



Asheville Housing Authority
Regular Meeting of the Board of Commissioners

Draft Minutes: May 22, 2024

Meeting Location: HACA Central, 165 S. French Broad Ave., Asheville, NC 28801

All meeting materials can be found on the Board of Commissioners Shared Drive: [Click Here](#)

I. Work Session Meeting Opening & Roll Call:

Chairman Jackson opened the Work Session and asked for roll call at 5:07 PM

Board Members present: Chairman Tilman Jackson, Vice Chairman Reginald Robinson, Commissioner Scott Farkas, Commissioner Roy Harris, Commissioner David L. Robinson Sr., Commissioner Shantelle Simpson, Commissioner Kidada Wynn. HACA President & CEO Ms. Monique Pierre was also present at the meeting.

Approval of Agenda

Commissioner Farkas moved to approve the agenda as presented. **Commissioner Harris seconded** the motion. The Commissioners unanimously approved the agenda as presented.

• **Retire to Closed Session – 5:08 PM**

Commissioner Farkas moved to retire to closed session: Pursuant to Subsection 143-318.11(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. **Commissioner Wynn seconded.** The Commissioners present unanimously approved the motion.

• **Returned from Closed Session – 6:20 PM**

Commissioner Farkas moved to end the closed session. Vice Chair Robinson seconded. The Commissioners present unanimously approved the motion.

• **Additional Business**

1. Childcare Centers Update:

- Ms. Pierre reviewed the Childcare Initiatives Timeline, as well as the procurement requirements and Federal guidelines for procurement.
 - i. [Click Here](#) Childcare Initiatives Timeline
 - ii. [Click Here](#) for Demographics for Children Public Housing
 - iii. [Click Here for HUD Procurement Guidelines](#) – specifically Page 11

Vice Chair Robinson asks: Have we recruited another place to take over the childcare at all the properties? **Ms. Pierre explains** that this is what the RFP is for, to give other providers in the community a chance to bid on the opportunity to provide the service to our community.

Vice Chair further asks for clarification that we have not done this since 2009? **Ms. Pierre explains** that she cannot speak to what exactly happened in 2009 to procure for these facilities, but that is the contact date that we have. Unspoken rule, unless it was cancelled, they would have just continued, which is contrary to the federal regulations for the contract. **He asks** how the Federal Government determines continuity or will it be like Asheville City schools and change leadership every 2-3 years. **Ms. Pierre clarifies** that the question is actually

Asheville Housing Authority: Board of Commissioners March 2024 Meeting

DRAFT Minutes: May 22, 2024

2 questions about service provision and continuity. The services you are providing to the community must be evaluated to ensure that we are providing quality services that meet the needs of the community, and that first and foremost, everything we do, every property we have serves the public housing community. Is the need there to justify the services offered by the providers? Will the parents have full support so that they can return to work and know that the children have quality services? Continuity in Asheville City Schools is not something that can be commented on, but our leadership must communicate and do everything possible to stand up for the rules, follow them, and provide the best services that benefit our children.

The Vice Chair asks if the kids that are in the program are our kids or kids from everywhere? **Ms. Pierre responds** that the primary objective is to serve the community in public housing, but it is her understanding that there are children outside public housing who fit the economic standards to attend. This is a question for Community Action Opportunities. Numbers and statistics are not known at this time, but this is a question to be asked of them.

Vice Chair further asks how we ensure that we keep our partnership with Asheville City Schools strong, and make sure that the kids are ready to attend and have exactly what they need. Ms. Pierre responds that we have a robust after school program and summer program at the Edington Center. We provide reading support and parental support and also partner with many entities around the City that are directly linked to the schools, so that there is continuity with what is being provided. We have Youthful Hand which will continue to grow and offer services. Continuity also comes from our programs being offered out of Resident Services, with one director, and a single program not several sporadic. We are paying competitively, and constantly looking for new ways to present a cohesive program to support the parents and the children of our community.

