



SHIP - Affordable Housing Advisory Committee


Board Details

(11-members; 2-year terms) (Resolution: 080049 CITY Residency REQUIRED).

The State Housing Initiatives Partnership Affordable Housing Advisory Committee (SHIP-AHAC) is created and established to recommend monetary and nonmonetary local housing incentive strategies to be included in the local housing assistance plan. In order to receive SHIP funds, the city is required to submit these plans to the state. The local housing incentives strategies analyze specific land development regulations and funding sources. In, addition, staff or the city commission may ask SHIP-AHAC to conduct public meetings to gather community input and to make policy recommendations to the city commission.

The SHIP-AHAC shall consist of eleven members. The composition of the committee shall include the following individuals as required by state law: (1) citizen who is actively engaged in the residential home building industry in connection with affordable housing; (2) citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing; (3) citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing; (4) citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing; (5) citizen who is actively engaged as a not-for-profit provider of affordable housing; (6) citizen who is actively engaged as a not-for-profit provider of affordable housing; (7) citizen who is actively engaged as a real estate professional in connection with affordable housing; (8) citizen who actively serves on the City Plan Board; (9) citizen who represents employers within the jurisdiction; (10) citizen who represents essential services personnel, as defined in the local housing assistance plan; (11) other citizen.

Overview

 **Size** 11 Seats

 **Term Length** 2 Years

 **Term Limit** 2 Terms

Additional

Advisory Board Website

Agendas and Minutes are located

upon request

Ordinance

Resolution: 080049



City of Gainesville

SHIP - Affordable Housing Advisory Committee

Board Roster



Octavia Washington

1st Term Feb 18, 2021 - Jul 01, 2022

Category citizen who is actively engaged as a real estate professional in connection with affordable housing



Eric A McLarthy

2nd Term Jul 02, 2020 - Jul 01, 2022

Position Chair

Office/Role Chair

Category resident of the City



Belinda Smith

2nd Term Dec 03, 2020 - Jul 01, 2022

Category representative of employers within the City



Aymee Ginard-cepeda

1st Term Nov 04, 2021 - Jul 01, 2022

Category citizen who is actively engaged as a real estate professional in connection with affordable housing



Dr Saeed R Khan

1st Term Nov 05, 2020 - Jul 01, 2022

Category Citizen who is actively engaged as a not-for-profit provider of affordable housing



Mary Lou Hildreth

1st Term Nov 05, 2020 - Jul 01, 2022

Category Resident Of The City



Dr. Michael L Raburn

1st Term Nov 05, 2020 - Jul 01, 2022

Category Citizen who is actively engaged as an advocate for low-income persons in connection with affordable housing



Jamie S Bell

2nd Term Nov 05, 2020 - Jul 01, 2022

Category Resident Of The City



Reina Saco

1st Term Feb 17, 2022 - Feb 16, 2023

Position City Commissioner, Alternate



Cynthia Chestnut

1st Term Feb 17, 2022 - Feb 16, 2023

Position City Commissioner



Vacancy



Vacancy

Profile

View current Advisory Board and Committee openings [online](#).

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Prefix	First Name	Middle Initial	Last Name	Suffix

jenniferrivers65@gmail.com

Email Address

2415 Northeast 6th Avenue

Street Address

Suite or Apt

Gainesville

City

FL

State

32641

Postal Code

In what city district do you live? To find your district visit:

<http://www.cityofgainesville.org/CityCommission/CityCommissionDistricts.aspx> *

☒ District 1

Mobile: (352) 231-5616

Primary Phone

Alternate Phone

Primary Phone Type

None Selected

Alternate Phone Type

None Selected

Gainesville Regional Utilities

Employer

Business Services
Administrative Coordinator

Job Title

Which Boards would you like to apply for?

SHIP - Affordable Housing Advisory Committee: Submitted

PLEASE NOTE: You may only apply for two (2) City Advisory Boards/Committees each application cycle. A person may only be appointed to two (2) City Advisory Boards/Committees, only one can be a quasi-judicial board.

