

## **Asheville Housing Authority Commission Meeting Minutes November 13, 2019**

### **I. Work Session**

The work session was held at the Central Office starting at 5:10 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, and Tilman Jackson. The following Commissioners were absent: Jennifer Pickering and Bruce Kennedy.

The meeting with called to order by Chair Cassandra Wells. David Nash discussed agenda item #1; public hearing on the Asheville Housing Authority five-year plan for 2020-24, and approval to submit the plan to HUD. David explained that the goals and objectives are the same as previously circulated, with the addition of authority to project-base some vouchers to help with VASH and HCV lease up rates.

David Nash explained agenda item #2; approval of updated utility allowances for the Housing Choice Voucher Program, effective December 1, 2019. David provided an overview of tenant rents and explained that these schedules provide a deduction in the tenant rent for those tenants who are required to pay utilities. It does not impact RAD PBV residents because Asheville Housing pays all utilities.

Teresa Jenkins explained that agenda item #3; authorization for the Executive Director 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). Teresa explained that each year the Housing Authority provides staff with the opportunity to sell back unused PTO for additional pay. This year the Housing Authority is requesting the maximum pay-out be increased to \$2000.

David Nash explained agenda item #4; approval for the Executive Director to grant 10 hours of supplemental leave time to be used only in 2020 for each employee who has pledged to donate at least one hour of pay per month to the United Way campaign and who honors that pledge throughout 2020. This is an incentive to ensure fair share giving in our annual United Way campaign

Shaomin Li reviewed the Housing Authority's 2018 audit report, which was received in October 2019. The auditor found that all financial reports were fairly represented and issued an unmodified (clean) opinion, with no findings.

The work session ended at 5:51 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, November 13, 2019 at Pisgah View Apartments, 1 Granada Street, Asheville, NC 28806**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, and Tilman Jackson. The following Commissioners were absent: Jennifer Pickering and Bruce Kennedy.

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

**Raynetta Waters** made a motion, seconded by **Tilman Jackson**, to approve the minutes. The Commissioners unanimously approved the minutes of **September 25, 2019 and October 9, 2019**.

## **IV. Bills and Communications**

No Report.

## **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, 48 units being prepared for leasing, 4 ready for leasing, and 35 move-ins. The average turnaround days per unit was 32 days. Noele explained that Southside had higher turn around days due to a fire damaged unit. David Nash shared that Lee Walker Heights was taken off the report for now pending redevelopment.

### **b) Asheville Housing Vouchers**

Brandy Woodard reported the monthly Asheville Housing Vouchers report as submitted with the board packet. There is a total of 3262 vouchers, 3221 available to lease, 2774 leased, 475 available, and 133 assigned/looking. There were 7 mobility moves, 32 move-ins, 25 move-outs, 192 re-inspections, and 224 annual inspections.

### **c) Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 258 participants in the program and 149 escrow accounts. In September, there were 6 new FSS participants enrolled and 5 new established escrow accounts. There is one individual that will close on a home in Weaverville in September.

Shaunda Dudley shared an update regarding the FSS program in Pisgah View. She has been getting settled into her new role as a FSS Advisor and building rapport with the residents.

**d) Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that the overall revenue for September is in line with the budget. She reported that the year-to-date actual expenses in North Asheville were over budget due to major repairs tree removal, gutters, refrigerators and flooring. North Asheville continues on a trend from previous months. We will propose an amendment next month to cover some of these expenses with replacement reserve funds. She also reported that the Housing Authority successfully completed our 2018 audit with no findings.

**e) Residents Council Report**

Allison Smith reported for the Residents Council. The October event for the residents at Pisgah View was successful and well attended. Part one of the “Let’s Talk Justice” listening session was a success. On November 22<sup>nd</sup>, the Pisgah View Resident Association will host their annual holiday dinner for the residents.

**f) Edington Center Report**

No Report.

**g) Property Management Report**

Robert Hooper reported on completed projects for Pisgah View, including a new maintenance vehicle purchase, fire claim repairs, and a camera update.

Sheri Guyton reported that Southside also received a new maintenance vehicle, cameras were installed in Erskine, gutters in Walton Street, and dumpster enclosure at Altamont.

Tara Irby reported that she participated in the Buncombe County Safety and Justice Challenge community engagement session regarding reducing incarceration. This event was well attended and received by the residents.

Devon Anderson reported on Pisgah View community events. She reported that the Boy Scouts of America started on September 24<sup>th</sup> for children within the development ages 5-10. An Ovarian Cancer education session was hosted on October 24<sup>th</sup> for residents. Dinner and childcare were provided for the 25 participants that attended. On November 7<sup>th</sup>, Read 2 Succeed began their Mother Read Program for children ages 0-5. This program brings the children together on Thursday mornings for reading time. There are currently 15 mothers signed up to participate in this program. Additionally, MAHEC offers the Mother-to-Mother Program for mothers needing labor/delivery support. This program has had over 50 successful deliveries. Finally, the Marvelous Math Club will host a Pisgah View dinner for families on November 25<sup>th</sup> from 5:30 pm to 7:00 pm.

