa Fe tomorrow about training programs that are going to be offered at their new training center. Gainesville Housing is also having a Public Housing event this month that we will be attending to get ideas and further collaborate with them.

Ron Hall, DO, moves on to the capital fund report. Mr. Hall states that the roofing project is ongoing to finish off the last major roofing replacements for hopefully the next 10 years or so. Mr. Hall states that so far not really any sheets of plywood being needed and the project is going smooth with two crews running, each supervised by either Mr. Hall or Mr. Cortes. Mr. Hall mentions that piecework has not been allowed before, however, he got clarification from HUD in Atlanta that it is allowed and explained how this is calculated in the pay of the employees doing the work. Mr. Hall states that payroll for the crew is looking good and compares properly to what the employees actually report receiving. **Commissioner Blount** asks if Mr. Hall thinks the project will get completed before half the workforce gets picked up and sent away and asks that if the company employees individuals who are not fully documented, who does that liability fall onto.

Mr. Hall responds that it was made very clear at all steps of the process that all employees must be documented, and IDs/verification was checked at interviews. **Commissioner Blount** asks if we used e-verify to check employee's statuses, to which **Mr. Hall** states that ACHA did not elect to use e-verify.

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

For the month of March, ACHA has 21 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for March at 99.15%. Currently the year's occupancy rate is 98.87%.

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

HCV Program has 407 total vouchers, with 429 leased, 2 issued and none available. Mainstream Program has 208 total vouchers, with 214 leased, 1 issued and none available. HUD-VASH has 533 total vouchers with 392 leased, 29 issued, and 112 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. One of the Partners in Hope families graduated this month, so that program is now at 6 out of 6 housed. AHCA has 14 HCV Port-Ins and no HUDVASH Port-Ins. HCV numbers will start to increase because of the leasing up at Merrillwood. HUDVASH numbers should surge soon after the VA surge-housing event that will be held March 26th at the VA where they will bring about 30 veterans to the event ready to be housed.

9. Commissioner's Comments/Public Comments

Chairperson Packer: None.

Vice Chairperson Martin-Back: Her and her husband are getting ready to head out to San Diego for his bike ride from there to St. Augustine for Soldiers Freedom Outdoors to raise awareness for veteran mental health and suicide awareness. He will be biking 50-75-100 miles a day.

Commissioner Johnson: None.

Commissioner Blount: None.

Tenant Commissioner Nicole Graham: None.

Alternate Tenant Commissioner Angela Robinson: None.

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, April 2nd, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:01 pm.