



## **Asheville Housing Authority Commission Meeting Minutes November 14, 2018**

### **I. Work Session**

The work session was held at the Central Office starting at 4:08 pm. The following Commissioners were present: Chair Lewis Isaac, Member Raynetta Waters, Member Jennifer Pickering and Member Bruce Kennedy. The following Commissioners were not present: Vice Chair Cassandra Wells.

Chair Lewis Isaac opened the work session by introducing the initial agenda item; approval of the new Housing Choice Voucher Program payment standards, effective December 1, 2018. Brandy Woodard explained the payment standards were raised decently. The new payment standards will allow the Housing Authority to be more competitive in the housing market, and will open more opportunities to gain new landlords. If approved, the payment standards will be effective December 1, 2018.

Brandy Woodard discussed the second agenda item; approval of the new Housing Choice Voucher utility allowances, effective December 1, 2018. She explained that utility allowances are reviewed annually. A company will use data collected and review data from the area to make a determination based upon figures for the area about the utility allowances. In the summer and winter months, Duke Energy raises the rates. PSNC rates decrease some. The city's water and sewage rates increased a bit. The new utility allowances will be effective December 1, 2018.

Gene Bell introduced the third agenda item; authorization for the CEO to approve a voluntary partial buy-back of employee PTO balances in December at 50% of the value (one hour of pay for every two hours of PTO), up to a maximum of \$1,500 per employee. Gene explained that the PTO buy-back program is something that we've done annually in the past. It provides employees with an excess amount of PTO to sell back some of their leave, instead of losing it. Employees will receive 50% of the value up to \$1,500.

Gene Bell discussed the fourth agenda item; approval for the CEO to grant 10 hours of supplemental leave time to be used only in 2019 for each employee who has pledged to donate at least 1 hour of pay per month to the United Way Campaign and honors that pledge throughout 2019. Gene explained that each year employees are asked to participate in giving to the United Way Campaign by pledging to give their "fair share" donation based upon their salary throughout the year. The supplemental leave is a way to recognize and incentivize employees for giving back to their community.

Djuana Swann discussed the final agenda item; authorization to lease 53 Curve Street to an eligible lower income family relocating from Lee Walker Heights, with an option to purchase at the value established by the Buncombe County Tax Assessor as of the time that option is exercised. She explained that 53 Curve Street was being offered to a Lee Walker Heights resident. The property is a good fit for her needs. The property is a 4 bedroom house. David Nash would like to offer the resident a one year lease with an option to purchase the property within a year or extend the lease, if needed. The terms of the agreement state that the option to buy should be included in the lease agreement, and then file an addendum. The property can be purchased through the Homeownership Program with a 15 year mortgage.

Shaomin Li briefly discussed the financial reports. The detailed report will be discussed in the general session.

The work session ended at 4:48 pm.

## II. Regular Meeting - Call to order

Chair Isaac Lewis called the regular meeting of the Board of Commissioners to order at **5:07 pm on Wednesday, November 14, 2018** 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, Member Raynetta Waters, Member Jennifer Pickering and Member Bruce Kennedy. The following Commissioners were absent: Vice Chair Cassandra Wells.

## III. Approval of minutes from last meeting

**Jennifer Pickering** made a motion, seconded by **Bruce Kennedy**, to approve the minutes. The Commissioners unanimously approved the minutes of **October 24, 2018**.

## IV. Bills and Communications

David Nash presented the Bills and Communications report. He reported that on November 10<sup>th</sup>, 2018 hosted a Community Day at Brown Temple CME Church. The event was hosted by the Asheville Housing Authority and the Asheville Police Department.

David announced the clothing closet at the Edington Center received a \$5,000 grant to purchase clothes for the community.

Asheville Terrace successfully completed the HUD REAC inspection. The property scored a 94 on the inspection.

