



Asheville Housing Authority
Commission Meeting Minutes
December 11, 2019

I. Work Session

The work session was held at the Central Office starting at 5:12 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Jennifer Pickering, and Bruce Kennedy. The following Commissioners were absent: Tilman Jackson.

The meeting with called to order by Chair Cassandra Wells. David Nash shared with the board that he would be interested in conducting research regarding a development opportunity through a program called Purpose Built Communities. The program focuses on rebuilding marginalized communities through community collaboration. David shared that there is property near Deaverview Apartments that is for sale. He asked the board to support him approaching the city regarding purchasing this space to revitalize that community. The board members were in agreement that David should meet with the city regarding the potential purchase of the property.

David Nash presented agenda item #1; approval of the 2020 board meeting schedule. He informed that the board that there had been some minor changes to the meeting schedule for 2020, such as the dates of the November and December meetings due to the holidays.

David Nash provided an overview of the 2020 operating budget. He explained that the proposed budget included a new position for a Resident Services Director in Central Office. Also, per the Housing Authority's strategic plan, additional positions have been added for 10 summer stipend youth workers in each of our major family developments.

The work session ended at 5:59 pm.

II. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:09 pm on Wednesday, December 11, 2019 at Asheville Housing Authority-Central Office, 165 S. French Broad Ave., Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Jennifer Pickering, and Bruce Kennedy. The following Commissioners were absent: Tilman Jackson.

III. Approval of minutes from last meeting

Raynetta Waters made a motion, seconded by **Bruce Kennedy**, to approve the minutes. The Commissioners unanimously approved the minutes of **November 13, 2019**.

IV. Bills and Communications

David Nash announced that he received an email from HUD stating that the Housing Authority will be eligible to apply for the Moving to Work program in 2020. We also received approval from HUD to use the success rate standards and pay private landlords more, which would give the Housing Authority more of a competitive edge and assist with securing more low income housing opportunities. Additionally, we appealed the HUD 2020 Fair Market Rents, which will be reviewed by HUD in January, and may result in a significant increase of our purchasing power with tenant-based vouchers.

V. Report of the Secretary

a) Asheville Housing Properties

Noele Tackett reported the monthly Asheville Housing Properties occupancy report submitted with the board packet. She reported that we ended the month 97% occupied. There were 12 units that were on rehab/hold status, 42 units being prepared for leasing, 2 ready for leasing, and 36 move-ins. The average turnaround days per unit were 31 days. Noele explained that we had 12 vacancies due to fire damage in units causing them to be uninhabitable. Additionally, the average turnaround days per unit was higher due to major repairs and transfers.

b) Asheville Housing Vouchers

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There is a total of 3358 vouchers, 3221 available to lease, 2772 leased, 452 available, and 134 assigned/looking. There were 7 mobility moves, 30 move-ins, 21 move-outs, 211 inspections, and 231 annual re-examinations.

c) Family Self-Sufficiency

Shaunda Sandford reported the monthly Family Self-Sufficiency and Homeownership Program report as submitted with the board packet. She reported that they have 260 participants in the program and 154 escrow accounts. In October, there were 5 new FSS participants enrolled and 6 newly established escrow accounts. There was 1 family that closed on a home purchase in October.

Karolina Hopkins reported that there was 1 resident that received the benefit of a new car. In Bartlett Arms residents received assistance with mental health and grief support due to resident passing away. There was 1 graduate from the Family Self-Sufficiency Program. Karolina shared information regarding the graduate's road to success while in the FSS program.

d) Financial Report

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that it continues to be a good month. We had 3 payrolls this month. The year-to-date revenue and expenses are in-line with the budget, except for North Asheville due to increased operational expenses. Once expenses are transferred to the replacement reserves, which means the variance will be less.

e) **Residents Council Report**

No Report.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

Robert Hooper reported the he and Sheri Guyton completed preventive maintenance inspections; inspecting approximately 6% of the units at each property. Going forward they will consider conducting these inspections on a monthly basis.

VI. New Business

1) Approval of the 2020 Board Meeting Schedule.

David Nash shared that we continued with the same rotating schedule for the board meetings. The only changes in the schedule are in November and December due to the holidays.

Raynetta Waters made a motion, seconded by **Bruce Kennedy** to approve the 2020 Board Meeting Schedule.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

2) Approval of 2020 Operating Budget

David Nash presented the 2020 operating budget. He reported the budget for the upcoming year included several new positions; a Resident Services Director position for the Central Office. Additionally, 10 summer stipend positions for youth in each of the five major family developments have been added to the budget. Both of these items were based on requests or recommendations from the Board.

Raynetta Waters made a motion, seconded by **Bruce Kennedy** to approve the 2020 operating budget.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

3) Approval of Amendments to 2019 Replacement Reserve Budget

Sheri Guyton reported that we have decided to upgrade a 2 bedroom unit in Bartlett Arms to handicap accessible unit, and this budget amendment will help to start that process. Other changes are to move funds from underspent line items to areas where they are needed.

Robert Hooper reported that in Deaverview funds are being moved from the underspent flooring and kitchen countertops budgets and redistributed to cover in-unit heating expenses. In North Asheville, this amendment reclassifies several expenses previously charged to operations to the replacement reserves, and uses underutilized line items to cover those expenses..

Raynetta Waters made a motion, seconded by **Bruce Kennedy** to approve the amendments to the 2019 Replacement Reserves Budget.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. Bruce Kennedy

4) Approval of Surplus Cash Distribution to (and from) the Strategic Investment Fund.

David Nash explained the attachment in the Board packet. We are proposing to transfer 75% of the FY2018 surplus cash from Southside (\$27,200) and West AVL (\$320,600) to the strategic investments fund. The goal is to build up the strategic investment fund as a savings account for special projects and needs as they arise. For example, we are funding the Altamont window project from strategic investment funds reserved in the past. We are leaving the surplus cash in North AVL to ensure that property ends the year with a substantial cash position.

Raynetta Waters made a motion, seconded by **Bruce Kennedy** to approve the surplus cash distribution to (and from) the Strategic Investment Fund.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Waters
Ms. Jennifer Pickering
Mr. Bruce Kennedy

VII. Unfinished Business

None.

VIII. Public Comment

None.

IX. Adjournment

There being no further business to come before the Board, the meeting adjourned at 6:35 pm. The next meeting will be held at 6:00 pm on January 22, 2020 at Hillcrest Apartments, 100 Atkinson Street, Asheville, NC 28801.



Cassandra Wells, Chair

ATTEST:



David Nash, Secretary