**VI. New Business**

**1) Public Hearing on the Asheville Housing Authority Five-Year Plan for 2020-24, and approval to submit that plan to HUD.**

The public hearing was opened at 6:27 pm.

David Nash discussed highlights of the goals and objectives from the Housing Authority's five-year plan. He also provided an updated on the Lee Walker Heights redevelopment project. He announced that the groundbreaking ceremony for Lee Walker Heights, one of the most important goals from the last five-year plan, was held earlier in the day. The project is ahead of the construction schedule.

The public hearing closed at 6:35 pm. There were no public comments

**Raynetta Waters** made a motion, seconded by **Tilman Jackson** to approve the submission of the Asheville Housing Authority's Five-Year Plan for 2020-24 to HUD.

**AYE**

**NAY**

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Mr. Tilman Jackson

**2) Approval of updated utility allowances for the Housing Choice Voucher Program, effective December 1, 2019.**

Brandy Woodard explained the utility allowances are updated annually. The utility allowance need to be updated due to increases and decreases in utility costs for the area. This will only impact tenants with private landlords, when the tenant is required to pay for utilities.

**Raynetta Waters** made a motion, seconded by **Tilman Jackson** to approve updating utility allowances for the Housing Choice Voucher Program, effective December 1, 2019.

**AYE**

**NAY**

The Board voted as follows:

Ms. Cassandra Wells

Ms. Raynetta Waters

Mr. Tilman Jackson

- 3) **Authorization for the Executive Director 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 \$2000 per employee.**

Teresa Jenkins explained that each year the Housing Authority provides staff with the opportunity to sell back unused PTO for additional pay. This year the Housing Authority is requesting the maximum pay-out be increased to \$2000.

**Raynetta Waters** made a motion, seconded by **Tilman Jackson** to approve the Executive Director 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 \$2000 per employee.

**AYE**

**NAY**

The Board voted as follows:

Ms. Cassandra Wells  
Ms. Raynetta Waters  
Mr. Tilman Jackson

- 4) **Authorization for the Executive Director to grant 10 hours of supplemental leave time to be used only in 2020 for each employee who has pledged to donate at least one hour of pay per month to the United Way campaign and who honors that pledge throughout 2020.**

Tara Irby explained that the Housing Authority participates in the United Way campaign each year. This year the Housing Authority hosted a United Way information session on October 17<sup>th</sup> with breakfast to inform staff about the campaign and important services funded by United Way. In addition, Elinor Earle spoke to the staff regarding her program Youthful HAND, which is funded by a United Way grant. With approval of this request, Asheville Housing employees who donate the Fair Share amount will receive 10 hours of supplemental leave.

**Raynetta Waters** made a motion, seconded by **Tilman Jackson** to authorize the Executive Director to grant 10 hours of supplemental leave time to be used only in 2020 for each employee who has pledged to donate at least 1 hour of pay per month to the United Way campaign and who honors that pledge throughout 2020.

**AYE**

**NAY**

The Board voted as follows:

Ms. Cassandra Wells  
Ms. Raynetta Waters  
Mr. Tilman Jackson

## VII. Unfinished Business

None.

**VIII. Public Comment**

None.

**IX. Adjournment**

There being no further business to come before the Board, the meeting adjourned at 6:38 pm. The next meeting will be held at 6:00 pm on December 11, 2019 at Asheville Housing Authority Central Office, 165 S. French Broad Avenue, Asheville, NC 28801.

*Cassandra Wells*

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Cassandra Wells, Chair

ATTEST:

*David Nash*

\_\_\_\_\_  
David Nash, Secretary

**CERTIFICATE AND SUMMARY**

The undersigned Executive Director of the Housing Authority of the City of Asheville hereby certifies:

1. Notice of a public hearing (the "Hearing") to be held on November 7, 2019, with respect to the issuance of bonds by the Housing Authority of the City of Asheville (the "Authority") for the benefit of Arrowhead Renewal LP, a North Carolina limited partnership was published on October 27, 2019, in the *Asheville Citizen-Times*. The proceeds of the bonds will be loaned to Arrowhead Renewal LP and used, together with equity from related 4% low income housing tax credits and other funds, to acquire, rehabilitate and equip a multifamily residential rental development known as Arrowhead Apartments.

2. I was the hearing officer for the Hearing.

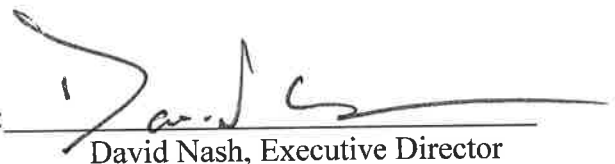
3. The following is a list of the names and addresses of all persons who spoke at the Hearing:  
None

4. The following is a summary of the oral comments made at the Hearing:  
None

IN WITNESS WHEREOF, my hand and the seal of the Housing Authority of the City of Asheville this 7th day of November, 2019.

(SEAL)

By: \_\_\_\_\_

  
David Nash, Executive Director

