

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

The Affordable Housing Advisory Committee met at 3:30pm on November 19, 2025, at the Highlands County Large Engineering Training Room. Notice of the meeting was publicly announced on October 7, 2025.

**MEMBERS PRESENT:** Tod Schwingel, Bill Stephenson, Matt Griffin, Audrey Ascitutto, Jimmie Fuller, Brittany McGuire, Stephanie Von Palesky-Bush, Donna Doubleday and Commissioner Kevin Roberts.

**MEMBERS ABSENT:** Tony Cruz.

**OTHERS PRESENT:** Ingra Gardner, Director of Community Programs, Kim Wean, Housing Program Manager, Francoise Gonzales – Housing Specialist II, Rosa Hernandez, Administrative Assistant, Lucy Castillo, Executive Director Farmworkers FNPH, Amiramis Desueza, Executive Director of Habitat for Humanity, Steve Brown, Executive Director of FNPH, Kurt Krahn, Deputy Director FNPH.

**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 quorum.

**3. APPROVAL OF MINUTES-** August 20 meeting.

**MOTION:** Motion made by Jimmie Fuller, seconded by Bill Stephenson. All members voted aye, and motion was carried.

**4. SHIP FINANCIAL ACCOUNTABILITY:**

Kim Wean, Housing Program Manager, 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. Project 21366 revenue was a total of \$380,084.89 as of June 30, 2023. Disaster Assistance has \$416,346.80 in funds to be expended. Project 22366 (FY23.24) has \$831,835.33 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 has a total revenue (program income) of \$335,340.66 as of June 30, 2025.

**Motion:** No motion was made.

## 5. OLD BUSINESS

- a. Multi-Family Housing update
  - i. **Avon Park Apartments (80 units)** – Ingra Gardner, Community Program Director, informed the committee that a final draw has been requested by developer. Avon Park Apartments has a tentative ribbon cutting ceremony for March of 2026.

## 6. NEW BUSINESS

- a. **AHAC Terms of Service** – Ingra Gardner, Director of Community Programs, presented the committee with Ordinance 21-22-08 for their review. The committee briefly discussed staggering member terms. The committee then voted on staggering member terms between 1 year and 2-year terms. The committee also voted on the Chairperson and Vice Chairperson.  
**Motion:** Motion to stagger terms made by Jimmie Fuller, Seconded by Matt Griffin. All members voted aye, and motion was carried. Motion to elect Tod Schwingel as chairperson made by Matt Griffin, seconded by Jimmie Fuller. All members voted aye, and motion was carried. Motion to elect Jimmie Fuller as Vice chairperson made by Matt Griffin, seconded by Bill Stephenson. All members voted aye, and the motion was carried.
- b. **2026 AHAC meeting schedule-** The committee discussed the 2026 AHAC meeting schedule. They then voted on AHAC going back to monthly meetings.  
**Motion:** Motion made by Audrey Ascitutto, seconded by Matt Griffin. All members voted aye, and the motion was carried.
- c. **Review of Annual Incentive Strategy Report-** Ingra Gardner, Director of Community Programs, presented and briefly discussed the annual incentive strategy report, to prepare the member for the upcoming Public Hearing.  
**Motion:** No motions made.
- d. **2025-2025 LAHAP-** Ingra Gardner, Director of Community Programs, inform the committee members that the 2025-2028 LHAP was brought in front of the board and was approved by the Board of County Commissioners.  
**Motion:** No motions made.
- e. **2022-2025 LHAP Revisions-** Ingra Gardner, Director of Community Programs, informed the committee that the 2022-2025 LHAP has been revised and submitted to FHFC for approval.  
**Motion:** No motions made.
- f. **Housing Action Plan-** Ingra Gardner, Director of Community Programs, briefly discussed the opportunity to apply to the FHFC to develop a Housing Action Plan tailored to the local community or region with hands-on technical assistance.  
**Motion:** No motions made.
- g. **Follow up on the FHFC monitoring conducted in March of 2025-** Kim Wean, Program Manager, updated the committee members on the outcome of the March monitoring

done by FHFC. She informed the committee that we had a positive outcome with on a few observations that were resolved by housing staff.

**8. NEXT MEETING DATE**

Next meeting scheduled: December 17, 2025, at 3:30pm

**9. ADJOURNMENT**

Chairman adjourned the meeting at 4:45pm.

Respectfully Submitted,

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Francoise Gonzales, Housing Specialist 2