

**Asheville Housing Authority**  
**Commission Meeting Minutes**  
**September 27, 2017**

**I. Work Session**

The work session was held at the Central Office starting at 4:11 pm. The following Commissioners were present: Chair Lewis Isaac, James Canavan and Raynetta Waters. The following Commissioners were absent: Jennifer Pickering and Cassandra Wells.

Lewis Isaac opened the work session by introducing the initial agenda item to be presented in the general session; public hearing on the 2018 PHA Plan. David Nash explained the public hearing process, and presented a few highlights from the 2018 PHA Plan such as;

- 1) Keeping option to issue project-based vouchers to individuals that are homeless, fleeing domestic violence situations, or have disabilities.
- 2) Renewed contract with Life House; a 20-unit development in South Asheville. This property will provide housing for disabled individuals requiring handicap accessible living.
- 3) Will continue managing our RAD project-based voucher developments; resulting in availability of 1,525 RAD units, and pursuing redevelopment of 96 of those units at Lee Walker Heights.

David also briefly provided an overview of the goals that have been accomplished since the PHA Plan was developed. He explained that he also met with the Residents Council regarding the PHA Plan and they have provided their input and requests, which have been submitted in writing with the board packet.

Shaomin Li discussed the second agenda item; approval to write-off debts related to Asheville Housing and its instrumentalities and affiliated entities. She explained that Woodfin Apartments, a property that was obtained by Asheville Housing years ago was a project that was completed with the assistance of several sources. Because the property is dedicated to serving hard-to-house homeless persons at relatively low rents, the cash flow cannot be expected to pay off those book-entry debts to other Housing Authority accounts, so we are seeking approval to write-off the old debts associated with this property.

The work session ended at 4:43 pm.

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

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:04 pm on September 27, 2017** at the **Altamont Apartments, 72 N. Market Street, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Jennifer Pickering, James Canavan, and Raynetta Waters.

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

**James Canavan** made a motion, seconded by **Cassandra Wells**, to approve the minutes. The Commissioners unanimously approved the minutes of **August 23, 2017**.

## **IV. Bills and Communications**

Gene Bell announced that Asheville Housing is currently in the process of replacing the outdated boiler and water heater at Altamont. He offered to provide a tour of the building for those interested in seeing the construction in progress.

## **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 a few properties had higher turnaround timeframes due to various reasons, such as having prospective residents falling through, major repair issues in certain units, and processing transfers which generally take longer,

### **b) Asheville Housing Vouchers**

Brandy Woodard reported monthly Asheville Housing Voucher report submitted with the board package. She highlighted some new items in this report. There are now 1,402 RAD vouchers available. 27 units were removed because the residents have been paying the full contract rent (so no HAP is payable) for at least six months, but these units will be added back in the future when those residents move. Additionally, 289 VASH vouchers are leased up, which is an increase from July and the highest it has ever been.

### **c) Family Self-Sufficiency**

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

Chavaun Letman provided an overview of the highlights for the Family Self-Sufficiency Program. She announced that the FSS Program along with community partners hosted a back-to-school event, "I Start Fresh" at Asheville High School.

During the event, students were able to receive free school materials, information about various community resources, after school program enrollment, and haircuts/hairstyles. Over 400 backpacks were disseminated during the event; others were delivered to various housing developments.

She also announced that FSS has developed a new partnership with Biltmore Farms to provide jobs to FSS participants.

**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. All properties are under budget except for Lee Walker Heights which continues over budget for the month of August due to transition year projects funding, maintenance expenses, purchasing new equipment/appliances. Overall, Asheville Housing continues in good financial standing.

**e) Edington Center**

No Report.

**f) Residents Council Report**

No Report.

**g) Property Management Report**

No Report.

**VI. New Business**

**1. Public Hearing on the 2018 Annual PHA Plan, and approval of, and authorization for the CEO to submit the annual plan to HUD.**

Chairman, Lewis Isaac opened the floor for Public Hearing on the 2018 Annual PHA Plan at 5:26 pm. No comment was received. Public Hearing closed at 5:27 pm.

David Nash provided an overview of the Annual PHA Plan and highlighted some of our accomplishments toward meeting the five year plan goals and objectives, which in turn are tied to City of Asheville affordable housing goals and objectives. The most significant accomplishments are laid out in the fourth column of Attachment 2, which is part of the PHA Plan. Because we have completed the RAD conversion for all units, this plan is now a Housing Choice Voucher (HCV-only) PHA Plan.

**James Canavan** made a motion, seconded by **Cassandra Wells** to approve and authorize the CEO to submit the 2018 Annual PHA Plan to HUD.

The Board voted as follows:

AYE

Mr. Lewis Isaac

NAY

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

**2. Approval to write-off certain debts related to Asheville Housing and its instrumentalities and affiliated entities.**

Shaomin Li explained that there are some old internal account payables that cannot reasonably be paid and need to be rectified on the books. They are detailed in the handout attached as Exhibit A. Asheville Housing is requesting approval to write-off these outdated internal accounts. This process is revenue neutral and will not impact the bottom-line of the organization.

**Cassandra Wells** made a motion, seconded by **Raynetta Waters** to approve the write-off of the payables and receivables listed in Exhibit A.

The Board voted as follows:

AYE

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

NAY

**VII. Unfinished Business**

None.

**VIII. Public Comment**


No Public Comment.

**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:39 pm. The next meeting will be held at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801 on October 25, 2017.

  
Lewis Isaac, Chair

ATTEST:

  
Gene Bell, Secretary