



Asheville Housing Authority Commission Meeting Minutes February 22, 2017

I. Work Session

The work session was held at the Central Office at 4:06 pm. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioners were absent: Member Jennifer Pickering

Open session:

Lewis Isaac called the work session to order. He explained there were several agenda items to be discussed. Brandy Woodard presented the initial agenda item. Brandy explained that we received the Section 8 Management Assessment Program (SEMAP) assessment report for 2016 from HUD. Public Housing Agencies with Section 8 programs submit an annual SEMAP certification at the end of the fiscal year. This report basically reviews the performance of the Housing Choice Voucher program in the following areas; recertification, correct tenant rents, housing quality standards inspection, and payment standards. Over a period of many years, we scored as a high performer. Because of an anomaly with our leasing dollars between fiscal year 2014 and 15, we scored as a standard performer in the last assessment. We hope to achieve high performer status again this year.

Gene Bell presented the second agenda item. He explained that the Housing Authority began the process to convert over from Public Housing to Project Based Vouchers under RAD years ago. Lee Walker was put on hold with the initial conversion to take a different approach, but we are ready to proceed with that conversion now. We are seeking authorization for Gene to execute the RAD Conversion Commitment and complete all documentation in connection with the conversion.

Brandy Woodard presented the third agenda item. The Administrative Plan for the Housing Choice Voucher program was amended and posted for public comment. The Administrative Plan is the guiding policy document for the Housing Choice Voucher program. The amendments to the plan include updating HACA policy regarding guests stay. Guests are now allowed to stay for up to 30 days. Additionally as soon as the conversion is complete, Lee Walker tenants will now be allowed to request tenant mobility vouchers as other RAD residents can currently do. The earned income disallowance will continue for 24 consecutive months, rather than being scattered for 24 months over a four year period. Finally, we are eliminating the optional requirement for small fire extinguishers inside Housing Choice Voucher units.

Gene Bell discussed the fourth agenda item. In October 2016, the HACA applied for a grant for \$50,000 from the City of Asheville. This grant will help residents who are exercising their tenant mobility option to move from a project based unit to a tenant based voucher. These funds will be used to assist tenants with security and utility deposits when using their tenant mobility voucher.

David Nash presented on the last agenda item. In 2006 HACA borrowed money from the City of Asheville to perform part of the rehab work on Woodfin Apartments through a CDBG Section 108 loan. The current outstanding balance of that loan is just over \$550,000. We have preliminarily negotiated with City staff to repay approximately one-half of that outstanding balance as payment in full, in exchange for an extension of the affordability requirements on that property. We are seeking authorization to finalize negotiations with the City and use \$277,500 from HACA's unrestricted funds to pay off the balance. That will save one-half of the outstanding principal, plus interest that would otherwise be due over the next 10 years. Shaomin Li confirmed that unrestricted funds are available to pay off the balance.

Work session ended at 5:00 pm.

II. Regular Meeting - Call to order

Chair Isaac called to order the regular meeting of the Board of Commissioners at **5:03 pm on February 22, 2017**, held at **Asheville Housing Authority, 165 S. French Broad Avenue, Asheville, NC 28801**. Teresa Jenkins conducted roll call. The following Commissioners were present: Chair Lewis Isaac, Vice Chair Cassandra Wells, Member James Canavan, and Member Raynetta Waters. The following Commissioners were absent: Member Jennifer Pickering

III. Approval of minutes from last meeting

James Canavan made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **February 22, 2017**.

IV. Bills and Communications

Gene Bell presented Bills and Communications. On Tuesday, February 28th, 2017, there will be a Town Hall Meeting held at the Grant Center to provide the community with information about the Walton Street Park & Community Center. Individuals living within this community were encouraged to attend.

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) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. Expenses were low in January 2017, in part because December invoices have been accrued back to 2016. The overall bottom-line of the agency is good.

d) Family Self-Sufficiency Report

Katelyn Mattox reported the monthly Family Self-Sufficiency report submitted with the board package. Participation continues to expand. Katelyn introduced the newest Family Self-Sufficiency employee, Lindsey Creasman.

e) Residents Council Report

Shuvonda Harper presented the Residents Council report. The Residents Council held a fundraiser at The Hop ice cream parlor on Merrimon Avenue. The event lasted for 3 hours. The Residents Council was able to keep 50% of the proceeds, which came to \$188.75. They are looking forward to partnering with The Hop on future fundraisers.

Shuvonda announced that on March 11, 2017, the Resident Council is planning a trip to Wilmington for the Black Man Running event. Additionally, Shavonda announced that the Residents Council will be launching a Flip Cause website to assist with raising money for future events.

