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# ALACHUA COUNTY HOUSING AUTHORITY

## BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held December 3<sup>rd</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; Commissioner Kali Blount; 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; Staff Rodney Davis and Catherine Hanner **Absent:** Director of Voucher Programs Kasey Nelson **Public:** Eric Drummond

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

### 2. Approval of this Agenda: Resolution #12032025A

**Chairperson Packer** asks if there are any corrections or comments. **Executive Director Amanda Nazaro** asks to amend the agenda to remove resolution 12032025E Approval of Merrillwood Fence Installation IFB as the cost is below the amount that requires board approval. **Commissioner Blount MOVES** to approve the agenda. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken and the agenda was accepted unanimously.

### 3. Public Comments – None

### 4. Approval of Minutes: Resolution #12032025B

**Chairperson Packer** asks if there are any corrections or comments. **Vice Chairperson Martin-Back MOVES** to accept the November 5<sup>th</sup>, 2025 General Meeting Minutes. **Tenant Commissioner Nicole Graham 2<sup>nd</sup>**. Roll Call Vote taken. November 5<sup>th</sup>, 2025 General Meeting Minutes accepted unanimously.

### 5. Financial Reports

#### a. Approval of September 2025 Financial Statements: Resolution #12032025C, Presented by Kori Allen, CFO

**Mrs. Allen** states that ACHA is trying to pay attention to cash on hand. Mrs. Allen also mentions that ACHA HCV is experiencing shortfall in the MS5 program but she has been communicating with HUD about additional funds to cover the shortfall. **Executive Director Nazaro** states that the shortfall is due to the fact that most MS5 individuals receive reasonable accommodations due to medical needs.

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**Commissioner Blount** had a series of questions for Mrs. Allen. The first question was in reference to page 11 and why there is a variance of \$906,000. **Mrs. Allen** states that this variance is for all programs. **Mr. Blount's** next questions were regarding page 8. The first question is about the allowance for obsolete inventory. **Mrs. Allen** explains that is a percentage of the inventory that is usable as an expense that is used in GAAP accounting. **Mr. Blount's** second question on page 8 was in regards to the accounts payable line and if this was a typical month to month. **Mrs. Allen** states that she is on full accrual with billing and she bills to the month the bill is for, not the month the bill is received. She explains this is why they try to minimize spending towards the end of the year. **Mr. Blount's** next questions were on page 10. His first question was in regards to net tenant rental revenue and the deficit shown in the variance column. **Mrs. Allen** explains that when ACHA made the budget they overestimated the amount of tenant rental revenue the agency would receive for the year. Mrs. Allen goes on to further explain that when she created the budget, she used the information at the time to estimate forward. She states some of this is from having Linton Oaks vacant for some time. **Mr. Blount's** second question was about the unrestricted investment income. **Mrs. Allen** explains that in previous years ACHA stored a lot of money in CDs and this year ACHA is trying to manage cash on hand and she has not purchased any CDs this year.

**Commissioner Blount** ended with two additional comments. The first comment was that he was glad to see that ACHA is paying PILOT (pay in lieu of taxes) expenses. The second comment was to be very aware of potential changes that are going to be happening at the federal level and how the current administration is going to continue to back out of the public housing realm and ACHA should be planning ahead for that for longevity of the agency.

**Alternate Commissioner Michelle Beans** adds that there are new HUD reporting and tracking requirements move forward in 2026. This reporting will mean that reserves will now be dictated by HUD and they are moving out of the public housing sphere which will be evident in the number of new regulations and requirements that will be implemented that will limit the agencies.

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

b. **Approval of Public Housing and Sunshine Inn Write Offs: Resolution #12032025D, Presented by Ebony Harrington, Director of Public Housing**

**Ms. Harrington** states that the requested write-offs are for the time period of June 26<sup>th</sup>, 2025 to current. Ms. Harrington states the requested amount of write-offs for Public Housing is \$9,531.61 and for Sunshine Inn it is \$3,597.99 for a total of \$13,129.60.

In addition, the write-off requested for HCV Fraud write offs is \$453.