Chairman Jackso asks for clarity about what happens at the end of the five-year contract, and we have a great partnership with providers, and have had success, do we still need to go back to RFP for new services. **Ms. Pierre confirms** yes. Chairman further asks what the metrics are and how they are being evaluated? Ms. Pierre states that she is not a part of the evaluation process for the RFP award. There are random staff members on the team to ensure fairness across the applicants. Getting competitive quotes for services is the best way to ensure that our children are getting the very best that we can offer.

Vice Chair Robinson states that Asheville City Schools are struggling to fill classrooms, Head Start cannot fill the classroom, what will the new company do differently to fill the seats? **Ms. Pierre states** that the current Head Start program is limited in the age range that they offer services to. Our goal is to partner with service providers who will offer the most and best programs for our children.

Chairman Jackson asks for clarification on the number of Applicants. Ms. Terri Anello, HACA's Procurement Manager updated the activity with the applicants and the RFP process. **Ms. Pierre suggested** that further details on the applicants is not appropriate at this time. **Vice Chair Robinson requests** information on the process and what steps have been taken. **Ms. Pierre states** that she has reviewed the procurement rules and regulations, the number of children being served who live in our properties, the timeline of the contractual agreement, and the actions that have been taken to abide by the federal regulations and stay in compliance.

2. Southside Garden Update:

- **Ms. Pierre spoke** about the meeting that was held with 4 representatives from Southside Gardens staff. Reiterated their commitment to the community and urban farming. Ms. Pierre assured the team that we would NOT dismantle the farm abruptly, that was never the intention.

Commissioner Wynn asks if there is a way for the land to be deeded so that this can all be avoided in the future, and so that the land can be owned and controlled by the community? **Ms. Pierre reiterates** that this is in fact the idea. They need to negotiate from a position of strength and find land with less restrictions. The City has to be involved to ensure this.

Commissioner Harris asks what the next steps are. Ms. Pierre explains that there will be more meetings with the City of Asheville and the Farm staff. We will continue to partner with them and the City of Asheville to find a better location that they will have more control over, more ownership. We must abide by federal regulations, but we will continue to meet and propose more options and find less restrictive land ownership opportunities for them. There is no Resolution forthcoming.

3. Resolutions Review

- Ms. Pierre reviewed
 - i. **Resolution 2024-15:** Meribel Apartments - LGC Findings Resolution
 - ii. **Resolution 2024-16:** Meribel Apartments - Approval Resolution
 - iii. **Resolution 2024-17:** Laurel Wood - New Documents
 - iv. **Resolution 2024-18:** Annual Audit Procurement

Meribel Apartments, in Weaverville, NC is a bond request; \$28 million; It is a multifamily note, and they are using our Bond order to leverage resources to build more affordable housing.

Vice Chair Robinson asks how this particular project helps our residents. This is in a different town, and it is not exactly in the area known for affordable housing. Why are we spending money to do this? **Ms. Pierre explains** that we are not giving anyone any money. They are paying us to utilize our bond authority, which is grossly underused. This helps us bring in extra revenue, which directly impacts our residents by allowing us to offer more resources and services. It broadens our financial stability to have different revenue streams. Developers are coming to us and helping build affordable housing! We can offer other areas for our residents to live, and we are gaining a strong reputation as a good partner to do business with. We are deliberately holding on to our non-profit development entity so that we can self-develop. This is a very important piece of our infrastructure. The Vice Chair asks for more breakdown on how this will affect me on a day-to-day-basis as a resident? Ms. Pierre responds that the main benefit is that we are able to hire more staff to support and complete projects at the properties. New roofs, better lawn care maintenance – making significant investment back into the properties, which we have not done for years. We need to support our aging maintenance; We are able to use it for more Resident Services and services offered to our children; Developing elsewhere gives our residents more housing options; it will lead to more consistency in rental costs in our communities. We have an obligation to do that.

