



703 N.E. 1st Street • Gainesville, FL 32601
Phone: 352.372.2549 • Fax: 352.373.4097 • TTY: 1.800.955.8771 or 711
www.acha-fl.com

ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF COMMISSIONERS MEETING MINUTES Regular Meeting held June 4th, 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; Alternate Commissioner Michelle Beans; Tenant Commissioner Nicole Graham; Alternate Tenant Commissioner Angela Robinson (enters 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 (entered late); Staff Rodney Davis, Luke Liberty, and Catherine Hanner (via video chat) **Absent: None**
Public: Ric Gilmore, Attorney for ACHA (via video chat); Solema Campbell and Jodi Saunders of Jacaranda Air Const Inc. (via video chat)

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

2. Approval of this Agenda: Resolution #06042025A

Chairperson Packer calls for any discussion.

Tenant Commissioner Graham **MOVES** to approve the agenda as is. Vice Chairperson Martin-Back 2nd. Roll Call Vote taken, and agenda was accepted unanimously.

3. Public Comments –

4. Approval of Minutes: Resolution #06042025B

Chairperson Packer asks if there are any corrections or comments. Vice Chairperson Martin-Back **MOVES** to accept the May 7th, 2025 General Meeting Minutes. Commissioner Blount 2nd. Roll Call Vote taken, May 7th, 2025 General Meeting Minutes accepted unanimously.

Alternate Tenant Commissioner Angela Robinson Enters

5. Financial Reports

a. Approval of March 2025 Financial Statements Resolution #06042025C, Presented by Kori Allen, CFO

Mrs. Allen states that the COCC administrative salaries is higher than anticipated due to more property management occurring as well as maintenance done on the properties that are not our public housing units. These properties include Sunshine Inn, NSP properties, the Sunrise Inn,

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and 2 soon to be coming properties with the old Budget Inn and Scottish Inn. The management fees we are receiving go into the COCC budget and as employees work to manage and maintain these properties, that time is allotted to the COCC. Mrs. Allen states that while there is an increase in the administrative salaries, we should see an offset with the incoming management fees that we will be receiving. Mrs. Allen then moves on to the Public Housing financials, stating that administrative salaries for this department is under budget by \$41,913.95 as well as \$20,263.99 under budget for labor costs. Mrs. Allen would like to note that there have been some slab leaks that have since been repaired which is why you see the water expense on the Public Housing and Sunshine Inn sheets are over budget.

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

b. **Approval of Financial Policy Amendments Resolution #06042025D, Presented by Kori Allen, CFO**

Before handing it over to Mrs. Allen, **Mrs. Nazaro** states that all the proposed policy changes come from the recommendations made by our auditor. **Mrs. Allen** starts by saying that currently, her and Mrs. Nazaro both look over 100% of everything, and it was suggested that rather than 100% oversight that instead they complete quality control reviews of the work that the bookkeeper does and let the bookkeeper be the one responsible for completing the verification process of purchases. One of the proposed changes would be that invoices and purchases would start with the accounts payable employee and then to the bookkeeper with any individual invoice over \$3,000 is submitted to Mrs. Allen for secondary review. Mrs. Allen states that another proposed policy change would be for digital check signing/stamp signing for all checks below \$3,000 in addition to quality control reviewing the smaller purchases. Mrs. Allen states that these policy changes won't be immediate, but rather allows us to move toward these changes.

Director of Voucher Programs Cody Pierce Enters

Mrs. Allen states that the next proposed policy change would be to remove the restrictive language that says "All payments shall be made by check or Automated Clearing House (ACH)." From the Accounting Policy and to renumber said policy. The last proposed policy change is in regards to disposition of property. Currently the policy is for any property being disposed to have to be approved by the board, and the proposed change would be that any property meeting the capitalization threshold would need this approval and anything not hitting the balance sheet would just need the Executive Director (or their designee)'s approval in writing. The other change to this part of the policy would be that instead of any property that a purchaser cannot be found for, a statement detailing bidders solicited and efforts made being presented to the board, that it should state that any property with a salvage value of greater than \$1,000 needing this process completed. **Vice Chairperson Martin-Back** suggests changing that threshold to \$500, which was agreed to. **Mrs. Allen** wants to mention as well that while it's not an actual policy change, credit limits have changed and as they are mentioned in the policy, they will be change in there as well as they happen. In addition, the Office Depot card no longer exists, and we now are adding the Sam's Club card. In addition, verbiage will be added to the effect of "credit limits are subject to change as the needs of the agency and providers change."

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Financial Policy Amendments with a change to the disposition policy regarding salvage value from \$1000 to \$500. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Financial Policy Amendments with the requested change to the disposition policy was accepted unanimously.

6. Old Business:

7. New Business:

a. Approval of RFP for Modernization and Environmental Upgrades for Linton Oaks Resolution #06042025E, Presented by Ron Hall, Director of Operations

Amanda Nazaro leads into the conversation stating that this project is for our 16-unit property in Linton Oaks that a few years ago had serious rehab work done to them. Unfortunately, there have been serious issues since that rehab and we have had to move everyone out of the property. Previously we had mentioned weighing the options of selling the properties versus rehabbing them again, and due to the current state of HUD, ACHA has decided to reinvest in the properties rather than to sell them at this time.

Ron Hall states that this was actually the second time that ACHA put out the RFP for this project. Mr. Hall states that ACHA received 3 quotes for the project, one of which was not a full procurement. It was determined that Jacaranda Air had the best packet/pricing with the base bid of \$611,200 (this is for points 6-20 on the work items list) with points 1-5 being based off of per linear foot needed. ACHA is asking for approval of Jacaranda Air for this project.

