

**Affordable Housing Advisory Committee
Highlands County Board of County Commissioners
Regular Meeting – August 20, 2025
MINUTES**

The Affordable Housing Advisory Committee met at 3:30pm on Wednesday, June 18, 2025, at the Highlands County Large Engineering Training Room. Notice of the meeting was publicly announced on June 10, 2025.

MEMBERS PRESENT: Tod Schwingel, Audrey Ascitutto, Jimmie Fuller, Matt Griffin, Brittany McGuire, Tod Schwingel, and Stefanie Von Paleske-Bush.

MEMBERS ABSENT: Donna Doubleday, Bill Stephenson, and Roberts.

OTHERS PRESENT: Ingra Gardner, Director of Community Programs, Francoise Gonzales – Housing Specialist II, Lucy Castillo, Executive Director Farmworkers FNPH, Amiramis Desueza, Executive Director of Habitat for Humanity, Steven Brown, Director of FNPH, Kurt Krahn, Executive Director of FNPH, Elsie Sellers.

1. CALL TO ORDER

Chairman Tod Schwingel called the meeting to order at 3:30pm and read the meeting announcement sheet into record.

2. ROLL CALL

Roll calls by staff reflected no quorum.

3. APPROVAL OF MINUTES- February 18, 2026.

MOTION: Motion made by Jimmie Fuller, seconded by Matt Griffin. All members voted Aye, and the motion carried.

4. SHIP FINANCIAL ACCOUNTABILITY:

Ingra Gardner presented financial information on SHIP Projects 21366, 22366, and 23366, with reports provided to those in attendance. Project 21366 (FY 22.23) - there haven't been any changes since the last AHAC meeting for expenditures, however, there are \$225,000. In the works to be encumbered and/or expended. Project 21366 revenue was a total of \$380,084.89 as of June 30, 2023. Disaster Assistance has \$493,326.00 in funds to be expended. Project 22366 (FY23.24) has \$940,684.53 that needs to be expended. Project 22366 as a total revenue (Project Income) of \$394,588.15 as of June 30, 2024. For new Project 23366 (FY 24.25) State distribution for this project is \$794,441.00. Project 23366 revenue as of June 30th, 2025, is \$335,340.66.

Motion: No motion was made.

5. OLD BUSINESS

a. Local Housing Assistance Plans

- i. **2022-2025-** Kimberly Wean, Housing Program Manager, briefly updated the committee member on the approval of Amendment #3 of the LHAP. The 2022-2025 LHAP was approved by the Board of County Commissioners on April 7th, 2026.

6. NEW BUSINESS

- a. **Citizens Committee attendance Requirement** – Kimberly Wean, Housing Program Manager, went over the AHAC members attendance requirements.
- b. **Recommendation for Selection and award of the nonprofit agency serving as a sub-recipient in response to the Notice of Funding Award newspaper advertisement-** Ingra Gardner, Director of Community program, presented the committee member with the application for becoming a sub-recipient from one non-profit agency. Ingra Gardner, Director of Community program also presented the committee member with the score for the application after a fact-finding session with housing staff. Ingra Gardner, Director of Community programs, provided the committee members with her recommendations for the Commissioners board meeting.

Motion: Motion made by Matt Griffin, seconded by Stefanie Von Palesky-Bush. All members voted Aye, and the motion carried.

- c. **Recommendation for Selection and award of the nonprofit agency serving as sponsors in response to the Notice of Funding Award newspaper advertisement-** Ingra Gardner, Director of Community program, presented the committee member with the applications for becoming a sponsor from two non-profit agencies. Ingra Gardner, Director of Community program, also presented the committee member with the score for the application after a fact-finding session with housing staff. Ingra Gardner, Director of Community programs, provided the committee members with her recommendations for the Commissioners board meeting.

Motion: Motion made by Matt Griffin, seconded by Audrey Ascitutto. All members voted Aye, and the motion carried.

8. NEXT MEETING DATE

Next meeting scheduled: May 20th, 2026, at 3:30pm

9. ADJOURNMENT

Chairman adjourned the meeting at 4:45pm.

Respectfully Submitted,

Francoise Gonzales, Housing Specialist 2