**Chairperson Packer** asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve the Public Housing and Sunshine Inn Write Offs. **Commissioner Kali Blount 2<sup>nd</sup>**. Roll Call Vote taken. Approval of the Public Housing and Sunshine Inn Write Offs was accepted unanimously.

6. **Old Business: None**

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**7. New Business:**

**a. Approval of Real Estate Brokerage Services RFP: Resolution #12032025F, Presented by Ron Hall, Director of Operations**

**Mr. Hall** states it is the intention of the Authority to evaluate and dispose of properties within its portfolio to determine what units should be removed through the repositioning process. ACHA received two proposals to this solicitation: Colliers and DBR Commercial Real Estate Services. These proposals were evaluated for their technical submission with a point value of up to 75. The evaluations resulted in an average score of 65 for Colliers and 63.3 for DBR. A separate evaluation was done on the price proposal by a separate evaluator, with a total of a possible 25 points. The evaluation resulted in a score of 25 for Colliers and 15 for DBR. The price consists of commission and operating costs. The price for Colliers was at the bottom end of the ICE (independent cost evaluation) while DBR was at the top or over. The overall scores were a 90 for Colliers and 78.3 for DBR. ACHA has concluded that the most responsible and responsive proposal for this procurement is from Colliers. In addition, Colliers has local representation. ACHA is asking permission to proceed with contracting for said services for a one-year period with the option for four more one-year renewals not to exceed five years.

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount MOVES** to approve Colliers for the Real Estate Brokerage Services. **Tenant Commissioner Graham 2<sup>nd</sup>**. Roll Call Vote taken. Approval of Colliers for the Real Estate Brokerage Services, was accepted with Vice Chairperson Martin-Back abstaining due to being involved in the procurement.

**b. Annual Evaluation of Executive Director: Presented by Amanda Nazaro, Executive Director**

**Mrs. Nazaro** states that per her contract, there is a yearly evaluation completed by the Board. **Alternate Commissioner Beans** asks if next year they could be provided with a more appropriate evaluation that has more targeted questions for her job requirements rather than one that is more meant for staff evaluations. **Mrs. Nazaro** stated absolutely and that she would get with Mrs. Beans to discuss further.

**8. Secretary's Report**

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

**Mr. Hall** states that ACHA has finished closing out the Linton Oaks procurement.

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

For the month of December, ACHA has 22 HUD-Approved Vacancies and 4 non-HUD Approved Vacancies for an occupancy rate for December at 98.29%. The year-end rate is 99.08%. Ebony states that 16 of the 22 HUD-approved vacancies is the Linton Oaks neighborhood.

**c. Housing Choice Voucher Program Report: Presented by Amanda Nazaro, Executive Director**

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**Mrs. Nazaro** states that the HCV Program has 407 total vouchers, with 407 leased, 0 issued and none available. Mainstream Program has 208 total vouchers, with 197 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 402 leased, 62 issued, and 69 available vouchers. Mrs. Nazaro states that 45 of the issued VASH Vouchers are port outs to Jacksonville Housing Authority. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. ACHA has 25 HCV Port-Ins, 1 MS5 Port-In, 1 FYI Port-In, and no HUDVASH Port-Ins.

## 9. Commissioner's Comments/Public Comments

**Chairperson Packer:** Mr. Packer mentions working out a tour of Grace Marketplace and has been talking with someone over there about his ideas of revamping and having an influence in their facility.

**Vice Chairperson Martin-Back:** Mrs. Martin-Back thanks the board for attending the holiday cookie exchange.

**Commissioner Johnson:** None

**Commissioner Blount:** Mr. Blount invites everyone to two upcoming jazz sets. The first is at Baby J's next Wednesday at 8pm with a cover charge of \$10. The second set is free on December 19<sup>th</sup> at First Magnitude at 6pm.

**Alternate Commissioner Beans:** None

**Tenant Commissioner Nicole Graham:** Ms. Graham asks about how veterans get referred and she was informed that veterans should go to the Honor Center to get assistance with referrals.

## 10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, January 7<sup>th</sup>, 2026, at 5:00PM, at ACHA.

## 11. Adjournment of the Meeting:

**Chairperson Packer** asks for motion to adjourn. Adjournment at 5:38pm.