



**Asheville Housing Authority
Commission Meeting Minutes
June 22, 2016**

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: Gene Bell stated that due to former CFO Lenell Wyche's departure, and the accounting staff being involved in the annual audit, we are providing the financial report in the packet but did not have time to clean up one issue. We will review the budget and get back with the Board.

Gene Bell stated that David Nash has been working diligently on the Lee Walker Heights project. The Housing Authority expects a decision in August on the tax credit application.

Noele Tackett updated the Board Members on the wait list. Currently, there are 2021 individuals on the wait list for apartments. The wait times depend on which bedroom size an individual has applied for, but generally vary between 6 months and 2 years. The Housing Authority has two main preferences on the wait list: chronically homeless and domestic violence homeless. In order to qualify for the chronic homeless preference an individual must have a referral from an agency verifying the preference and be willing to have case management from that agency for a minimum of one year.

Jay Gurney presented the update maintenance fees, which is Agenda Item 1. The list has not been updated since 2008. The labor charges are going to remain the same, but the list of items that constitute a maintenance fee has been updated and expanded, and the fees associated with these items have also been updated. Per the Board Members' request at May's Meeting, staff created and delivered the attached flyer to residents. The Housing Authority received one comment about the cost of installing air conditioning units. While the cost proposed is the Housing Authority's actual cost, the Housing Authority is going to do away with the \$110 cost and only charge \$35 to assist our residents.

Djuana Swann, HACA Attorney, presented the updates to the HACA procurement policy. The current policy went into effect in 2007, and since that time, HUD has consolidated and moved the procurement rules and regulations to 24 CFR 200 with some changes to a different part of the code, and is requiring all Housing Authorities to update their policies to reflect the HUD changes. Also following HUD guidelines, the threshold for small purchases has increased from \$100,000 to \$150,000. The threshold for micro-purchases has increased from \$2,000 to \$3,000, or \$2,000 in the case of acquisitions for

construction subject to the Davis Bacon Act. Those are the only changes to our local policy.

Jennifer Pickering stated that the Juneteenth celebration in Hillcrest went really well.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:07 pm on June 22, 2016**, 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, Member Raynetta Waters, Member Jennifer Pickering, and Member James Canavan.

III. Approval of minutes from last meeting

Raynetta Waters made a motion, seconded by **Jennifer Pickering**, to approve the minutes. The Commissioners unanimously approved the minutes of **May 25, 2016**.

IV. Bills and Communications

Gene Bell made a presentation about the recent Edington Center gym dedication ceremony. The gym was dedicated to former City of Asheville Parks and Recreation employee, Garry Briggs. The ceremony was attended by Garry's family, HACA staff, City staff, County Commissioners, and community residents. The County Commissioners donated money to assist the Housing Authority in completing the gym renovation.

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

The bottom line of the four key budgets is submitted with the board package.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the Family Self-Sufficiency report.

e) Residents Council Report

Shuvonda Harper stated that the youth summer program, My Community Matters Community Empowerment Program, began in June. Three of the program participants spoke about what all they are learning in the program.

VI. New Business

1. **Consideration of approval of an updated schedule of Maintenance Charges for HACA properties.**

Jay Gurney stated that the maintenance fees have not been updated since 2008. The labor costs are going to remain the same, but the list of items that can be charged to residents and the accompanying fees have been updated. This has been posted since April in all offices. In May, at the Board Members' request, a flyer was delivered to residents notifying them of the changes. The Housing Authority received one comment, which stated that the cost to install a window air conditioning unit was too high. The cost, \$110, is the Housing Authority's actual cost for this work. However, in an effort to make these costs as reasonable as possible, the Housing Authority is only going to charge \$35 for this work.

Resident Council Member Shuvonda Harper stated that she does not believe all residents went to the office and got the information. Resident Council Member Sir Charles Gardner asked who is responsible for inspecting to make sure items are installed correctly, and Jay Gurney stated the maintenance mechanics are responsible for this. The Resident Council stated they would follow up with some of the residents to give them this information, and management agreed to be a part of this process if needed.

James Canavan made a motion, seconded by **Jennifer Pickering**, to authorize approval of an updated schedule of Maintenance Charges for HACA properties.

The Board voted as follows:

AYE

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

NAY

(Member Raynetta Waters had to leave the meeting prior to action on this item.) The Chair declared the motion carried.

2. **Consideration of approval of technical amendments to the HACA Procurement Policy.**

Djuana Swann stated that HUD has moved its procurement policy to a new part of the code, and is now requiring all Housing Authorities to update their procurement policies to reflect this change. As such, the Housing Authority has made technical changes to our policy. Every reference to the old code, CFR 85.36, has been updated to reference the new code, CFR 200. This code change also updated the amounts of a small purchase from \$100,000 to \$150,000, and micro purchases from \$2,000 to \$3,000.

Jennifer Pickering made a motion seconded by **James Canavan**, to authorize approval of technical amendments to the HACA Procurement Policy.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac
Ms. Jennifer Pickering
Mr. James Canavan

The Chair declared the motion carried.

VII. Unfinished Business


None

VIII. Public Comment

Jennifer Pickering stated that the Juneteenth Celebration in Hillcrest was great. Shuvonda Harper stated that ABIPA held a prostate screening and block party, and it was a good opportunity for the community to see the Edington Center.


IX. Adjournment

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



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary