



Asheville Housing Authority
Regular Meeting of the Board of Commissioners

November 16, 2016

5:00 p.m.

Bartlett Arms, 121 Bartlett Street, Asheville, NC 28801

Commissioners:

- Lewis Isaac, Chair
- Cassandra Wells, Vice Chair
- Raynetta Waters, Member
- Jennifer Pickering, Member
- James Canavan, Member

Agenda Topics

▪ **Call to Order**

▪ **Roll Call**

Present

Absent

Lewis Isaac, Chair	_____	_____
Cassandra Wells, Vice Chair	_____	_____
James Canavan, Member	_____	_____
Raynetta Waters, Member	_____	_____
Jennifer Pickering, Member	_____	_____

▪ **Approval of Minutes of the October 26, 2016 Meeting**

▪ **Bills and Communications**

▪ **Report of the Secretary**

- Asheville Housing Properties
- Asheville Housing Vouchers
- Financial Report
- Family Self Sufficiency Report
- Residents Council Report

▪ **New Business**

1. Approval of revised payment standards to improve the leasing success rate for tenant-based voucher participants, subject to approval by HUD to use of the 50th Percentile Fair Market Rents and establish success rate payment standards under 24 CFR 982.503(e).

Motion

Second

- **Old Business**
- **Public Comment**
- **Adjournment**

Work Session

The Commission Members will hold a work session at 4:00 p.m. in the Chief Executive Officer's office located at 165 S. French Broad Ave, Asheville, NC 28801

Topics: Review of Regular Meeting Agenda Items



**Asheville Housing Authority
Commission Meeting Minutes
October 26, 2016**

I. Work Session

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

Open session: David Nash discussed the Annual Plan. He stated that the process has been streamlined and unless we are planning to make changes to the plan, the submission process was simple. David informed the board that the only changes would be the following:

- a) If the RAD project to convert Lee Walker Heights over to Section 8 isn't completed in 2016, it will be completed in 2017.
- b) We are also giving ourselves the option to issue 100 project-based vouchers to serve the homeless. If we decide to issue then, these project-based vouchers will only be available for new units serving homeless veterans, chronically homeless people, and/or domestic violence victims. The change could potentially total up to 200 units.

Chair Isaac asked if the residents were informed about the 5-year plan and if they were able to provide any input. David provided a copy to the Residents Council and asked that they contact him. He has received no comments.

Agenda Item 2. Djuana Swann described the lease generally stated that she had been working with T-Mobile on getting them to make additional changes to the lease that would potentially provide more protection to the Housing Authority, which include:

- a) T-Mobile will be liable for damage to roof and/or parking lot.
- b) Originally T-Mobile offered \$1500 a month on a 30-year lease, which Djuana renegotiated to \$2500 for a 30-year lease. Sub-meters will be installed to monitor utility usage. T-Mobile will pay \$200 a month and then at the end of the year they will do a reconciliation.

Member Jim Canavan asked if T-Mobile would take the tower down at the end of the lease term. Djuana is going to review to the lease further to ensure T-Mobile will remove the tower at the end of the lease.

Agenda Item 3. David Nash explained that the new fair market rents are increasing this year. We are recommending to also add 10% increase for 1, 2, and 3 bedroom units; leaving efficiency units and 4-bedroom units at the newly increased HUD rate.

Member Jennifer Pickering asked how many units would be affected. David stated that tenant-based leasing would be affected, which based on current leasing is about 1,400 units. The change will primarily assist voucher holders seeking new units, because the amounts we will be able to pay landlords will increase, so it will be easier for participants to find units.

Agenda Items 4 and 5. Gene Bell requested authorization to approve voluntary partial buy-back of employee leave balance in December at 50% of the value with a maximum of \$1,000 employee. Additionally, Gene stated he would like authorization to grant 10 hours of supplemental leave time (1 day off) to be used only in 2017 for each employee who agrees to donate at least their Fair Share amount to the United Way Campaign. Both benefits are consistent with what we have offered in past year.

Agenda Item 6. Gene stated he would be seeking authorization to provide in-house financing for a HACA employee who is also a HACA resident to purchase condominium unit 49 at Eastview Homes. A current Housing Authority employee wants to buy the condo and has asked for loan of \$70,000 to finance the home. Housing Authority has provided similar financing for employees in the past.

Jim Canavan asked which account would this funding come from. These funds would come out of Eastview account, an account restricted to home ownership at \$300,000 receivables.

Jennifer Pickering asked if the homeownership program managed by Katelyn Mattox provides coaching and support. Gene stated that they are not working with this resident, but that participants sign an agreement to go to On-Track Financial Services.

David Nash introduced a new item to be added to the Agenda. HUD is looking for help for families that have been displaced due to flooding caused by Hurricane Matthew. We are proposing to offer help in the form of a temporary preference extending through June 2017. This would be for current public housing and housing choice voucher residents, not individuals on the waiting list.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:06 pm on October 26, 2016**, held at **Klondyke Homes, 500 Montford Avenue, Asheville, NC 28801**. Teresa Jenkins 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

Raynetta Waters made a motion, seconded by **Lewis Isaac**, to approve the minutes. The Commissioners unanimously approved the minutes of **August 24, 2016**.

IV. Bills and Communications

Terry Bellamy presented some of HACA's efforts to build partnerships; working with residents to improve their quality of life. In an effort to assist with meeting this goal, among many other agencies, we have an MOU with ***Read to Succeed***, as well as partnered with other organizations on events/programs; Delta House, Gamma Gamma Omega Chapter of Alpha Kappa Alpha Sorority, Inc., and the LEAF organization. Terry shared a couple of current events:

Delta House: The Delta House hosted a concert event at LEAF. The LEAF/Delta House formed a Jazz band to teach kids about music. Kids from the developments go to the Delta house after school for services; such as tutoring.

Gamma Gamma Omega: This past weekend the Gamma Gamma Omega Chapter of Alpha Kappa Alpha Sorority had an event; sorority members donated hundreds of book bags and snacks for kids without access to healthy foods; these were accepted by members of the Resident Council and will be distributed to residents.

Deaverview Community Event: There was an event held in Deaverview for the residents and their families. At this event, LEAF brought kids art projects and dancing. Kids were able to learn about multicultural art. Jennifer Pickering stated that LEAF provided the resources, however the residents were the ones that designed the event with the support of LEAF. Gene Bell stated that this was a rewarding event and thanked both Tammy Mohamed and Vanessa for working the event. Tammy Mohamed thanked a local volunteer, Megan Ransmeier, for her community outreach efforts and success in finding some "hidden gem" community leaders among Deaverview resident families.

Read to Succeed: Pat Bastian and Julie Thomas presented on the goals and accomplishments of the Read to Succeed Program for 2016-2017. The program has grown considerably in the past year, which is due to additional space provided by HACA in Pisgah; now able to have more trainings and collaborate to make program more creative. Additional accomplishments include: program reaches about 125 students a week, program provides 3,790 free tutoring hours to students, created multicultural library for children, increased family outreach, and partnered with Big Brothers & Big Sisters.

Goals for the 2016-2017 year include: training 18 new reading coaches, 30 reading buddies, provide services to 135 students, and increased family outreach initiatives.

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

Shaomin Li summarized the bottom line of the four key budgets submitted with the board package.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the monthly Family Self-Sufficiency participation submitted with the board package. She also introduced Chavaun Letman, our newest FSS Advisor who will be working with the West Asheville team in Pisgah View and Deaverview.

e) Residents Council Report

Shuvonda Harper thanked the ladies of AKA for the backpacks and snacks they donated. The Residents Council went to Deaverview to hand out items. They will be pass out items in Klondyke today. Parents signed a plaque to give to the Alpha Kappa Alpha Sorority as a gift to thank them for their donations. The plaque was accepted on behalf of the Alpha Kappa Alpha Sorority by Raynetta Waters. Read to Succeed held a luncheon and kids dressed as storybook characters. LEAF hosted a successful festival. Residents Council thanked Jennifer Pickering for hosting event. The next goal is to expose kids to more outdoor events, such as camping.

Residents Council member Crystal Reid reported that the Council has been awarded support from the City to work as partners on efforts to educate residents more about the Residents Council. The Residents Council is planning to take \$500 and try to get a match from retailers such as Walmart and K-Mart to prepare get kids prepared for Winter break. Phase 1of the strategic planning process will begin next month.

New Business

1. Public hearing on, and authorization to submit, the Annual PHA Plan for the fiscal year beginning January 1, 2017.

At 5:43 pm Chair Lewis Isaac opened public hearing on PHA Plan. David Nash stated that it was time to submit the Annual PHA Plan. He stated that last year we submitted a more detailed 5-year plan under which we are still operating. The only changes this year would be:

- a) Finish conversion of Lee Walker Heights, if not completed in 2016 this project will be completed in 2017.
- b) Increasing the potential offering of up to 200 project based vouchers if developers want to build new affordable units for the homeless.

Chair Isaac opened floor for comments and questions. Session closed at 5:47 pm.