The Audit Services contract will be entered into after approval in the next meeting. Looking forward to learning from new auditors how to improve our functions and business. Will take some time. **Commissioner Farkas asked** if this is a 5-year contract? **Ms. Pierre stated** that all of the terms are still being negotiated, but generally 2–3-year contracts with options for renewal, up to 5 years. But we will see make decisions after the first year and see how they do. Novogradac is National and very well respected in the Housing Community. **Chairman Jackson stated** that they were not the cheapest option. **Ms. Pierre confirmed and** explained that our responsibility is not necessarily to go with the lowest bidder, but to go with the most responsive and

Asheville Housing Authority: Board of Commissioners March 2024 Meeting

DRAFT Minutes: May 22, 2024

responsible bidder, and evaluate the services being offered. Ms. Terri Anello, Procurement manager explained the RFP process in further detail.

- **Meeting Adjourned at 6:40 PM**

II. Regular Session Meeting Opening & Roll Call:

Chairman Jackson opened the Regular Session at 6:46 PM.

Board Members present: Tilman Jackson, Board Chair, Reginald Robinson, Board Vice-Chair, Commissioner Scott Farkas, Commissioner Roy Harris, Commissioner David L. Robinson Sr., Commissioner Shantelle Simpson, Commissioner Kidada Wynn. HACA President & CEO Ms. Monique Pierre was also present at the meeting.

- **Approval of Agenda:**

Commissioner Wynn moved to approve the agenda as presented, **Commissioner Simpson seconded** the motion. The Commissioners unanimously approved the agenda as presented.

- **Approval of Previous Minutes: April 24, 2024**

Commissioner Farkas moved to approve the minutes from April 24, 2024 meeting, as presented.

Commissioner Simpson seconded the motion. The Commissioners unanimously approved the previous meeting minutes from April 24, 2024.

- **Resident Services presented and Acknowledged FSS Graduates**

- Parris Finley introduced Lekeyandra Davis
 - Raised credit score
 - Started businesses including kid's drinks, adults' drinks and a clothing line
- Parris Finley introduces Ali Allmon
 - Works as CNA at Mission
 - HAP'ed out due to all of her hard work
- Tamara Miller introduced Katherin Meacham
 - Accomplished her goals earlier and graduate earlier
 - Hairdresser for 3 years
 - HAP'ed out due to all of hard work and accomplishments
 - Working toward homeownership
- Eric Robinson introduced Ms., Charlesetta Fletcher
 - Managing the Stephanies closet at Edington Center, named after her sister
 - Works a lot with the kids and overall, in the community
 - Delivering meals to elderly and disabled
- Eric Robinson introduced Lena and Derrick Thomas
 - They have relocated from Florida
 - Both are working full time and have raised their credit scores
 - Working with realtors and lenders towards homeownership
- Karolina Hopkins introduced Parris Finely
 - Monica Prysock wrote a wonderful letter about Parris
 - Parris received her Peer Support Certification
- Ms. Shaunda Jackson introduced 3 Employee of the Month winners for Summer Camp:
 - Aleesha Ballard
 - Tarina Jackson
- Junior – completed his Community Health Worker Certification and has been promoted to Community Health Worker at Bartlett properties.

- **Public Comment**

Chairman Jackson covered the [Rules for Public Comment](#), thanking everyone in advance for respecting the timing and order, and giving everyone a fair opportunity to speak.

There were 7 speakers from the community expressing thoughts and concerns around Child Care provider changes, Southside Farms, Read to Succeed and Family Self Sufficiency.

Chairman Jackson and Ms. Pierre thanked all of the members of the public for taking the time to attend and making their voices heard.

- **Report of the Secretary**

1. **Executive Report ([click to view full report](#)):**

URGENT NEWS: Security and Safety at the properties keeps popping up as the top priority.

We continue to partner with Buncombe County Sheriff's Department as well as with the Asheville Police Department to provide safe environments for all residents. Must remember that we are not law enforcement, but we lease enforcement. Additional efforts are continuously made to ensure that all law enforcement and have proper contact information to reach the property directors, managers and Ms. Pierre whenever they need to report or act on an incident. Ms. Elaine Scott, leader of the Safety committee for HACA, will be working on creating long terms safety plans for all properties so that everyone is aware of protocols and can stay safe.