Vice Chairperson Martin-Back asks what the anticipated total cost of this project will be. **Ron Hall** says that prices could fluctuate as we see tariffs going up and down over the course of this project. **Solema Campbell** with Jacaranda Air states that the task order form for each unit with exact needs for that specific unit will really give us a better idea of what the cost will be. Ms. Campbell also states that the current timeline is about 2 weeks per unit, but that they like to start with a mock up unit (typically the unit in the worst shape) where they will do all the things listed on the task order form to get an idea of how much money and how long a unit could take. **Alternate Commissioner Beans** asks if there is something in the policy that states if a change order is above a certain percentage of the contract that it must be brought before the board. **Mr. Hall** says no there is not, that typically the resolution states the base amount plus further item pricing not to exceed a total price of X dollars before it needs to be brought back to the board but that would not be a bad idea to include. **Vice Chairperson Martin-Back** suggests capping the project at \$800,000 at which point it should be brought back to the board for further reevaluation. **Commissioner Blount** asks if there is a high suspicion of mold in these units, to which **Mr. Hall** states yes and that we will be doing mold evaluations on each unit before certifying their completion and moving families back into these units. **Mr. Hall** asks Ms. Campbell if it would be possible to have one unit completed before the next board meeting on Wednesday July 2nd, 2025 to bring to the board. **Ms. Campbell** says that is possible if ACHA can give her the unit with the most work within the next, she should be able to get a crew mobilized and a unit completed by then, if not at least the worst part of the unit. **Commissioner Blount** suggests capping the project at \$725,000 rather than \$800,000 before coming back to the board as that gives over \$100,000 in flexibility for the pricing on items that are unit specific, to which the board agreed.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve RFP for Modernization and Environmental Upgrades for Linton Oaks with a cap of \$725,000 before being brought back to the board for further approval. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of RFP for Modernization and Environmental Upgrades for Linton Oaks with a cap of \$725,000 before further board approval was accepted unanimously.

b. **Approval of Board Travel for NAHRO 2025 Summer Symposium in New York Resolution #06042025F, Presented by Amanda Nazaro, Executive Director**

Chairperson Packer starts the conversation by going over the rules that apply to board travel. Mr. Packer states that no more than 3 commissioners can go at one time, that each board member can go on no more than 1 trip per year, and that first time attendee must have someone who has been attended before for purposes of introductions and to guide them through the experience. Mr. Packer states that he is not planning to attend this conference as it is a short conference that is not offering a lot of learning opportunities. Mr. Packer asks if anyone would be interested in attending this symposium. **Mr. Johnson** is potentially interested in attending, to which **Mr. Packer** suggests that he wait until the fall conference instead that is longer and will have vendors and more learning opportunities. **Mr. Packer** is looking at going to the one in the fall and would love to take any of the new commissioners to show them the ropes. **Commissioner Blount** gives some pointers such as splitting time during concurrent sessions to get a little of everything and to look at the session types and topics to attend the ones that the most beneficial/informational. **Vice Chairperson Martin-Back** urges the chairperson to not deter/discourage Mr. Johnson from wanting to go. **Mrs. Nazaro** states that she needs to know ASAP if someone wants to go so that Jasi can get on booking the conference, flight and hotel for them. Mrs. Nazaro also states that if anyone goes, she requests that they bring back information to share with the board at the board meeting following the symposium.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve up to two commissioners for Board Travel for NAHRO 2025 Summer Symposium in New York. **Commissioner Blount 2nd**. Roll Call Vote taken. Approval of up to two commissioners for Board Travel for NAHRO 2025 Summer Symposium in New York was accepted unanimously.

c. **Approval of ACHA May Disposal of Assets Resolution #06042025G, Presented by Robert Cortes, Director of Maintenance**

For the month of May, ACHA is asking to dispose of four refrigerators, six stoves, and a hot water heater.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve April Disposal of Assets. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of May Disposal of Assets was accepted unanimously.

8. **Secretary's Report**

a. **Capital Fund Report Presented by Ron Hall, Director of Operations - None**

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

For the month of June, ACHA has 21 HUD-Approved Vacancies and 0 non-HUD Approved Vacancies for an occupancy rate for June at 99.58%. Currently the year's occupancy rate is 99.08%.

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

HCV Program has 407 total vouchers, with 436 leased, 0 issued and none available. Mainstream Program has 208 total vouchers, with 210 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 407 leased, 24 issued, and 102 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. The Partners in Hope Program is currently at 6 out of 8 housed, with two set to graduate in August, two in November, one in December, and one in March of 2027. There are also 2 Partners in Hope clients are that beginning to lease up. AHCA has 19 HCV Port-Ins and no HUDVASH Port-Ins. Mr. Pierce states that we are still over leased for the HCV program; we are still in the process of getting 25 clients transferred over to Gainesville Housing and this will hopefully be completed by July 1st. Mr. Pierce also states that Jacksonville is sending over 15 VASH clients to immediately port out to them to help with their lack of available vouchers and to use some of our excess vouchers as they will be billing us rather than absorbing the clients.

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

Chairperson Packer: None

Vice Chairperson Martin-Back: Thanks the board for their support during her husbands bike trip across the country.

Commissioner Johnson: None

Commissioner Blount: None

Alternate Commissioner Beans: None

Tenant Commissioner Nicole Graham: None

Alternate Tenant Commissioner Angela Robinson: None

10. **Future Scheduling:**

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

11. **Adjournment of the Meeting:**

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

Signature/Date

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