## 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 provided an update regarding Lee Walker Heights. There are now 69 units vacant in Lee Walker Heights. There are 27

families left in Lee Walker Heights at this point; 14 of the families have requested to begin the relocation process, which leave 13 families and these families have units waiting for them to move.

b) **Asheville Housing Vouchers**

No Report.

c) **Family Self-Sufficiency**

No Report.

d) **Financial Report**

Shaomin Li presented the monthly financial report as submitted in the work session. She reported that Central Asheville continues to be in the red. The revenue is lacking due to the vacancies, higher year-to-date averages, and the re-pavement in Deaverview was taken out of the Capital Outlays budget. West Asheville and North Asheville didn't go over budget. The net revenue is down. Lee Walker Heights year-to-date tenant services are over budget due to the relocation project.

e) **Residents Council Report**

No Report.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

No Report.

**VI. New Business**

**1) Approval of new Housing Choice Voucher Payment Standards, effective December 1, 2018.**

Brandy Woodard explained that we requested and received approval from HUD to use the 50<sup>th</sup> percentile payment standard as of December 1, 2018.

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters** to approve the new Housing Choice Voucher Payment Standards, effective December 1, 2018.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

**2) Approval of new Housing Choice Voucher Utility Allowances, effective December 1, 2018.**

Brandy Woodard explained that this is the annual review of utility allowances. The utility rates were updated, and if approved will go into effect on December 1, 2018.

**Bruce Kennedy** made a motion, seconded by **Jennifer Pickering** to approve the new Housing Choice Voucher Utility Allowances, effective December 1, 2018.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

**3) Authorization for the CEO to approve a voluntary partial buy-back of employee PTO balances in December at 50% of value (one hour of pay for every two hours of PTO), up to a maximum of \$1,500 per employee.**

Lewis Isaac explained this is the annual PTO buy-back program. Employees are able to sell back excessive PTO for 50% of the value up to \$1,500.

**Jennifer Pickering** made a motion, seconded by **Raynetta Waters** to authorize the CEO to approve a voluntary buy-back of employee PTO balances in December at 50% of value (one hour of pay for every two hours of PTO), up to a maximum of \$1,500 per employee.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac

Ms. Raynetta Waters

Ms. Jennifer Pickering

Mr. Bruce Kennedy

**4) Authorization for the CEO to grant 10 hours of supplemental leave time to be used only in 2019 for each employee who has pledged to donate at least 1 hour of pay per month to the United Way Campaign and honors that pledge throughout 2019.**

David Nash explained that each year we participate in the United Way Campaign and as an incentive for giving to the campaign, employees are given one day of leave. Overall, there were 51 employees that contributed to the United Way Campaign. David thanked the staff for their contributions.

**Raynetta Waters** made a motion, seconded by **Jennifer Pickering** to authorize the CEO to grant 10 hours of supplemental leave time to be used only in 2019 for each employee who has pledged to donate at least 1 hour of pay per month to the United Way Campaign and honors the pledge throughout 2019.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac  
Ms. Raynetta Waters  
Ms. Jennifer Pickering  
Mr. Bruce Kennedy

**5) Authorization to lease 53 Curve Street to an eligible lower income family relocating from Lee Walker Heights, with an option to purchase at the value established by the Buncombe County Tax Assessor as of the time that option is exercised.**

David Nash explained that 53 Curve Street is a single family home that has been vacant for a long time. The property has been renovated. There is a family from Lee Walker Heights that is interested in homeownership. This resident will participate in the homeownership program. David explained that this request is in line with our mission.

**Bruce Kennedy** made a motion, seconded by **Raynetta Waters** to authorize the leasing of 53 Curve Street to an eligible lower income family relocating from Lee Walker Heights, with an option to purchase at the value established from Lee Walker Heights, with an option to purchase at the value established by the Buncombe County Tax Assessor as of the time that option is exercised.

The Board voted as follows:

AYE

NAY

Mr. Lewis Isaac  
Ms. Raynetta Waters  
Ms. Jennifer Pickering  
Mr. Bruce Kennedy

**VII. Unfinished Business**

None.

**VIII. Public Comment**

None.

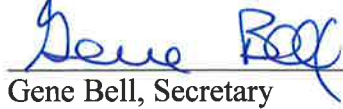
**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 5:23 pm. The next meeting will be held at Asheville Housing Authority-Central Office, 165 S. French Broad Avenue, Asheville, NC 28801 at 5:00 pm.



Lewis Isaac, Chair

ATTEST:



Gene Bell, Secretary