

Asheville Housing Authority
Commission Meeting Minutes
March 25, 2018

I. Work Session

The work session was held at the Central Office starting at 4:09 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Jennifer Pickering and Member Raynetta Waters.

David Nash opened the work session by discussing the revised trespass policy. David explained that this is part of our collaboration with the Vera Institute for Justice to review our policies and make sure that they are as fair as possible for people re-entering society after a period of incarceration. Proposed changes include changing the 5 year ban to 3 years, taking into account behavior records while in prison, and educational/employment records. This first policy is ready for approval and has been reviewed by a number of community partners, including the APD Housing Team. The policy was posted on February 22 for a 30 day comment period and no comments were received. Another meeting will be held on April 16th, 2018 to discuss a simplified grid for screening applicants on the waiting list who have had justice-system involvement.

Djuana Swann discussed agenda item #2; approval of new smoke-free policy, effective July 1. She explained that the smoke-free policy will prohibit smoking in the housing units and common areas. Residents can smoke on patios or outside the housing units, except around playground areas. The policy also defines the types of smoking devices prohibited. The policy was posted on February 22nd, 2018 for 30 days. Djuana reported that there was one comment regarding enforcing the policy for HACA employees. In response, a section was added that explained HACA employees would be subject to the organization's disciplinary policy. Gene Bell is planning to meet with residents in the future regarding the new policy, and the policy was also implemented in the House Rules, which is provided to each tenant.

Gene Bell provided the board with a brief update on February's average occupancy rate for Deaverview. He explained the average rate is higher due to some more intensive unit turnarounds that included furnace installations and required reconfiguration of some walls. The template has now been developed so future replacements will be quicker.

Shaomin Li provided presented the budget. She explained that Central Asheville has a small loss at the end of the fiscal year because there was more maintenance and utility expense, and the expenses were more than the actual income. Shaomin explained that Southside properties had high utility expenses due to higher gas usage in the winter months. This amount is expected to lower in summer. North Asheville properties experienced the same higher utility expense due to gas usage.

The work session ended at 4:36 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:05 pm on March 28, 2018** at the **Lee Walker Heights Apartments, 50 Wilbar Avenue, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member Jennifer Pickering and Member Raynetta Waters.

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 **February 21, 2018**.

IV. Bills and Communications

Robert Hooper introduced Tara Irby as the new Site Manager for Lee Walker Heights.

Gene Bell announced that on April 21st, 2018 an event would be held from 1 pm to 5 pm at the Edington Center to recognize the late Stephanie Maeweather. He requested that members of the community attend the event.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy report submitted with the board package. She explained that one unit in Hillcrest Apartments took longer to reoccupy because of mold treatment required. Southside properties took longer to get occupied because of transfers and having a temporary shortage of maintenance staff.

b) Asheville Housing Vouchers

Michelle Moore reported monthly Asheville Housing Voucher report submitted with the board package.

c) Family Self-Sufficiency

Shaunda Sandford presented the monthly Family Self-Sufficiency report submitted with the board package.

Eric Robinson reported the FSS news updated. Eric and Thomas Priester took a group of kids from Deaverview and Johnston Elementary to the Southeastern Basketball Conference in downtown Asheville. It was an enjoyable and successful outing.

d) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. She briefly explained that the report included two different months of financial reports; December 2017 and February 2018. In December 2017, year-end accruals and final write-offs of collection losses are reflected in this report. HACA finished the year with a healthy cash flow. The surplus cash distribution amount appear higher than budgeted because the actual distribution was from surplus cash on the books at the end of 2016 and

the budget was for 2017. The distribution calculations were approved by the Board in December, and actual distribution of any surplus cash available at the end of 2017 will be subject to a separate approval after the audit is completed. The HCVP HAP Account shows a net loss due to HUD guidelines requiring that extra cash balances be maintained in HUD's accounts rather than the Housing Authority's bank account. We can draw that money down from HUD as needed in 2018.

For the February 2018 report, revenue and expenses are on track with budget, except for utilities due to higher usage in winter. Overall year-to-date net revenue is in good standing.

David Nash commended managers for their hard work last year. He announced that all managers exceeded their budget goals as established at the beginning of the year, due to their frugal spending.

e) **Edington Center/Residents Council Report**

No report.

f) **Property Management Report**

No report this month.

VI. New Business

1. Approval of revised Trespass Policies and Procedures, effective April 1, 2018.

David Nash explained that we worked with the Vera Institute for Justice to update our Trespass Policy. The revisions include the following:

- Changing language to include listing reasons people can be banned from housing, which is in line with the reasons for eviction outlined in the Lease.
- Reducing the max ban timeframe from 5 years to 3 years, provided there are no further violations.
- Added language spelling out criteria for permitting people back into housing.

Jennifer Pickering made a motion, seconded by **Cassandra Wells** to approve the revised Trespass Policies and Procedures, effective April 1, 2018.

The Board voted as follows:

AYE

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

NAY

2. Approval of new Smoke-Free Policy, prohibiting smoking inside all HACA apartments and buildings, effective July 1, 2018.

Djuana Swann explained that the policy will ban smoking inside apartments and common areas, while allowing smoking outdoors except within 25 feet of a playground. The policy was posted for 30 days and received one comment regarding how the policy would impact HACA employee. Additional language was added to the policy stating HACA employees will be subjected to the disciplinary policy included in the personnel manual. The policy is effective July 1, 2018. Gene Bell will meet with residents and signage regarding the policy will be placed in each development.

Raynetta Waters made a motion, seconded by **Cassandra Wells** to approve the new Smoke-Free Policy, prohibiting smoking inside all HACA apartments and buildings, effective July 1, 2018.

The Board voted as follows:

AYE

NAY

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

VII. Unfinished Business

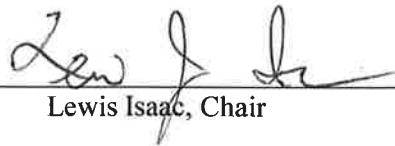
None.

VIII. Public Comment


None.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:31 pm. The next meeting will be held at HACA Central Office, 165 South French Broad Ave., Asheville, NC 28801 on Wednesday, April 25, 2018.


Lewis Isaac, Chair

ATTEST:


Gene Bell, Secretary