STUDENT BOARD SEATS, terms ending 9/30/2022

City Residency NOT Required

- Fire Safety Board of Adjustment
- Gainesville Cultural Affairs Board
- Nature Centers Commission
- Public Recreation and Parks Board

Question applies to SHIP - Affordable Housing Advisory Committee

****IMPORTANT NOTICE - PLEASE READ****

To ensure representation from diverse stakeholder groups, state regulations require AHAC members from several stakeholder categories. For that reason, priority consideration will be given to applicants that meet one of the following 6 criteria, which are currently not met by any AHAC members:

- **Engaged as a for-profit provider of affordable housing**
- **Representative of those areas of labor actively engaged in home building**
- **Engaged in the residential building industry**
- **Serves on the City Plan Board**
- **Engaged in the banking or mortgage industry**
- **Engaged as a representative for Essential Service Personnel** - any household earning up to 120% of the Gainesville Metropolitan Statistical Area median income; AND 1) employed as teachers and educators; 2) police, fire and code enforcement personnel; 3) government employees; 4) military personnel; 5) health care personnel; 6) skilled building trades; OR 7) service industry personnel

Question applies to SHIP - Affordable Housing Advisory Committee

Do you represent one or more of the following categories: *

-
- ☒ citizen who represents essential services personnel, as defined in the local housing assistance plan

Question applies to SHIP - Affordable Housing Advisory Committee

The SHIP - Affordable Housing Advisory Committee has 1 partial term ending 7/1/2022. City Residency Required

Do you claim any exemption to public record disclosure pursuant to FLA. STAT. Section 119?

☐ Yes ☒ No

Review the text of FLA. STAT. Section 119 [HERE](#).

If yes, it is required that you submit a detailed explanation of exemption. Upload additional documentation if necessary.

Question applies to SHIP - Affordable Housing Advisory Committee

If appointed to the City of Gainesville's SHIP Affordable Housing Advisory Committee, I will attempt to accomplish the following objectives:

1. Represent and work for the benefit of both my specific constituency and the entire community;
2. Serve the entire two-year term;
3. If unable to complete a term, provide the City with a written letter of resignation;
4. Attend monthly meetings, either in-person or virtually;
5. Notify staff in advance, if unable to attend a meeting;
6. Arrive at meetings on-time and stay until the end of the meeting (usually 60-90 minutes);
7. Review backup materials provided by staff and/or other AHAC Members;
8. Thoughtfully complete evaluation forms, if asked to evaluate development proposals;
9. Participate in the development of all AHAC recommendations; and
10. Participate in presenting written and or verbal recommendations to the City Commission, including occasionally attending City Commission Meetings.

Question applies to SHIP - Affordable Housing Advisory Committee

Yes or No; I agree with the above statement:

☒ Yes ☐ No

Consistent with Section 2-247 of the City Code, board and committee members can be removed from the board or committee for poor attendance.

Interests & Experiences

Question applies to SHIP - Affordable Housing Advisory Committee

Why are you interested in serving on the SHIP - Affordable Housing Advisory Committee?

Experience as Housing Authority Director governed by HUD. As a Gainesvillian (born and raised), I am interested in the development of affordable housing in low-income areas of Gainesville. Also, ensuring fairness and equity in the process.

Question applies to SHIP - Affordable Housing Advisory Committee

How many years have you served on the State Housing Initiatives Partnership?

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Members of the State Housing Initiatives Partnership must only serve three (3) terms per statute.

Have you been removed from any advisory board for attendance, behavior or another reason?

☐ Yes ☒ No

If you answered yes to the question above, please explain: (upload a file if needed)

N/A

[JENNIFER_RIVERS_RESUME_2022.docx.pdf](#)

Upload a Resume

Please upload a file

Demographics

Ethnicity

☒ African American

Gender

☒ Female

Are you a City of Gainesville Employee?

☒ Yes ☐ No

Are you a City of Gainesville Intern?

☐ Yes ☒ No

Are you currently on a City Advisory Board/Committee?

☐ Yes ☒ No

If yes, which Advisory Board/Committee?

N/A

JENNIFER RIVERS

2415 NE 6th Avenue | Gainesville, FL 32641 | 352.231.5616 | jenniferrivers65@gmail.com

PROFESSIONAL EXPERIENCE

Gainesville Regional Utilities - City of Gainesville | Gainesville, FL

December, 2021 - Current

LOCAL GENERAL GOVERNMENT

Business Services Administrative Coordinator

Professional work performing administrative, fiscal and supervisory duties and maintaining administrative, financial and organizational strategies for the operational divisions of Energy Supply. Coordinates and reviews the work of assigned staff. Regulate and administer the preparation and submittal of capital, personnel services and operation and maintenance budgets for the operational areas of Energy Supply. Regularly monitors activity related to general plant capital, personnel services and operational areas to ensure proper recording of transactions. Creates and distributes periodic budget reports for review by Energy Supply and other GRU management. Coordinate and maintain administrative, financial, risk management, information systems and organizational development strategies for the operational areas, in accordance with all applicable Federal, state and local laws, rules and regulations. Work with other departments and operating areas to recommend the establishment and implementation of operational and administrative synergies and efficiencies for the operational areas of Energy Supply. Perform complex and diversified administrative work of a highly confidential or sensitive nature. Identify and recommend opportunities for improving departmental and organizational effectiveness. Assist with the development of and coordinate communication strategies for inter- and intra-departmental use as well as coordinating technical and operational communications with external organizations, as appropriate.

City of Gainesville | Gainesville, FL

March, 2019 – December 2021

LOCAL GENERAL GOVERNMENT

Sr. Budget Analyst

Participates in the preparation of the annual operating budget, including creating presentations, budget preparation, submission and compilation. Interfaces with other departments to collect data and support information requests. Advises department heads and managers on budgeting procedures. Prepares monthly budget to actual variance analysis, reviews variances and documents root causes and suggests corrective action. Contributes to department and utility special projects as assigned. Maintains tables in the budget and accounting systems, including monitoring and updating available capital funding. Creates monthly, quarterly and year end budget to actual comparison reporting. Assists with the external audit process. Prepares requested budget to actual reports as required. Responsible for the processing of all budget transfer requests as well as maintaining the log and verifying transfers are processed correctly. Prepares reports for management review and works with Project Management to update funding sources. Maintains the Department's internal website to provide FAQ's, forms and procedures.

Lead Analyst

Gainesville Police Department

Finance Director of Gainesville Police Department Fiscal Division. As Lead Analyst, manage all aspects of GPD over \$34 million budget. Provide direction and oversight of work of lower level staff. Supervise a staff of six (6), including payroll, grants and procurement functions. Provide procurement guidance GPD staff (over 400), on procurement processes for internal projects. Prepare varied financial, operating or marketing reports, including study plans, quarterly summaries, forecasts, system and organizational analyses, and work flow-charts.

Present to Chief of Police and executive management staff. Acquire and disseminate information concerning work methods and procedures, controls, and similar management functions. Develops alternatives and makes specific recommendations to superiors and assists in implementing the recommendations.

Prepare various aspects of budgets and assist the City of Gainesville Budget Manager and Senior Budget Analyst in the preparation and analysis of the annual budget. Studies actual and potential problems and presents findings to officials using charts, slides, and other visual aids to describe findings, proposed solution, and effect in such areas as policy, program, organization, procedure, and form. Conducts internal audits to monitor performance. Participate in the development of administrative and operating policies and procedures, including GPD General Orders.

Internal Control Specialist

Professional work evaluating internal controls for the City of Gainesville, ensuring appropriate levels of oversight across all departments. Review business practices and process controls, identifying areas of risk and opportunities for strategic improvement. Collaborate with leadership and Organizational Development to introduce enhanced controls, create and deliver appropriate training and ensure buy-in. Embrace ideas of New American City and focus on protecting the image and reputation of the city of Gainesville. Interview and observe staff performing processes to document and diagram procedures. Perform internal control evaluations through continuous monitoring, observation, and testing to ensure necessary controls are implemented and maintained. Support a transparent risk-reduction and controls-aware culture throughout the organization. Create training materials, including presentations for department management and staff on internal controls.

Gainesville Housing Authority | Gainesville, FL

2013-2015

FEDERAL HOUSING PROGRAMS REGULATED BY HOUSING AND URBAN DEVELOPMENT (HUD)

Operations Director

As Operations Director, increased audit compliance, identified risks and reduced GHA's potential for legal liability & HUD sanctions. In addition, plan, organize and direct day-to-day management and maintenance operations. Assume full management responsibilities of Authority programs and services, in the absence of Executive Director.

Oversee and participate in the development and administration of the Authority budget; approve forecast of funds needed by service area assigned to staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as judged appropriate and necessary

Hired as Operations Director when the Gainesville Housing Authority (GHA), received the mandate from Housing and Urban Development (HUD), to improve their "troubled" performance designation within 45 days or HUD would assume management of GHA's public housing. Auditing of programs and processes played a key role in discovering and correcting deficiencies while strengthening internal controls.

- Developed an aggressive plan of action to increase occupancy rate from 70% to 98% percent and increased Public Housing Assessment Score (PHAS) from 50% to 85% during first year.
- Strengthened internal controls to ensure integrity of recertification process.
- Audited security deposits and revamped, ensure congruency with State Law, reducing risks of legal conflicts.
- Audited Public Housing programs, ensuring congruent with Admissions and Continued Occupancy Policies (ACOP).

Monitored program and fiscal performance, ensuring adequate funding for program operations and that expenditures comply with applicable regulations. Utilized advanced MS Word, Excel, Lindsey software.

