



Asheville Housing Authority

Commission Special & Regular Meeting Minutes

September 25, 2019

I. Special Meeting

The special meeting of the Board of Commissioners was held at the Asheville Housing Authority Central Office. The meeting was called to order at 3:05 pm. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Member Jennifer Pickering, Member Bruce Kennedy, and Member Tilman Jackson.

David Nash opened the special meeting by providing the board members with an overview of the purpose for the meeting; completion of the 5-year strategic plan for HACA. David also reviewed the resident characteristic report; a report that is submitted to HUD monthly; this report shows the income distributions for previous years. He shared that the non-profits entities such as Asheville Terrace and Woodridge were not included in the data because they are under different entities.

Tilman Jackson was introduced as the newest member of the HACA Board of Commissioners, and other roundtable introductions were conducted.

David Nash opened the meeting by reviewing the goals and objectives for the strategic plan as they were 5 years ago. Corrections/additions were made to the plan throughout the planning process. The following changes were suggested:

Priority 1: David mentioned that it was time for HACA to decide on the next major project following the Lee Walker Height revitalization project.

Priority 2: Allison Smith, Site Manager for Pisgah View suggested more supportive services for residents related to addiction and substance abuse issues. She also suggested a program that would assist younger residents with eviction prevention, as well as youth programs, for example job training.

Priority 3: Developing and implementing a closer working relationship with the Resident Council to ensure more representation in the developments. David suggested possibly assigning staff members to assist the Resident Council.

Priority 4: David shared that energy efficiency remains in the 5-year strategic plan and HACA continue efforts to become more energy efficient. He mentioned possibly considering solar panels as part of this effort.

Priority 6: David mentioned that we continue our community safety efforts through our partnership with the Asheville Police Department; he and other members of the HACA management team recently met with the new Police Chief.

As part of the safety efforts in the developments, it was suggested that additional needle receptacles be added in the developments.

Priority 7: This objective focuses on the preservation of affordable housing. David mentioned that HACA could use the strategic investment funds to meet this initiative. These funds could possibly be used to rehab homes for Housing Choice Voucher Program participants. He also shared that housing vouchers could be used at the new Lee Walker Heights and other HMO properties currently under construction. Additionally, it was suggested HACA employ a grant writer to assist with additional funding.

It was also suggested that HACA develop and implement a working preference advantage to applicants working a certain number of hours a week, which would help to increase the number of working residents within the developments. This would also help improve participation in HACA self-sufficiency programs such as FSS and Homeownership.

David Nash announced that he would compile the suggestions and updates that were made to the strategic plan and circulate the draft of the 5-year plan to the members of the board for approval.

The special meeting adjourned at 5:05 pm.

II. Work Session

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

The meeting with called to order by Chair Cassandra Wells. The meeting was opened with an announcement by Djuana Swann, Legal Counsel for the Housing Authority. She shared that the Housing Authority received an offer on unit 74 in Eastview. The offer to purchase was sent to Djuana. The Housing Authority must check the income of the family to ensure that they qualify, and they the family does meet the requirement. The unit will be sold for \$105,000.

David Nash reviewed agenda item #2; Operating Cost Adjustment Factor (OCAF) adjustment to RAD contract rents effective December 1, 2019. David explained that this year's rent increase is 2.6%. He explained that a tenants rent will remain the same unless there is a change in their income. He shared that this increase is important to the operations for the Housing Authority. The Housing Authority will not be able to keep up with inflation, maintain operations, and adequately compensate staff. These increases are not mandated by HUD, but an increase is part of the fiscal responsibility of the organization.

After discussion, Vice Chair Raynetta Waters requested that the rent inflation adjustment decision be tabled until the board members can see actual numbers and meet to further discuss this action item.

John Sarver with Sitework Studios provided an initial proposal to the board regarding selling portion of the Housing Authority's RAD property on Ralph Street to their development company. Due to the split zoning in that area, the Housing Authority would not be able to adequately utilize the land for redevelopment due to the location and landscape. The developer is committed to using a portion of the development for affordable housing.

The work session ended at 5:58 pm.

III. Regular Meeting - Call to order

Chair Cassandra Wells called the regular meeting of the Board of Commissioners to order at **6:36 pm on Wednesday, September 25, 2019** at the **Deaverview Apartments, 275 Deaverview Road, Asheville, NC 28801**. Teresa Jenkins conducted the roll call. The following Commissioners were present: Chair Cassandra Wells, Vice Chair Raynetta Waters, Member Bruce Kennedy, and Member Tilman Jackson.

IV. 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 **August 28, 2019**.

V. Bills and Communications

No report.

