



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 DIRECTORS MEETING MINUTES Regular Meeting held May 7<sup>th</sup>, 2025 @ 5:00PM

Held at ACHA Administrative Office located at 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

**Present:** Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back (entered late via video chat); Commissioner Tyrone Johnson; Alternate Commissioner Michelle Beans; Tenant Commissioner Nicole Graham; 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, Luke Liberty, and Catherine Hanner **Absent:** Commissioner Kali Blount; Alternate Tenant Commissioner Angela Robinson **Public:** Mary Anderson

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

### 2. Approval of this Agenda: Resolution #05072025A

Chairperson Packer calls for any discussion.

Tenant Commissioner Graham **MOVES** to approve the agenda as is. **Alternate Commissioner Beans 2<sup>nd</sup>**. Roll Call Vote taken, and agenda was accepted unanimously.

### 3. Public Comments – Mary Anderson

Mary Anderson wanted to bring the board's attention her concern for the rising cost of rent and the struggle to find housing in the local community.

### 4. Approval of Minutes: Resolution #05072025B

Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Graham MOVES** to accept the April 2<sup>nd</sup>, 2025 General Meeting Minutes. **Commissioner Johnson 2<sup>nd</sup>**. Roll Call Vote taken, April 2<sup>nd</sup>, 2025 General Meeting Minutes accepted unanimously, with Alternate Commissioner Beans voting present as she was not in attendance at the last board meeting.

### 5. Financial Reports

- a. **Approval of February 2025 Financial Statements Resolution #05072025C, Presented by Kori Allen, CFO**

**Vice Chairperson Debra Martin-Back Enters via Video Chat**

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Signature/Date

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Signature/Date

**Mrs. Allen** states that last month ACHA had their annual audit which went well with no findings or adjustments needed. However, Mrs. Allen states that the auditor did have some recommendations on policy updates that the administration will be looking into implementing. Mrs. Allen states that at the suggestion of new board member Alternate Commissioner Michelle Beans, ACHA will be presenting a more consolidated monthly financial report moving forward and will provide the full report quarterly. ACHA will do this to make it easier for the board to understand and grasp the financials of the agency.

**Chairperson Packer** asks if there are any further questions or comments. **Alternate Commissioner Graham MOVES** to approve February 2025 Financials. **Commissioner Johnson 2<sup>nd</sup>**. Roll Call Vote taken. February 2025 Financials accepted unanimously.

**6. Old Business:**

**7. New Business:**

**a. Approval of ACHA May Disposal of Assets: Resolution #05072025D, Presented by Robert Cortes, Director of Maintenance**

In the month of May, ACHA is asking to dispose of five refrigerators, four stoves, five hot water heaters, and one cell phone (this was the cell phone of an employee who recently passed away and the phone was unable to be retrieved).

**Commissioner Beans** states that bringing such items to the board for disposal is unnecessary as it would have already been approved within ACHA's capitalization policy, which is set at \$5,000.

**Chairperson Packer** asks if there are any questions or comments. **Alternate Commissioner Beans MOVES** to approve May Disposal of Assets. **Tenant Commissioner Graham 2<sup>nd</sup>**. 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**

**Amanda Nazaro, ED**, would like to start by welcoming Michelle Beans to the board. Michelle was the CFO at GHA for 13 years and brings with her a lot of experience in the public housing field. Mrs. Nazaro moves on to discuss conversations that have been had with ACHA's attorney Rick from Saxson Gilmore. The first conversation had to do with an oath to office for the commissioners. It was determined that ACHA should be doing an oath to office for all new commissioners. Tonight, all the commissioners will do the oath to office and sign a form that will be notarized and submitted to Rick. The second conversation had to do with Rick's attendance at future board meetings. Moving forward, Rick will be attending all ACHA board meetings via remote access to ensure that we are running our board meetings properly and to create a more standard practice common with other housing authorities in the area. In addition, it has been determined that remote access for meetings will no longer be an option given to our commissioners. We were informed that this is no longer required to be given as an option. In recent meetings having enough commissioners in the room to have quorum has become an issue we are running into which has resulted in this change and all commissioners are now requested to attend all meetings in person. **Commissioner Johnson** states that he cannot commit to

attending every meeting in person. **Mrs. Nazaro** states that the county has a new rule about attendance by board commissioners. The new county rule is that if you miss three meetings, you will be automatically removed from the board on which you sit. Mrs. Nazaro's final point was to inform the board that next meeting that she will be bringing the NAHRO conference in New York for approval by the board.

**Ron Hall, DO**, states that a big chunk of the capital fund will be expended on the Linton Oaks modernization project and that the contract for that project is now out for bids. This project will be brought to the board in June. Mr. Hall states that the second big expense set for the capital fund report is a procurement for the tree trimming and removal that will be brought to the board in July. Mr. Hall states that he is waiting to hear back from the arborist on some final details for this project.

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

For the month of May, ACHA has 21 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for May at 99.15%. Currently the year's occupancy rate is 98.99%.

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

HCV Program has 407 total vouchers, with 434 leased, 0 issued and none available. Since we are over leased and we are not coming down fast enough, we are porting out 25 families to Gainesville Housing Authority to help even out numbers. Mainstream Program has 208 total vouchers, with 212 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 399 leased, 30 issued, and 104 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 6 housed, with two set to graduate in August, two in November, one in December, and one in March of 2027. These numbers will start going back up as we now have new funding to start new families on the program. AHCA has 20 HCV Port-Ins and no HUDVASH Port-Ins.

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

**Chairperson Packer:** Sat down with our auditor last week and discussed revamping/building a foundation we can expand on.

**Vice Chairperson Martin-Back:** None.

**Commissioner Johnson:** None.

**Commissioner Blount:** Absent.

**Alternate Commissioner Beans:** Is very excited to be a part of this board and thanks the board for letting her join.

**Tenant Commissioner Nicole Graham:** None.

**Alternate Tenant Commissioner Angela Robinson:** Absent.

**10. Future Scheduling:**

Next ACHA Board of Directors meeting is Wednesday, June 4<sup>th</sup>, 2025, at 5:00PM, at ACHA.

Next Alachua Housing Developer, LLC Board of Directors Meeting is Wednesday, June 4<sup>th</sup>, 2025 immediately following the end of the General Meeting

**11. Adjournment of the Meeting:**

**Chairperson Packer** asks for motion to adjourn. Adjournment at 5:29 pm.