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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held August 6th, 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); Tenant Commissioner Nicole Graham (enters late); Alternate Commissioner Michelle Beans; 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 Kasey Nelson; Staff Rodney Davis and Catherine Hanner **Absent:** Alternate Tenant Commissioner Angela Robinson **Public:** Ric Gillmore, ACHA Attorney (via video)

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

2. Approval of this Agenda: Resolution #08062025A

Chairperson Packer calls for any discussion. **Amanda Nazaro, ED**, asks to amend the agenda to include a discussion under old business to discuss commissioner attendance.

Commissioner Blount MOVES to approve the agenda with the amendment. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken, and agenda with amendment was accepted unanimously.

3. Public Comments – None

(Tenant Commissioner Nicole Graham Enters)

4. Approval of Minutes: Resolution #08062025B

Chairperson Packer asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOVES** to accept the July 2nd, 2025 General Meeting Minutes. **Commissioner Blount 2nd**. Roll Call Vote taken, July 2nd, 2025 General Meeting Minutes accepted unanimously, with Tenant Commissioner Graham and Commissioner Johnson voted present.

5. Financial Reports

a. Approval of May 2025 Financial Statements Resolution #08062025C, Presented by Kori Allen, CFO

Mrs. Allen states that the board will see the requested change of having the SRO financials pulled out of the full financials. In addition, Mrs. Allen states that May financials will show that May had 3 paycheck cycles which will through off the allocated overhead slightly. This is accounted for in

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the annual scope of things. Mrs. Allen also makes mention that the maintenance department will now be doing the lawn care for the agency which will bring in income for the areas we property manage.

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

6. Old Business:

a. Discussion by Ric Gillmore, ACHA Attorney

Mr. Gillmore wanted to clear up some misconception/miscommunication on commissioner attendance. Mr. Gillmore explains that we need a physical quorum in the board room to conduct business. This means as many commissioners as possible need to be in physical attendance every board meeting. However, Mr. Gillmore states that if a commissioner has a valid reason, they may attend to meeting virtually. This should not be done every meeting.

Mr. Gillmore moves on to other topics of discussion. Mr. Gillmore addresses the board and states that there is a chain of command to obtain information from the agency. Commissioners should only be reaching out to Amanda Nazaro (ED) or Ron Hall (DOO) for information requests.

Mr. Gillmore's last point of discussion was commissioner communication. Mr. Gillmore states that all housing authority communication should be done exclusively through the commissioners ACHA given email address. Mr. Gillmore states that using other systems and accounts can result in public records request. If a public records request is submitted and you use anything other than your ACHA provided email, those personal accounts become subject to access in the request.

7. New Business:

a. Approval of Plumbing Maintenance Services 2025 RFP: Resolution #08062025D, Presented by Ron Hall, Director of Operations

Ron Hall, Director of Operations, states that the previous contract has been cancelled due to billing issues and has now been reproposed. Mr. Hall states that this contract is an IDIQ contract for 1 year with the opportunity for 4 one-year contract extensions. Mr. Hall states that 4 proposals were submitted and it was determined that Sunshine Services is the most advantageous proposal. **Vice Chairperson Martin-Back** asks if Sunshine Services is the same as Sunshine Plumbing, to which **Mr. Hall** states it is. Mr. Hall goes on to state that they held the contract last year and the quality of the work was not the issue, it was the accounting side. Mr. Hall states that there are new owners and that they came in and talked with ACHA to get clarification on how we would like things done. Mr. Hall states that if any issues arise, he will bring it to the board and that the contract can be cancelled.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve the contract with Sunshine Services for a 1-year IDIQ with the opportunity for four one-year contract extensions. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of the contract with Sunshine Services for a 1-year IDIQ with the opportunity for four one-year contract extensions, was accepted with a vote of 3-2, with Vice Chairperson Martin-

Back and Commissioner Johnson voting no and Chairperson Packer, Commissioner Blount, and Tenant Commissioner Graham voting yes.

b. **2024 Housing Choice Voucher SEMAP Score, Presented by Kasey Nelson, Director of Voucher Programs**

Amanda Nazaro, Executive Director, introduces ACHA Housing Choice Voucher Program's new director, **Kasey Nelson**, and gives her the floor. **Mrs. Nelson** states that ACHA got a SEMAP score of 135/135 which makes us a high performing agency. Mrs. Nelson states that she can not take any credit for this, but is excited to be coming into a high performing agency and team.

c. **501c (3) Discussion, Presented by Sheldon Packer, Chairman of the Board**

Chairperson Packer starts the conversation by stating that we are looking to restructure based off the auditor's recommendation. Mr. Packer states we currently have 2 set up, and we may be able to restructure one of those. Mr. Packer states some of his ideas for ways to use the 501c (3) would be to help foster kids who are aging out of foster care, to help do a takeover/overhaul of GRACE Marketplace, to help with temporary housing for veterans and visiting/travelling veteran families, and to help with FSS costs to help clients get job training.

Alternate Commissioner Beans states we should see how old the development 501c (3) is and how it is set up as it is possible that ACHA could build off of that 501c (3).

8. **Secretary's Report**

a. **Capital Fund Report Presented by Ron Hall, Director of Operations**

Ron Hall, DO, states that the tree contract is having some timeline issues. Mr. Hall states that the current contractor will finish the areas that have been started and then the contract will end and the 2nd option contractor will finish the job. Mr. Hall also states that the modernization project in Linton Oaks is moving along timely.

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

For the month of August, ACHA has 20 HUD-Approved Vacancies and 1 non-HUD Approved Vacancies for an occupancy rate for August at 99.58%. Currently the year's occupancy rate is 99.26%.

c. **Housing Choice Voucher Program Report: Presented by Kasey Nelson, Director of Housing Choice Voucher Program**

HCV Program has 407 total vouchers, with 419 leased, 0 issued and none available. We are moving in the right direction to get back on budget. Mainstream Program has 208 total vouchers, with 206 leased, 0 issued and none available. We started the year high, so being under now is ideal. HUD-VASH has 533 total vouchers with 400 leased, 43 issued, and 90 available vouchers. 17 of the 43 issued HUD-VASH vouchers are immediate port outs to Jacksonville Housing Authority and none of those will be absorbed. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. AHCA has 22 HCV Port-Ins and

no HUDVASH Port-Ins. Mrs. Nelson states that GHA has absorbed 7 of the 25 clients sent to GHA 4 months ago, and they are saying they are absorbing maybe another 7 clients with the remaining being denied transfer. This means that we will still need to come down on our numbers some other way.

9. Commissioner's Comments/Public Comments

Chairperson Packer: States this past month him and his wife adopted a dog and showed the commissioner pictures.

Vice Chairperson Martin-Back: None

Commissioner Johnson: None

Commissioner Blount: States that he would like "Staff" members to also state their positions during role call.

Alternate Commissioner Beans: None

Tenant Commissioner Nicole Graham: Apologizes for being late to the board meeting.

Alternate Tenant Commissioner Angela Robinson: Absent

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, September 3rd, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 5:50pm.