

**Affordable Housing Advisory Committee
Highlands County Board of County Commissioners
Regular Meeting – February 19, 2025,
MINUTES**

The Affordable Housing Advisory Committee met at 3:30pm on Wednesday, February 19, 2025, at the Highlands County Large Engineering Training Room. Notice of the meeting was publicly noticed on February 11, 2025.

MEMBERS PRESENT: Tod Schwingel, Matt Griffin, Anthony Cruz, Audrey Ascitutto, Jimmie Fuller, Bill Stephenson.

MEMBERS ABSENT: June Bateman, Stephanie Von Palesky-Bush, Brittany McGuire, Commissioner Kevin Roberts.

OTHERS PRESENT: Ingra Gardner, Community Programs Director, Stacy Smith, Housing Program Manager, Francoise Gonzales, Housing Specialist II, Amiramis Desouza, Habitat for Humanity Director, and Daniel and Rose Garvin, members of the public.

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 call by staff reflected a quorum.

3. APPROVAL OF MINUTES- For the January 22, 2025, meeting.

MOTION: Motion made by Tony Cruz and was seconded by Bill Stephenson. All members voted aye, and the motion carried.

4. SHIP FINANCIAL ACCOUNTABILITY:

☐ **a. Project 21366 (FY 22.23):** No changes occurred since the last AHAC meeting. The program income for Project 21366 was \$380,084.89 as of June 30, 2023. There are \$493,326.00 in remaining funds for Disaster Assistance to be expended.

☐ **b. Project 22366 (FY 23.24):** This project has \$967,770.90 in remaining funds to be expended. The program income for Project 22366 was \$394,588.15 as of June 30, 2024.

☐ **c. Project 23366 (FY 24.25):** The State distribution for this project was \$794,441.00, and the program income to date is \$131,699.32.

Motion: No motion was made.

5. OLD BUSINESS

a. Multi-Family Housing update

Willie Downs Villas (50 units) – Final draw has been completed, and no further discussion needed.

Avon Park Apartments (80 units) – Construction has begun following the groundbreaking ceremony.

b. Incentive Strategy Report- The committee was informed that the Incentive Strategy Report was approved by the Board of County Commissioners on February 18, 2025.

6. NEW BUSINESS

a. Manufactured Homes- Stacy Smith and Ingra Gardner previously attended a webinar on manufactured homes and shared the information with the committee. After further discussion, the committee agreed that additional research is needed before deciding on manufactured home eligibility.

b. Affordable Housing Surplus List Update- Ingra Gardner informed the committee members about the removal of a parcel from the surplus list, which was approved by the Board of County Commissioners during their meeting on 2/18/2025.

c. Purchasing- The committee was informed that the procurement process for Emergency home repair and Owner-Occupied Rehabilitation will be managed by the purchasing department going forward. This will streamline the process and reduce the workload for staff.

Motion: No Motion was made.

8. NEXT MEETING DATE

Next meeting scheduled: March 19, 2025, at 3:30pm

9. ADJOURNMENT

Chairman adjourned the meeting at 4:15pm.

Respectfully Submitted,

Francoise Gonzales, Housing Administrative Assistant