

**Affordable Housing Advisory Committee  
Highlands County Board of County Commissioners  
Regular Meeting – May 20, 2026  
MINUTES**

The Affordable Housing Advisory Committee met at 3:30 PM on Wednesday, May 20, 2026, at the Highlands County Large Engineering Training Room. Notice of the meeting was publicly announced on Tuesday, May 12, 2026.

**MEMBERS PRESENT:**

- Matt Griffin, Tod Schwingel, Bill Stephenson

**MEMBERS ABSENT:** Audrey Ascitutto, Donna Doubleday, Jimmie Fuller, Brittany McGuire, Stefanie von Paleske-Bush, and Commissioner Kevin Roberts.

**OTHERS PRESENT:** Community Programs Director – Ingrasherese Gardner, Housing Program Manager – Kimberly Wean, Housing Specialist II – Francoise Gonzales, Housing Administrative Assistant – Nikole Cedeño-Mojica, Hicoria Pines Homes, Inc. Executive Director – Tiffany Green, Seacoast Bank Mortgage Loan Officer – Elsie Sellers, Samaritan’s Touch Care Center Executive Director – Bill Stephenson, Florida Non-Profit Housing Inc. Executive Director – Steven Brown, Florida Non-Profit Housing Inc. Farmworker Housing Program Director – Lucy Castillo, Florida Non-Profit Housing Inc. Self-Help Program Manager – Kent Latham, and Highlands County Habitat for Humanity Executive Director – Amiramis Desueza.

**1. CALL TO ORDER**

Chairman Tod Schwingel called the meeting to order at 3:37 PM and read the meeting announcement sheet into record.

**2. ROLL CALL**

Roll call completed by staff reflected the committee did not meet quorum to make a motion.

**3. APPROVAL OF MINUTES-** No motion made.

**MOTION:** Unable to proceed due to not meeting quorum.

**4. SHIP FINANCIAL ACCOUNTABILITY:**

Housing Program Manager, Kimberly Wean, provided a detailed review of three fiscal-year projects, emphasizing urgency to expend funds before the Saturday, June 30, 2026, deadline. Financial report copies were provided to those in attendance for reference. Project 22366 for the Fiscal Year 2023/2024 is currently being expended, while other projects await activation. Project 22366 had an initial allocation of \$1,210,906.00 and has thus far been spent on special needs rental development and on the owner-occupied rehab SHIP strategy; this project requires subrecipients to fully expend funds. Project 22366 has an allocation of \$794,441.00; no

funds expended, pending future activation. Project 24366 has a notable lower allocation of \$745,235.00 than the previous year; no funds expended, pending future activation. Housing Program Manager, Kimberly Wean, shared an expectation for a granting of request made for the extension of Project 22366 if the deadline is missed.

**Motion:** No motion was made.

## 5. OLD BUSINESS-

**a. Update on the Addison Grove Apartments** – Housing Program Manager, Kimberly Wean review the SHIP funded special needs housing units presiding at Addison Grove Apartments. Out of the 12 units, 8 are occupied, 4 are vacant with two in pursuit of being filled. There is a new property manager that was onboarded requiring orientation on the monitoring process and outreach strategies. Monitoring protocol must be standardized with new management. Despite 8 units occupied, the 4 vacancies reflect an outreach gap. Management’s new staff lacks awareness of monitoring requirements for vulnerable populations, increasing risk of non-compliance. Proactive training for property management is critical to maintain program integrity and occupancy rates.

**b. Status of the Selected Sub Recipient and Sponsors** – Community Programs Director, Ingrasherese Gardner, begins elaborating that there is an alleged confusion to distinguish between sponsors (familiar from developer partnerships) and subrecipients (nonprofit agencies), complicating fund distribution. Persistent confusion about subrecipient roles versus sponsors along with legal team’s unfamiliarity with required agreements and OMB purchasing procedures. Subrecipients require nonprofit agencies to assist fund expenditure. Sponsors (developers) are well-understood, but subrecipient process is new and poorly defined. The questions unanswered from prior legal meeting must be resolved before moving forward. Legal team meeting scheduled for Tuesday, May 26, 2026 at 2:00 PM to address documentation gaps and clarify roles.

## 6. NEW BUSINESS

- a. **New AHAC Member Application from Elsie Sellers to be Voted Upon** – Elsie Sellers was instructed to return by Housing Program Manager, Kimberly Wean, to the next AHAC meeting on Wednesday, June 17, 2026, due to not meeting quorum.

**Motion:** No motion Made.

- b. **Distribution of the New 2026 HUD Income Limits:** Kim Wean, Housing Program Manager, informed the committee that she will provide those via email for all AHAC committee members.

**Motion:** No motion Made.

**8. NEXT MEETING DATE**

Next meeting scheduled for Wednesday, June 17, 2026, at 3:30 PM.

**9. ADJOURNMENT**

Chairman Tod Schwingel adjourned the meeting at 3:50 PM.

Respectfully Submitted,

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Housing Administrative Assistant, Nikole Cedeño-Mojica