Raynetta Waters made a motion, seconded by Lewis Isaac, to authorize the submission of the Annual PHA Plan for the fiscal year beginning January 1, 2017.

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. Authorization for the CEO to execute a lease agreement with T-Mobile South LLC to install cellular transmission antennas on Aston Park Tower, subject to HUD approval.

David Nash stated that T-Mobile would like to place a cell tower on top of Aston Park and has offered \$1500 a month, however our attorney, Djuana Swann, was able to negotiate them up to \$2500 a month. This revenue will help to support the operational costs of the property.

Cassandra Wells made a motion seconded by **Raynetta Waters**, to authorize CEO to execute a lease agreement with T-Mobile South LLC to install cellular transmission antennas on Aston Park Tower, subject to HUD approval.

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. Approval of updates to the Housing Choice Voucher Payment Standards based on new HUD fair market rents, effective November 1, 2016.

Brandy Woodard stated that the single efficiencies and 4-bedroom will increase at the amount designated by HUD for the new fair market rent. The 1, 2, 3- bedroom units will receive the HUD increase and will be increased by an additional 10%, which is within HACA's local discretion.

Jennifer Pickering made a motion, seconded by **Cassandra Wells**, to approve updates to the Housing Choice Voucher Payment Standards based on new HUD fair market rents, effective November 1, 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.

4. Authorization for the CEO to approve a voluntary partial buy-back of employee leave balances in December at 50% of the value of that leave time, up to a maximum of \$1,000 per employee.

Gene Bell stated that for the past two years employees have had a choice to sell back some of their PTO. They must maintain 120 hours to be carried over to the new year, but can sell up to \$1,000 worth of leave for 50% of the value. We are requesting approval to offer this buy-back option again.

Raynetta Waters made a motion, seconded by **Cassandra Wells**, to authorize the CEO to approve a voluntary partial buy-back of employee leave balances in December at 50% of the value of that leave time, up to a maximum of \$1,000 per employee.

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. Authorization to grant 10 hours of supplemental leave time to be used only in 2017 for each employee who agrees to donate at least their Fair Share amount to the United Way Campaign.

Gene Bell stated that we have had great participation in the United Way Campaign. He stated that he would like approval to give participants that are Fair Share gives a day off of work. This day off may be taken whenever they want within 2017.

Raynetta Waters made a motion, seconded by **Cassandra Wells** to authorize approval to grant 10 hours of supplemental leave time to be used only in 2017 for each employee who agrees to donate at least their Fair Share amount to the United Way Campaign.

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. Authorization to provide in-house financing for a HACA employee to purchase condominium unit 49 at Eastview Homes.

Gene Bell stated that Eastview had one of the first home ownership programs in Asheville where low income Public Housing residents could buy affordable housing. He stated we had a former employee that passed and family holds the estate of the unit in question. A current Housing Authority employee who is also a resident would like to finance and buy the condo. The Housing Authority would like approval to finance \$70,000 for the employee to purchase the condo.

Jennifer Pickering made a motion, seconded by **Cassandra Wells**, to authorize approval to provide in-house financing for a HACA employee to purchase condominium unit 49 at Eastview Homes.

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. Authorization to approve the Resolution No. 2016-4.

David Nash stated that HUD has asked that we provide preference for individuals displaced from public housing or voucher units as a result of Hurricane Matthew.

Cassandra Wells made a motion, seconded by **Raynetta Waters**, to approve Resolution No. 2016-4

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

Gene Bell introduced the new Executive Assistant/HR Generalist, Teresa Jenkins.

VIII. Public Comment

No comments.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:59 pm.

ATTEST:

