

Asheville Housing Authority Commission Meeting Minutes December 16, 2015

I. Work Session

The work session was held at the Central Office at 4pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, Member Jennifer Pickering, and Member James Canavan.

Open session: Lewis Isaac welcomed the Housing Authority's new Asheville City Council liaison, Julie Mayfield.

Councilwoman Mayfield updated the Board on City Council's position on the I-26 connector project. Council passed their resolution last Tuesday.

Gene Bell stated that the conversion to RAD took an inordinate amount of work on the part of HACA staff. In light of this, HACA is asking to change the language of Agenda Item 4 to allow the CEO to pay up to 2 extra days. Also, to clarify, this is not only for the managers; this is for the management team as a whole, which includes everyone who worked toward meeting goals.

Gene Bell presented Agenda Item 5. He stated that for the last three years, HACA has bought back employees' PTO at a rate of 50% of the employee's hourly earnings. Employees are required to keep a minimum of 120 hours balance after the buy back. The maximum that can be bought is \$1000.00.

In regards to Agenda Item 6, Gene Bell stated that HACA wants to give an additional 10 hours (1 day) of PTO to employees who donate a Fair Share amount to the United Way. HACA has 68 Fair Share employees this year.

David Nash stated that HACA has owned Woodfin Apartments for nearly 10 years, but it has been under private management. In May 2015, HACA switched the management back to HACA. Due to the records that the previous management company kept, it would be very difficult to take a tenant to court for nonpayment. It is HACA's recommendation to write these debts off and move forward. The number needs to be raised to \$18,000 from the \$15,000 stated in the Agenda.

David Nash stated that this is a starting budget, so there may need to be amendments made throughout the year. This budget is based off of the previous year's budget. Increases in expenses were projected to allow for that.

David Nash presented the Resident Characteristics Report. This does not include Woodridge, Woodfin or Asheville Terrace.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:08 pm & December 16, 2015**, held at **HACA Central Office, 165 S French Broad Avenue, Asheville, NC 28801**. Brooke Smith conducted roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Raynetta Waters, Member Jennifer Pickering, and Member James Canavan.

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **November 18, 2015**.

IV. Bills and Communications

Lewis Isaac introduced the new Asheville City Council liaison, Julie Mayfield. Councilwoman Mayfield stated that she is very excited about this assignment.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy submitted with the board package

b) Asheville Housing Vouchers

Brandy Woodard reported monthly Asheville Housing Vouchers occupancy submitted with the board package

c) Income/Expense Report

Lenell Wyche summarized the bottom line of the four key budgets submitted with the board package.

d) Demographics Report

David Nash presented the demographics report submitted with the board package.

e) Residents Council Report

No comment

VI. New Business

1. Consideration of approval of the Asheville Housing Authority Budget for 2016.

David Nash presented the 2016 Budget. This includes the 2% contract rent increases, staff salary increases, and capital improvement projects. Jennifer Pickering wants to

make sure that it is noted that managers have the ability to work with their supervisors to suggest amendments.

Jennifer Pickering made a motion, seconded by **James Canavan** to authorize approval of the Asheville Housing Authority Budget for 2016.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

2. Consideration of approval of Resolution regarding the I-26 Connector Project environmental impact statement.

David Nash stated that NCDOT has requested public comment for the I-26 connector project. HACA recommends that the DOT pick one of the 2 proposals that turns the Jeff Bowen Bridge back into a City street, which will reconnect Hillcrest to a City street. HACA is also asking that I-240 in West Asheville be limited to only 3 lanes on each side to limit impact on the Burton Street community. Finally, HACA is asking DOT to ensure that low-income residents are hired for this project.

James Canavan made a motion seconded by **Raynetta Waters**, to authorize approval of Resolution regarding the I-26 Connector Project environmental impact statement.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

3. Consideration of approval of 2016 Housing Choice Voucher Payment Standards effective January 1, 2016, based on the Final FY2016 Fair Market Rents approved by HUD December 1, 2015.

Brandy Woodard stated that these are the Fair Market Rents set by HUD. HACA is authorized to implement at 10% increase to these rents, which was chosen to implement

this year. David Nash stated that this does not apply to the project-based voucher rents. HACA is trying to offer as much money as possible to pay landlords, so that tenants will have as many options as possible to find affordable housing with their vouchers.

Cassandra Wells made a motion, seconded by **Raynetta Waters**, to authorize approval of 2016 Housing Choice Voucher Payment Standards effective January 1, 2016, based on the Final FY2016 Fair Market Rents approved by HUD December 1, 2015.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

4. Consideration of authorization for the CEO to award an extra day of pay for management team employees who reduced average unit turnaround days to 30 days or less by December 1, 2015, and for others who met key performance goals during 2015.

David Nash stated that HACA would like to change the wording to “up to 2 extra days” Several of the properties made the goal, but some fell just short of it. In an effort to reward everyone for all of their hard work this year, HACA would like to give all employees one extra day pay, and those who met their goals, two extra days.

Jennifer Pickering made a motion, seconded by **James Canavan**, to authorize the CEO to award an extra day of pay for management team employees who reduced average unit turnaround days to 30 days or less by December 1, 2015, and for others who met key performance goals during 2015.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

5. Consideration of authorization for the CEO to approve a limited PTO buyback for employees with significant PTO balances.

David Nash stated that for the last two years, HACA has allowed employees who have not been able to take all of their PTO to sell it back to HACA at a 50% rate of their hourly salary. Employees can sell up to a maximum of \$1,000.00 and must keep a minimum PTO balance of 120 hours.

Raynetta Waters made a motion, seconded by **Cassandra Wells**, to authorize the CEO to approve a limited PTO buyback for employees with significant PTO balances.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

6. Consideration of authorization for the CEO to award an additional 10 hours of PTO in 2016 for employees who pledge and actually make a Fair Share contribution to the United Way through payroll deduction in 2016.

DN stated that the Housing Authority just completed its annual United Way campaign. To thank employees for being generous, HACA would like to give Fair Share contributors an additional day of PTO.

James Canavan made a motion, seconded by **Jennifer Pickering**, to authorize the CEO to award an additional 10 hours of PTO in 2016 for employees who pledge and actually make a Fair Share contribution to the United Way through payroll deduction in 2016.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

7. Consideration of authorization to write off old tenant balances at Woodfin Apartments, incurred under the prior management of the property, not to exceed \$15,000.

David Nash stated that the change needs to be made to \$18,000. Woodfin Apartments was managed by an outside management company, but HACA took over management of

the property in May 2015. The records that the company kept make it difficult to take to tenants to court for nonpayment. There is no real money involved in this, just writing off old balances.

James Canavan made a motion, seconded by **Raynetta Waters**, to authorize the write off old tenant balances at Woodfin Apartments, incurred under the prior management of the property, not to exceed \$15,000.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

VII. Unfinished Business

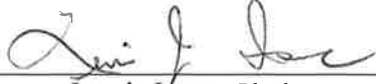
Cassandra Wells asked when HACA starts counting days of a vacant apartment. David Nash stated that HACA starts on the first day of the next month after they move out. The days are counted until the day it becomes occupied, even if that is in the middle of the month.

VIII. Public Comment

None

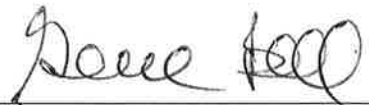
IX. Adjournment

There being no further business to come before the Board, the meeting adjourned.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary