



**Asheville Housing Authority**  
**Commission Meeting Minutes**  
**May 22, 2019**

**I. Work Session**

There was no work session due to lack of a quorum. The following Commissioners were present: Raynetta Waters and Member Bruce Kennedy. The following Commissioners were absent: Chair Lewis Isaac, Vice Chair Cassandra Wells, and Member Jennifer Pickering.

Staff and the board members present had an informal conversation about the Moving to Work (MTW) program. Tara Irby provided an overview of MTW. She explained that different rent strategies will be tested, and the Housing Authority wants to part of the testing process to determine if the program will assist our residents with self-sufficiency. One option is a tiered range for rents, which is based upon income. The rent payment amount is determined by this range, which may be increased each year. Two other more promising options establish stepped rents that are not tied to resident income but increase gradually at a set percentage (either 3% or 5%) each year. This allows residents to increase their incomes in any amount without a sudden increase in rent based on 30% of their gross income and encourages them to do so with steady predictable rent increases over time. This program would only be for non-disabled and non-elderly residents. David Nash shared that the overall MTW program has proven to be successful in larger cities. He explained that the guidelines require that you be a part of the study for 6 years, and after the 6 years selected PHAs will have full MTW flexibility.

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

Vice Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **5:08 pm on Wednesday, May 22, 2019** at the **Hillcrest Apartments, 100 Atkinson Street, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Vice Chair Cassandra Wells, Member Raynetta Waters, and Member Bruce Kennedy. The following Commissioners were absent: Chair Lewis Isaac and Member Jennifer Pickering

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

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters**, to approve the minutes. The Commissioners unanimously approved the minutes of **April 24, 2019**.

**IV. Bills and Communications**

Gene Bell shared that Family Self-Sufficiency and My Daddy Taught Me That partnered to give an Asheville Housing resident a vehicle. Keenan Lake and Shaunda Sandford provided information about both programs, and the donation. The resident is a Family Self-

Sufficiency program participant. Eric Robinson shared some photos of the donation, and shared some information about the participant.

**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 they ended the month 93% occupied. There were 103 units that were on rehab/hold status, 36 units being prepared for leasing, 11 ready for leasing, and 40 move-ins. The average turn around days per unit was 32 days.

**b) Asheville Housing Vouchers**

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There are a total of 3235 vouchers, 2856 available to lease, 2787 leased, 69 available, and 113 assigned/looking. There were 5 mobility moves, 31 move-ins, 24 move-outs, 237 re-inspections, 262 annual inspections, and 64 adjustments. Brandy reported on the SEMAP scores; the Housing Authority is again a High Performer, based on 2018 results.

**c) Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 243 participants in the program and 135 escrow accounts. In April, they had 7 new FSS participants enrolled and 2 new established escrow accounts. There are 3 homeownership participants currently under contract to purchase a home.

**d) Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that the overall revenue for April is in line with the budget and follows the same trend as last month. She reported that there is no more budgeted income for Lee Walker Heights; the Housing Authority had previously budgeted for 3 months of expenses. Since construction has been moved to July, we will see expenses until construction begins. She reported that Central Asheville had higher maintenance expenses and Edington Center auditorium construction work.

**e) Residents Council Report**

Shuvonda Harper reported that My Community Matters is accepting applications for kids ages 12-15. The program will begin on June 17<sup>th</sup>, 2019. The Residents Council has purchased a van, which will provide them with another mode of transportation. The trailer used to complete the curbside and unit clean-outs was damaged, so these services have been suspended temporarily.

**f) Edington Center Report**

Shuvonda Harper reported that there will be a Backyard Party, Pathways to Parks this Saturday, May 25<sup>th</sup>, 2019 from 1:00 pm to 4:00 pm. There will be free lunch and

music. This event is going to be focused on the garden. She reported that the job fair was successful. There were approximately 80+ participants. On June 1, 2019 from 2:00 pm – 5:00 pm, Pink Studios will host an art day for kids to showcase their artwork and hopefully get more on the containers. There will be a community listening session for the Executive Director position for Green Opportunities on May 30<sup>th</sup>, 2019 at 5:30 pm. This listening session is an opportunity for the community to provide input regarding the future Executive Director of Green Opportunities.

**g) Property Management Report**

Robert Hooper presented on the Preventive Maintenance department. He reviewed the roles and responsibilities of the preventive maintenance staff and highlighted some of the recent updates and changes made to the maintenance process.

**VI. New Business**

**1) Approval of Resolution No. 2019-5, authorizing the CEO to submit a letter of interest to participate in the competition for the Moving to Work Expansion Cohort #2, testing rent reform policies.**

David Nash explained that we have been looking for an opportunity to apply for MTW for at least the last 10 years, and that goal has been included in the last two 5-year strategic plans. We now have the opportunity to submit a letter of interest, which may qualify us to submit a full application later this year. We hope to be accepted to the program to encourage non-elderly, non-disabled residents to find work and improve their incomes over time. MTW Expansion Cohort #2 is slightly different from the original MTW demonstration program, because Congress and HUD want to test specific policies. The model we hope to test automatically increases rent gradually over time and isn't tied to income. This would allow residents to get a job or a raise, or allow a family member with earned income to move in with them, without being "taxed" immediately by a rent increase equal to 30% of gross income.

Chavaun Letman read the mission for the Housing Authority and discussed the goals of the Family Self-Sufficiency program.