Shuvonda also reported on the recent Buncombe County Commissioners meeting. The Buncombe County Commissioners paid tribute to Isaac Coleman for his work in the community. Thank you to Robert Hooper for the portrait he drew of Isaac Coleman. During the meeting, the County heard from the community, including the kids. As a result, the commission approved a \$500,000 budget for 3 years, which will be utilized to build partnerships and hopefully to expand My Community Matters.

New Business

1. Approval and authorization to submit the Section 8 Management Assessment Program (SEMAP) assessment report for 2016 (document attached).

Brandy Woodard reported that we are seeking approval of the Section 8 Management Assessment Program (SEMAP) assessment report. She explained that this is the annual Housing Choice Voucher report card from HUD with 14 key areas. In six of the past seven years, the Housing Authority have been a High Performer.

James Canavan made a motion, seconded by **Raynetta Waters**.

The Board voted as follows:

AYE

Mr. Lewis Isaac

Ms. Cassandra Wells

NAY

Mr. James Canavan
Ms. Raynetta Waters

The Chair declared the motion carried.

2. Approval and authorization for the CEO to execute the RAD Conversion Commitment and all other necessary documents in connection with the Rental Assistance Demonstration Program conversion of Lee Walker Heights from public housing to project based vouchers.

Gene Bell explained that Asheville Housing started the conversion to RAD approximately four years ago. Lee Walker was held back from the original conversion, but is now ready to proceed. He is requesting approval for the CEO to execute the RAD Conversion Commitment recently received from HUD.

Cassandra Wells made a motion, seconded by **Raynetta Waters**.

The Board voted as follows:

| | |
|---------------------|------------|
| <u>AYE</u> | <u>NAY</u> |
| Mr. Lewis Isaac | |
| Ms. Cassandra Wells | |
| Mr. James Canavan | |
| Ms. Raynetta Waters | |

The Chair declared the motion carried.

3. Approval of amendments to the Administrative Plan for the Housing Choice Voucher Program.

Brandy Woodard explained that the Administrative Plan for the Housing Choice Voucher Program has been updated. This plan contains the policies and procedures for the program. In addition to a number of technical amendments to ensure compliance with current HUD regulations, the following sections of the plan were updated:

- Chapter 3- Updated policy regarding the length of stay of guests.
- Chapter 4- Lee Walker tenants will be included in the tenant mobility vouchers.
- Chapter 6- Earned Income Disallowance will be 24 consecutive months.
- Chapter 8- Eliminating the optional requirement for small fire extinguishers in each unit.

James Canavan made a motion, seconded by **Cassandra Wells**.

The Board voted as follows:

| | |
|---------------------|------------|
| <u>AYE</u> | <u>NAY</u> |
| Mr. Lewis Isaac | |
| Ms. Cassandra Wells | |
| Mr. James Canavan | |

Ms. Raynetta Waters

The Chair declared the motion carried.

4. Approval and authorization for the Chair to execute a tenant based rental assistance agreement with the City of Asheville to implement a grant award of \$50,000 to assist with security and utility deposits for families exercising their tenant mobility voucher option.

Katelyn Mattox explained that in October 2016 we applied for a grant for \$50,000 from the City of Asheville for security and utility deposit assistance. The application process will be simple and people exercising their tenant mobility option to move from project based housing to a tenant based unit will be eligible to apply. This will award approximately 50 families with \$1,000, and help free up units to take 50 families off the waiting list. The money will be recycled back into the program.

Cassandra Wells made a motion, seconded by **Raynetta Waters**.

The Board voted as follows:

AYE

NAY

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

The Chair declared the motion carried

5. Authorization for the CEO to expend up to \$277,500 from HACA's unrestricted reserves to renegotiate and pay off the 2006 CDBG Section 108 loan from the City of Asheville for rehab of Woodfin.

David Nash presented this agenda item. As outlined in the work session, we are seeking authorization to finalize negotiations and use \$277,500 of unrestricted funds to pay off one half of the outstanding balance in full settlement of the loan. We will ask that the money from this repayment be funneled back into the Lee Walker Heights project.

VII. Unfinished Business

Pat Hammonds recognized staff for their efforts in 2016 and provided an overview of highlights from the past year. Property Management continues to maintain their partnerships with the Residents Council and Green Opportunities. There were a few new hires and transitions in 2016; Pisgah View and Deaverview hired residents for Assistant Manager Positions. Lisa Berry is the new Assistant Manager at Bartlett Arms, and Yvonne Smith is the new Assistant Manager at Altamont. Pat and Jay particularly recognized the strong efforts of all site managers in development of site-based budgets for the current fiscal year.

Shuvonda Harper requested that the Arthur Edington Center be added to the board reports to provide updates about various events being held at the center.

VIII. Public Comment

No comments.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:43 pm. The next meeting will be held at the Edington Center on March 22, 2017.

ATTEST:

Lewis Isaac, Chair

Gene Bell, Secretary