VI. 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 92% occupied. There were 109 units that were on rehab/hold status, 50 units being prepared for leasing, 2 ready for leasing, and 43 move-ins. The average turn around days per unit was 32 days. Noele explained that Altamont, Bartlett, and Klondyke had major repair issues due to structural damage and flooring, which impacted average turn around days.

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, 2781 leased, 468 available, and 132 assigned/looking. There were 5 mobility moves, 33 move-ins, 27 move-outs, 201 inspections, and 210 re-exams.

Brandy shared that the VASH numbers are low because of the money from last year. Michelle Moore and Natalie Bailey are working to get vouchers leased up.

c) **Family Self-Sufficiency**

Shaunda Sandford reported the monthly Family Self-Sufficiency report as submitted with the board packet. She reported that they have 256 participants in the program and 146 escrow accounts. In August, they had 7 new FSS participants enrolled, 1 new established escrow account. There were no closings in the homeownership program in August, however there are 3 participants under contract.

Karolina Hopkins shared that the 3rd Annual Homework Diner started September 23rd at Erwin Middle School every Monday. The program provides homework assistance to students at the middle school. Students and their family members are encouraged to attend for free. Dinner and transportation are provided. Erwin Middle School also offers GED classes through Asheville-Buncombe Technical Community College. Additionally, on October 17th, there will be a WNC Career Expo at the WNC Ag Center from 11 am to 4 pm. Free bus rides will be provided from any bus station.

d) **Financial Report**

Shaomin Li presented the monthly financial report as submitted with the board packet. She reported that August continues the same financial trend from July. She explained that high maintenance expenses created challenges in the HAP fund. In North Asheville, maintenance expenses caused deficits in the year-to-date revenue from the capital outlay fund.

e) **Residents Council Report**

No Report.

f) **Edington Center Report**

No Report.

g) **Property Management Report**

Robert Hooper reported that Deaverview had a fire in one of the units. He reported that no one was injured in the fire. The resident was relocated.

VII. New Business

1) Technical amendments to the local preferences previously established in Chapter 4 of the Administrative Plan for the Housing Choice Voucher Program to align with Mainstream voucher wait list requirements.

David Nash explained that they aren't adding or changing significant preferences; HUD allows the Housing Authority to pull people off the main waiting list in order to move them to the tenant-based waiting list, shifting the name to "project-based" voucher, taking FSS out, and creating new tenant-based project rent. The former public housing residents still get 75% of vouchers required to have preferences amended in one year, which expires on soon.

Bruce Kennedy made a motion, seconded by **Jennifer Pickering** to approve technical amendments to the local preferences previously established in Chapter 4 of the Administrative Plan for the Housing Choice Voucher Program to align with Mainstream voucher wait list requirements.

AYE

The Board voted as follows:

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

NAY

2) Approval of Operating Cost Adjustment Factor (OCAF) adjustment to RAD contract rents effective December 1, 2019.

David Nash explained contract rents are made of the tenant rent and HAP portion. He explained that for 98% of housing tenants there will be no change to their rent payment. The other 2% of residents are paying tenant rent and will notice a slight increase depending on the bedroom size for their unit. The increase is necessary in order to sustain operational costs. HUD allows for up to a 2.6% increase.

Vice Chair Raynetta Waters requested that the vote on this agenda item be tabled until the board members received additional information regarding the increase as requested during the work session. Upon further discussion, the board members decided that a special board meeting was necessary to further discuss the adjustment to RAD contract rents prior to making a decision.

3) Approval to hold a Special Meeting on Wednesday, October 9, 2019 to further discuss and vote on approval of the Operating Cost Adjustment Factor (OCAF) adjustment to RAD contract rents effective December 1, 2019.

The board decided to hold a special board meeting to further discuss and vote on the adjustment to the RAD contract rents effective December 1, 2019. The board members requested additional information prior to voting on this agenda item; including HUD guidelines and data. This meeting will be held at the Asheville Housing Authority Central Office on Wednesday, October 9, 2019 at 4:45 p.m.

Raynetta Waters made a motion, seconded by **Jennifer Pickering** to hold a Special Meeting on Wednesday, October 9, 2019 to further discuss and vote on approval of the Operating Cost Adjustment Factor (OCAF) adjustment to RAD contract rents effective December 1, 2019.

AYE

The Board voted as follows:

Ms. Cassandra Wells
Ms. Raynetta Waters

NAY

Ms. Jennifer Pickering
Mr. Bruce Kennedy
Mr. Tilman Jackson

VIII. Unfinished Business

None

IX. Public Comment

None


X. Adjournment

There being no further business to come before the Board, the meeting adjourned at 7:15 pm. The next meeting will be held at 6:00 pm on October 23, 2019 at Asheville Housing Authority Central Office, 165 S. French Broad Ave., Asheville, NC 28801.



Cassandra Wells, Chair

ATTEST:



David Nash, Secretary