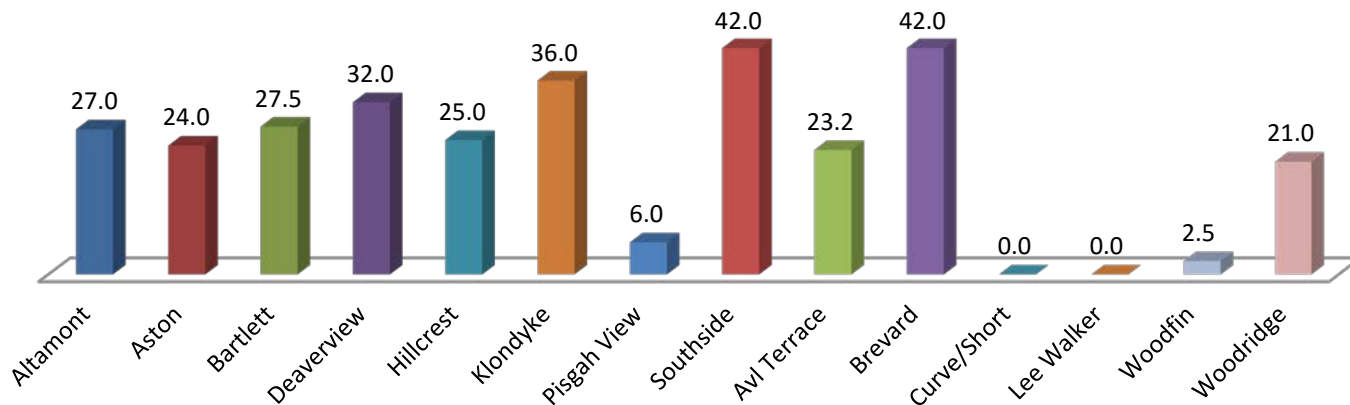
Lewis Isaac, Chair

Gene Bell, Secretary

Asheville Housing & Related Properties Occupancy - October 2016

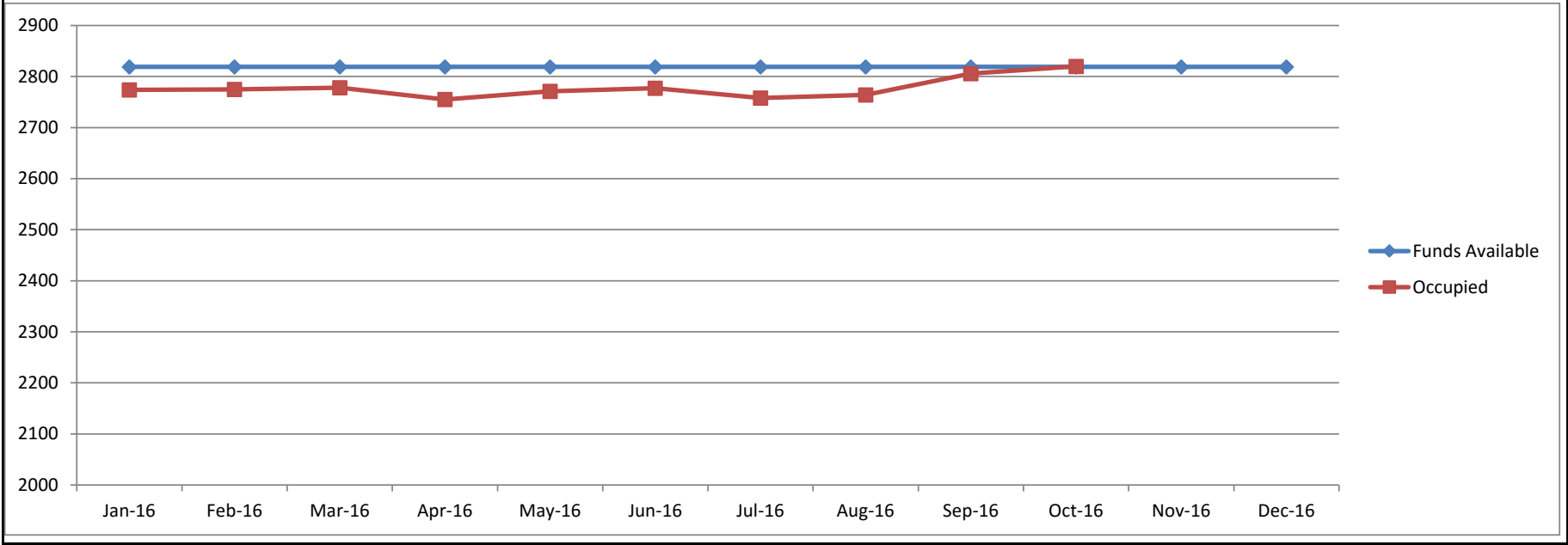
Property	Units	Occupied	Occ Rate	Rehab	Make Ready	Ready	Moved In	Vacant Days	Average
RAD PBV	Altamont	55	55	100%			2	54	✓ 27.0
	Aston	161	157	98%		4	1	24	✓ 24.0
	Bartlett	114	114	100%			2	55	✓ 27.5
	Deaverview	160	153	96%		7	11	352	⚠ 32.0
	Hillcrest	227	224	99%		3	2	50	✓ 25.0
	Klondyke	182	174	96%	2	6	5	179	✗ 36.0
	Pisgah View	256	247	96%		9	5	30	✓ 6.0
	Southside	274	269	98%		5	6	252	✗ 42.0
Other	Avl Terrace	248	245	99%		3	5	116	✓ 23.2
	Brevard	163	160	98%	1	2	2	84	✗ 42.0
	Curve/Short	2	1	50%		1	0	0	✓ 0.0
	Lee Walker	96	68	71%	28		0	0	✓ 0.0
	Woodfin	19	19	100%			2	5	✓ 2.5
	Woodridge	160	159	99%		1	6	126	✓ 21.0
Total	2117	2045	97%	31	41	0	49	1327	✓ 27.1