Tara Irby explained that process for submitting the interest package to HUD. Once the package is submitted in June and the final competition standards are set by HUD, we will be notified of the process by HUD. We are not obligated to participate until final acceptance after the competition.

**Raynetta Waters** made a motion, seconded by **Bruce Kennedy** to authorize the CEO to submit a letter of interest to participate in the competition for the Moving to Work Expansion Cohort #2, testing rent reform policies.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Mr. Bruce Kennedy

- 2) **Approval of Resolution No. 2019-6, amending the HART retirement plan to allow HACA employees to take in-service distributions from their retirement accounts at age 59½ .**

Teresa Jenkins explained that the current retirement program administered by HART only allows employees to receive in-service distribution via loans which must be paid back through payroll deduction or employees can access their funds upon termination of employment. This resolution will allow employees that are 59½ or older to receive in-service distributions from their retirement accounts without penalty.

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters** to approve Resolution No. 2019-6, amending the HART retirement plan to allow HACA employees to take in-service distributions from their retirement accounts at age 59 ½ .

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Mr. Bruce Kennedy

- 3) **Approval of Supplement to Family Self-Sufficiency Program (FSS) Action Plan.**

David Nash explained that this last agenda item is a correction to the Family Self-Sufficiency Action Plan. This component was inadvertently left out when the plan was last amended, about 15 years ago. In order for the plan to up-to-date the Housing Authority needs to add the Certification of Collaboration.

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters** to approve the Supplement to Family Self-Sufficiency Program (FSS) Action Plan.

AYE

NAY

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Mr. Bruce Kennedy

**VII. Unfinished Business**

None

**VIII. Public Comment**

Community partner Sekou Coleman shared information with the public of upcoming events and encouraged everyone to be on the lookout for the events and to come out to support their efforts.



**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:48 pm. The next meeting will be held on June 26, 2019 at Asheville Housing Authority Central Office, 165 S. French Broad Ave., Asheville, NC 28801.



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Cassandra Wells, Vice Chair

ATTEST:

   
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Gene Bell, Secretary



**BOARD OF COMMISSIONERS RESOLUTION**

**RESOLUTION No.** 2019-6

**RESOLUTION FOR RESTATING THE RETIREMENT PLAN**

**WHEREAS**, the Housing Authority City of Asheville (“Authority”) is a participating Employer in the Housing Agency Retirement Trust (“Plan”) for the benefit of its Employees; and

**WHEREAS**, the Authority has the right pursuant to Section 8.1 of the Plan to amend its Joinder , Agreement and Plan Specifications as of the first day of any month; and

**WHEREAS**, effective June 1, 2019, the Authority desires to amend and restate its Joinder Agreement and Plan Specifications to allow Participants to elect to take in-service distributions at age 59½, provided that the minimum distribution is \$500 or more and to incorporate prior amendments.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority’s Restated Joinder Agreement and Plan Specifications, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and adopted effective June 1, 2019.

**BE IT FURTHER RESOLVED** by the Board of Commissioners that the Executive Director of this Authority is hereby authorized to sign the Restated Joinder Agreement and Plan Specifications for and on behalf of the Authority, and to take any and all actions necessary or appropriate to carry into effect the resolutions herein approved.

**CERTIFICATE**

The undersigned, Vice Chair, does hereby certify the foregoing is a true, accurate and exact copy of the appropriate portion of the minutes of the meeting held on May 22, 2019, and of the appropriate resolution and action taken there.

In witness thereof, the undersigned has hereunto set his hand this 22<sup>nd</sup> day of May, 2019.

Cassandra Wells  
Name

Vice Chair  
Title

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**Asheville Housing Authority  
Board of Commissioners  
Resolution No. 2019-7**

**WHEREAS:**

1. The Asheville Housing Authority is an affordable housing agency serving more than 6,000 low-income people through its project-and tenant-based voucher programs and affiliated properties;
2. In early 2019, CEO Gene Bell, after many years of dedicated service to the Authority, announced he would retire effective June 30, 2019;
3. After due deliberation of experience and qualifications, and to ensure continuity for the Housing Authority with a major redevelopment project pending, the Board members decided to promote David Nash from COO to Executive Director of the Authority;
4. On March 27, 2019, the Board of Commissioners authorized the Board Chair to negotiate and execute an Executive Director contract with David Nash effective July 1, 2019, and Chair Lewis Isaac subsequently exercised that authority; and
5. To ensure a clear transition of authority because the late Mr. Isaac passed away unexpectedly prior to the effective date of that contract and appointment, the Board of Commissioner is taking this action to ratify the appointment of Mr. Nash as Executive Director, and to appoint him as Secretary consistent with North Carolina law.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Commissioners hereby ratifies the appointment of David Nash as Executive Director of the Housing Authority of the City of Asheville effective July 1, 2019, pursuant to the contract signed by the late Board Chair, Lewis Isaac, on behalf of the Authority; and
2. The Board further appoints David Nash as the non-voting Secretary of the Authority consistent with N.C.G.S. 157-5(e), effective July 1, 2019; and
3. The Board Chair and Executive Director are authorized to take such further action as may be necessary to carry out the intent of this resolution.

Approved, this 26<sup>h</sup> day of June, 2019.

  
Cassandra Wells, Chair

Attest: 

Gene Bell, Secretary

