



**Asheville Housing Authority**  
**Commission Meeting Minutes**  
**October 25, 2017**

**I. Work Session**

No work session held this month.

**II. Regular Meeting - Call to order**

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:08 pm on October 25, 2017** at the **HACA Central Office, 165 S. French Broad Ave., Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters.

**III. Approval of minutes from last meeting**

**Raynetta Waters** made a motion, seconded by **James Canavan**, to approve the minutes. The Commissioners unanimously approved the minutes of **September 27, 2017**.

**IV. Bills and Communications**

**a) Aston Tower Fire**

Gene Bell asked Jay Gurney to provide an update on the fire at Aston Towers. Jay reported that on the evening of Tuesday, October 17, 2017 at 8:45 pm a fire was started on the 7<sup>th</sup> Floor of Aston Towers. Jay presented photos of the damage to the property as a result of the fire. 34 residents were impacted by the fire; they were relocated to a temporary shelter at Stephens Lee Center; 24 residents were able to return to the building by the next evening. 10 residents lived on the floor of the fire; 6 of them were rehoused in other apartments and 3 were placed in hotels and expect to return to their apartments by Tuesday, October 31, 2017.

**b) Employee Recognition- Nikita Lindsey**

Gene Bell asked Renee Crain to introduce her employee, Nikita Lindsey, Assistant Manager at Klondyke Apartments. Nikita shared that she is a resident of Erskine Apartments. She will be featured in the Community Action Opportunities Annual Report in January due to her devotion to their preschool at the Lonnie Burton Center and her community, as well as her dedication as a parent.

**c) Brian Repass- Community Action Opportunities**

Brian Repass, Head Start Director with Community Action Opportunities conducted a presentation on Headstart. Headstart serves families and children between the ages of 3

and 5 years old. The program serves up to 100% of the poverty level and special needs families. The program provides meals and individualized education plans for kids.

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 vacancies are up significantly last month. Hillcrest and Southside had transfers that affected their numbers.

b) **Asheville Housing Vouchers**

Brandy Woodard reported monthly Asheville Housing Voucher report submitted with the board package. She pointed out that VASH voucher leasing is up over 90% for the first time and 44 VASH voucher holders are currently seeking housing. Brandy also announced that they held a landlord focus group to get feedback on the program as a whole. Katelyn Mattox presented about the landlord focus group. Nine landlords attended and she reached six more by telephone. Feedback included the need to simplify the Request for Tenancy Approval packet; assistance for landlords when tenants move out leaving major damage in their apartments; streamlining the approval process as much as possible so landlords do not lose income they need to cover mortgages; ways to provide better customer service in some cases; and continued development of relationships.

c) **Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency participation submitted with the board package. Eric Robinson provided an overview of the highlights for the Family Self-Sufficiency Program. He announced that the Housing Authority provides Erwin Middle School participants with transportation to the Homework Diner program at school, which is catered by the Southside Kitchen. He also announced that FSS staff members have been focused on participating in various professional development and community engagement events.

d) **Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. She briefly reviewed the budgets for each property sector. Overall, the Housing Authority is in good financial standing.

e) **Edington Center**

David Nash announced that an application has been submitted for a Tipping Point Grant, which will assist with paying stipend workers for their work in the gardens at the Edington Center. The Annual Community Thanksgiving Dinner will be held on Tuesday, November 21, 2017 at 5:30 pm at the Edington Center.

f) **Residents Council Report**

No Report.

g) **Property Management Report**

Reported by Jay Gurney during the Bills and Communication report.

VI. **New Business**

1. **Approval of new Housing Choice Voucher Payment Standards effective December 1, 2017.**

Brandy Woodard requested approval of the new Housing Choice Voucher Payment standards, which must be reviewed and approved annually. We have renewed HUD approval to use the 50<sup>th</sup> percentile rents instead of the standard Fair Market Rents and we are proposing the full 10% increase we have the authority to add to those rents, to maximize our participants' ability to lease in the tight rental market.

**James Canavan** made a motion, seconded by **Raynetta Waters** to approve the new Housing Choice Voucher Payment Standards.

The Board voted as follows:

AYE

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

NAY

2. **Approval of new contract rents for the RAD project-based voucher properties effective December 1, 2017, based on the HUD 2017 Operating Cost Adjustment Factor (OCAF).**

David Nash explained that it is the anniversary of HAP project for most of the RAD properties. He explained that contract rents will increase by 2%. Families paying the full amount will see the 2% increase upon their renewal. Families on the income-based rent will not see an increase in their share of the rent.

**Raynetta Waters** made a motion, seconded by **James Canavan** to approve the new contract rents for the RAD project-based voucher properties effective December 1, 2017.

The Board voted as follows:

AYE

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

NAY

3. **Authorization to amend the Housing Choice Voucher Administrative Plan to change the initial time period for new vouchers from 60 to 90 days, and to allow voucher holders, provided they are in good standing with the Housing Authority and diligently pursuing their housing search, to request one 90-day extension, for a total of 180 days.**

Brandy Woodard explained that implementing this change will provide voucher holders with additional time to find housing and will alleviate some of the administrative burden of having to consider and approve multiple extensions.

**Raynetta Waters** made a motion, seconded by **Cassandra Wells** to authorize the amendment of the Housing Choice Voucher Administrative Plan to change the initial time period for new vouchers from 60 to 90 days, and to allow voucher holders, provided they are in good standing with the Housing Authority and diligently pursuing their housing search, to request one 90-day extension, for a total of 180 days.

The Board voted as follows:

AYE

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

NAY

**VII. Unfinished Business**

None.

**VIII. Public Comment**

No public comments.

**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 6:09 pm. The next meeting will be held at Asheville Housing Authority- Central Office, 165 S. French Broad Avenue, Asheville, NC 28801 on December 13, 2017.

  
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Lewis Isaac, Chair

ATTEST:

  
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Gene Bell, Secretary