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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held September 3rd, 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 (via video); Commissioner Kali Blount; Commissioner Tyrone Johnson (via video); Tenant Commissioner Nicole Graham; Alternate Tenant Commissioner Angela Robinson; 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 Catherine Hanner **Absent:** None **Public:** None

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

2. Approval of this Agenda: Resolution #09032025A

Amanda Nazaro asks to change action item 7c from Review of Facility Management Agreement to Approval of Facility Management Agreement (#09032025E). **Commissioner Blount MOVES** to approve the agenda with the amendment. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken and the agenda with amendment was accepted unanimously.

3. Public Comments – None

4. Approval of Minutes: Resolution #09032025B

Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount MOVES** to accept the August 6th, 2025 General Meeting Minutes. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken, August 6th, 2025 General Meeting Minutes accepted unanimously.

5. Financial Reports

a. Approval of June 2025 Financial Statements Resolution #09032025C, Presented by Kori Allen, CFO

Mrs. Allen states that a new property management software is going to be rolling out soon and will have its own budget reports. Mrs. Allen states that she is working on getting insurance for the new properties that are coming on board as well as setting up contracts and procurements for things such as lawncare and AC repairs. Mrs. Allen states that she is working with the county to get some funding for the NSP program. Mrs. Allen states that the Budget Inn is now looking like a March completion while the Scottish Inn should be finishing up soon.

Signature/Date

Signature/Date

Alternate Tenant Commissioner Angela Robinson Enters

Commissioner Blount mentions that there is a site that is misdirecting people to the listing in Jacksonville rather than Gainesville.

Vice Chairperson Martin-Back asks Mrs. Allen what software ACHA selected. **Mrs. Allen** states that ACHA went with a software called Buildium.

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

6. Old Business:

a. Tree Maintenance Summer 2025 RFQ Update, Presented by Ron Hall, DOO

Ron Hall, DOO, states that the Tree Maintenance RFQ was originally awarded to Busy B. However, it has been determined that Busy B does not have the capacity to meet the goals assigned in the time given. The contract has been terminated and the company that was previously awarded the alternative contract has begun work.

7. New Business:

a. Approval of Procurement Policy Amendment: Resolution #09032025D, Presented by Ron Hall, Director of Operations

Ron Hall, Director of Operations, states that ACHA is adding a Piggyback Purchasing clause to the procurement policy. This will mean we can use GHA's procurements and vice versa.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve the Procurement Policy Amendment. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. Approval of the Procurement Policy Amendment was accepted unanimously.

b. Review of the 5-Year Action and Annual PHA Plans, Presented by Ron Hall, DOO

Ron Hall, DOO, states that a new form type has come out for submitting the PHA plans. Mr. Hall states that ACHA puts everything we may possibly want to do in the plan so that we have the ability to do those projects. Mr. Hall asks the board to please review and let him know of any changes they desire before it is brought back before the board for approval at the October meeting. Mr. Hall states that the current budget approved is \$1,017,017. Mr. Hall states they were more deliberate with timelines on replacements and tracking those.

Commissioner Blount mentions Family Self-Sufficiency and when are we going to start that as we keep saying we are going to. **Mrs. Nazaro** states that we were awarded family self-sufficiency admin fees, however, it was determined that it was not advantageous. Mrs. Nazaro states that we are more looking at going the route of becoming a Moving to Work agency and what that entails.

Alternate Commissioner Beans suggested that Mr. Hall include a dollar amount in section C.1 Significant Amendment or Modification.

c. **Approval of ACHA and Alachua County Housing Facility Management Agreement: Resolution #09032025E, Presented by Amanda Nazaro, Executive Director**

Mrs. Nazaro states that the county sent the finalized contract over yesterday. This agreement has been sent to ACHA's local attorney, Carmichael, who has given ACHA their approval of the contract. This contract is between the County and ACHA to property manage two properties. The two properties are the old Budget Inn (will now go by East Tumblin Creek) that will have 36 one-bedroom units that will be ready in March and will rent at \$1,075 including utilities and internet, and the old Scottish Inn (will now go by Forest Edge) that will have 31 studio units that will rent at \$950 including utilities and internet, that will be ready for occupancy in October. Mrs. Nazaro states that we will receive a 12% management fee for these properties and that ACHA will not be penalized for occupancy as the county is completely responsible for referring the clients. ACHA is also getting \$50,000 upfront to manage this property.

Mrs. Nazaro states that the way these properties will work is that the county will screen, refer, and subsidize these units/clients through their own housing subsidies. This means we will be working on clearing the county's By Name List and working with the most vulnerable populations that cannot access other housing programs. Mrs. Nazaro states that she and Mrs. Allen have spent hours working out the terms of this contract to ensure it is both advantageous for the population being served but also for ACHA.

Mrs. Nazaro states that Mrs. Allen came up with a rough budget for Forest Edge that will likely be mirrored for the East Tumblin Creek property once it becomes online as well. Mrs. Nazaro states that due to the vulnerable populations that will be served at these properties, after hour security on site is a requirement.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve the ACHA and Alachua County Housing Facility Management Agreement. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of ACHA and Alachua County Housing Facility Management Agreement, was accepted unanimously.

8. Secretary's Report

a. **Capital Fund Report:** None

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

For the month of September, ACHA has 20 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for September at 99.15%. These non-HUD Approved Vacancies are due to an end of month move out and an eviction. Currently the year's occupancy rate is 99.25%.

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

HCV Program has 407 total vouchers, with 422 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 208 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 409 leased,

36 issued, and 88 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. AHCA has 20 HCV Port-Ins and no HUDVASH Port-Ins. We will be seeing a large number of Jacksonville immediate port outs. All of these will be billing us which will utilize our vouchers and increase our numbers. These ports are all VASH clients, and we will be received another 18 this week. In addition, there is no more TBRA program as it ended on July 31st.

9. Commissioner's Comments/Public Comments

Chairperson Packer: None

Vice Chairperson Martin-Back: Apologizes for not being present.

Commissioner Johnson: None

Commissioner Blount: Invites everyone to the jazz show at Cypress and Grove on September 19th.

Alternate Commissioner Beans: Asks if there is a strategic plan that goes along with the 5-year plan, to which Mr. Hall states that they will get together after the meeting to discuss.

Tenant Commissioner Nicole Graham: None

Alternate Tenant Commissioner Angela Robinson: None

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, October 1st, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 5:37pm.