Average Days to Lease Up



Asheville Housing Vouchers - October 2016													
Voucher Program	Lease-Up					Monthly Processes					FSS		Home Ownership
	Total Vouchers	Funds Available	Leased	Occupancy Rate	Available	Assigned/Looking	Moved In	Moved Out	Inspect	Re-Exam	Enrolled	Change Since 1/1	
Project Based - RAD	1429	1429	1398	✓ 97.8%	31		25	19	151	122	108		
Project Based - LH	20	20	20	✓ 100.0%	0	0	0	0	0	0			
Tenant Based - VASH	313	313	269	✗ 85.9%	44	29	4	2	13	22	6		
Tenant Based - NED	75	75	68	✗ 90.7%	7	6	4	0	6	12	1		
Tenant Based - Other	1266	982	1065	✓ 108.5%	-83	64	4	7	59	85	41		50
Total HCVP	3103	2819	2820	✓ 100.0%	-1	99	37	28	229	241	156		50
HOPWA	20	20	20	✓ 100.0%	0	0	0	0	0	1			
Total - All Programs	3123	2839	2840	✓ 100.0%	283	99	37	28	229	242	156	0	50

Housing Choice Voucher - Annual Trends														
Program	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Average	
Funds Available	2819	2819	2819	2819	2819	2819	2819	2819	2819	2819	2819	2819	2819	2819
Occupied	2774	2775	2778	2755	2771	2777	2758	2764	2806	2820				2778
%	98%	98%	99%	98%	98%	99%	98%	98%	100%	100%				98.5%
Wait List	1395	1950	2127	2270	2080	2050	2017	2159	2177	2151				2038
HAP Reserve	121,013	148,668	227,807	260,542	313,421	93,778	128,072	420,073	465,138					242,057



Family Self-Sufficiency Report

Oct-16

Family Self-Sufficiency Program		Central AVL	Southside	West AVL	North AVL	Lee Walker	Tenant-Based	Total	
Oct-16	Total Enrolled in FSS	12	18	27	39	12	48	156	
	Established FSS Accounts	2	6	9	19	4	31	71	
	Newly Earned Escrow Credit	0	0	3	1	1	2	7	
	Interim Disbursement	0	0	0	0	0	0	0	
	Dollar Amount							\$0	
	Graduated (Successful Completion)	0	0	0	0	0	1	1	
	Dollar Amount						\$9,372	\$9,372	
	Terminated (Unsuccessful)	0	0	0	1	0	1	2	
	Total FSS Account Balances	\$5,097	\$9,032	\$28,526	\$76,525	\$9,407	\$101,695	\$230,282	
	Total Amounts Disbursed to Date								\$322,602
Completed Educational Goal									
Other Significant Goal									
Monthly									
Homeownership Program		Central AVL	Southside	West AVL	North AVL	Lee Walker	Tenant-Based	Total	
Oct-16	Total Homeowner Applicants	4	2	3	1	1	29	40	
	Completed OnTrack's Homebuyer Education	1	0	1	1	1	25	29	
	Met Preliminary Eligibility	0	0	1	1	1	14	17	
	Under Contract	0	0	0	0	0	5	5	
	New Homeowner (closed on home)	0	0	0	0	0	0	0	
	Total Current Homeowners								50
	Successful Homeowner Exits								1
Foreclosures								0	
Monthly									



ASHEVILLE HOUSING AUTHORITY
165 SOUTH FRENCH BROAD AVE.
ASHEVILLE, NORTH CAROLINA 28801

HUD FAIR MARKET RENTS – FY2017
Adjustment to 50th Percentile FMR (*subject to HUD approval*)

FMR	<u>Zero BR</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>
Previous (40 th)	\$709	\$713	\$891	\$1194	\$1553
New (50 th)	\$765	\$770	\$962	\$1289	\$1677

SUCCESS RATE VOUCHER PAYMENT STANDARDS
New Effective Date: January 1, 2017 (*if change above is approved by HUD*)

<u>VPS</u>	<u>Zero BR</u>	<u>1 BR</u>	<u>2 BR</u>	<u>3 BR</u>	<u>4 BR</u>
Previous	\$709	\$784	\$980	\$1313	\$1553
New	\$765	\$847	\$1058	\$1418	\$1677