Idex Corporation | Ocala, FL

2011-2013

MANUFACTURE ENGINEERED FLUIDICS SYSTEMS AND FIRE & SAFETY PRODUCTS

Accounts Payable Administrator

As Accounts Payable Administrator, monitored corporate bank activities, managed the accurate and timely processing of up to 20,000 invoices (\$1M) per month. Close A/P ledger on monthly basis, manage daily A/P processes, manage vendor/supplier relations, process invoices, purchase orders, expense reports, credit memos and payment transactions. Manage payroll deductions, direct deposits, benefits withholding, taxes and summaries.

- Instituted formal cross-checking of packing lists and invoices, turning around problem of supplier overpayments and saving thousands of dollars each month.
- Renegotiated payment terms with suppliers from net 7 to net 60 on key accounts, improving cash and flow while facilitating company profits.
- Ensure vendor credentialing and verifications prior to applying payments, including W9 files.

Dominion Enterprises | Gainesville, FL

2006-2010

GLOBAL ADVERTISING, MARKETING AND MEDIA COMPANY

Accounting Manager

Hired as Staff Accountant and promoted to Accounting Manager to create robust financial processes and reporting with scalability for organization with diverse portfolio of companies. Direct Corporate accounting team supporting 10 digital and

traditional media outlets and work collaboratively with General Manager and Finance VP. Provide revenue recognition reports. *Gained deep exposure and experience in US GAAP.*

- Managed a team of 15 direct reports and financial operations of organization with over \$30M in revenue.
- Managed month-end close, journal entries & general ledger, audits, receivables/payable, cash receipts and contracts.
- Standardized all accounting processes; reduced close process by eight (8) days and reconciliation process by three (3) days. Led fee/client compensation proposal for pitch with major advertiser, producing fees exceeding \$2M. Successfully led team in software conversion process.
- Streamlined all invoice and expense reports to get accurate figures, audit & correct coding errors.

DeKalb-Decatur Housing Authority | Decatur, GA

2003-2006

FEDERAL HOUSING PROGRAMS REGULATED BY HOUSING AND URBAN DEVELOPMENT (HUD)

Administrative Manager

Hired as Administrative Manager, assisting Executive Director with management of Authority programs and project management. Perform internal audits for the Authority and provide independent, objective, assurance and consulting services designed to add value and improve the Agency's operations. Facilitated agency in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve effectiveness of risk management, control, and government processes.

- Developed a comprehensive internal audit program to provide management with evaluations of the effectiveness of internal controls over accounting, operational, information technology and administrative functions.
- Evaluated and assessed significant merging/consolidating functions and new or changing services, processes, operations, and internal control process coincident with their development, implementation, and/or expansion.
- Issued periodic report to the Executive Director and management summarizing results of audit activities.

Evaluating and improving agency's efficiency and effectiveness in operations, programs and services. The outcome was implementation of initiatives that cut costs and increased productivity throughout the authority, resulting in dollars saved, resources spared, and man-hours conserved. Additionally, efforts assisted with eliminating waste and achieving compliance with applicable rules, regulations, policies and procedures. ***Received Certification in "Internal Controls in Government." USDA Management Control Program, sponsored by Housing Authority.***

Alachua County 8th Judicial Circuit | Gainesville, FL

2000-2003

ALACHUA COUNTY COURTS COST CONTAINMENT DEPARTMENT (INDIGENT PROGRAM MANAGEMENT)

Cost Accountant

As Cost Accountant effectively perform generally accepted accounting and specialized functions. Prepared and reviewed entries to the general and subsidiary ledgers, ensuring accuracy and compliance with established accounting principles. Improved program functions by creating an Access indigent database, which allowed Department to quickly access ad-hoc reports. Prepared financial reports, facilitated financial audits as required by Courts and provided analysis of accounting data as requested for Judicial review. Collected and verify supporting documentation and approved for payables.

EDUCATION & PROFESSIONAL DEVELOPMENT

AMERICAN INTERCONTINENTAL UNIVERSITY
Bachelor of Business Administration, Finance
Master of Business Administration (M.B.A.)

UNIVERSITY OF PHOENIX
Master of Science, Psychology

PROFESSIONAL DEVELOPMENT
Public Housing Management Certification (Nan McKay)
Fair Housing Certification (Housing Development Law Institute) HDLI
Public Housing Rent Calculation Certification (Nan McKay)
Public Housing REAC Certification
Public Housing Uniform Accessibility Standards Certification (UFAS)
General Diversity in the Workplace
Internal Controls for Government
Human Resources for Managers
Management and Supervision

PROFESSIONAL GROUPS
Equity Core Team (City of Gainesville)
ERP System Testing (City of Gainesville)
Leadership Government (Chamber)
Florida Government Financial Officers Assoc