We provide residents and press as requested, with the active Ban list. Mr. Jon Mobley, Manager of Protective Services, prepares it monthly, highlighting people who are not to be on the properties. The list is supplied to the APD regularly.

Fairhaven Summit development has successfully closed. We worked very closely with HUD to ensure this was able to be accomplished on time and provide more affordable housing units to our community.

Adina Bianchi, Director of IT Services, and Brad Henson, newly hired IT specialist have been doing amazing things with regard to updating our IT infrastructure, rolling out MS 365 , training, and cutting costs by at least 75%.

Over 25 interviews have been conducted through April and May, and we have hired maintenance technicians, custodian for the Edington Center, 7 Youth Program Assistants, and we continue to recruit qualified people to join HACA. We did have a termination for cause as well as a resignation due to relocation out of state.

We have an active RFP for a new Payroll / HR provider. And we are rolling out a new Benefits Provider at Open Enrollment in June. Processes and procedures are being updated in HR, Finance, with Timesheets and insurance. Much collaboration and hard work being done in HR and Finance.

2. Financial Report from Ms. Tara Boestan-Smith HACA Controller ([click here for full report](#)):

Month of April went well. Expenses were a bit higher due to a couple of circumstances, including an issue with increased costs for fixing some residences. We did receive funds from Buncombe County through Community Health Worker Grants, we finally received from December application, and were able to use in April. We will be receiving more next week.

A new staff member has been hired, leaving only one open position, the department is greatly benefitting from all of the experience and knowledge of our new hires.

3. HCVP Report From Ms. Noele Tackett, Director of HCVP Program ([click here for full report](#)):

During the month of April, Housing Support Specialists completed 224 on-time annual recertifications, and 294 Housing Quality Standards inspections were completed.

HCVP had fifteen (15) MTW enrollments in April, ten (10) of which were enrollments at new admission/lease-up. Of the total fifteen (15) enrollments, five (5) were assigned to Stepped Rent and ten (10) were assigned to Standard Rent. We had a consent rate of 80% with our April enrollments. And as of the end of April, 1038 total households have been enrolled, 515 of which have been enrolled in Stepped Rent; the remaining 523 were assigned to the Standard Rent Calc method.

In April 2024, Asheville Housing and Related Properties had a combined total of 167 vacancies. Of those vacancies, 29 are in rehab/hold for various reasons, 133 repair make-ready for maintenance and 5 ready to rent. We moved in 27 families between all properties and the average unit turn-around time averaged about 70 days per unit. There are a total of 627 applicants on the PBV waitlist and 2551 on the TBV waitlist.

HCVP has continued its training on its Yardi Rent Café portal. All Housing Support Specialists have completed their training. Current training is focused on Admissions and applications.

The goal of expanding our Yardi use to include Rent Café' is to improve efficiency by going paperless. The conversion process is anticipated to wrap up in the coming months. Once implemented, Rent Café will offer online applications (including application submission and ability to confirm wait list status), online recertifications, expanded landlord portal, and features such as online rent payments, online maintenance requests, etc., which will help other departments.

• **New Business:**

1. Consent Agenda to accept all Resolutions:

Consent Agenda – The following Resolutions are presented for the consideration of the Board of Commissioners, as drafted.

Chairman asked for a motion to accept Resolutions as presented, without verbal recitation.

Commissioner Harris moved to accept the Consent Agenda and all resolutions as written, presented, and without verbal recitation. **Vice Chair Robinson seconded.** The Commissioners unanimously approved the Consent Agenda. [Click here](#) to view all Resolutions from May 22, 2025

- **Resolution 2024-15:** Meribel Findings
- **Resolution 2024-16:** Meribel Approval
- **Resolution 2024-17:** Laurel Woods Approval

Asheville Housing Authority: Board of Commissioners March 2024 Meeting

DRAFT Minutes: May 22, 2024

- **Resolution 2024-18:** Annual Audit Services

- **Meeting Adjournment: 7:37 PM**

The next scheduled meeting is scheduled for June 26, 2024, at HACA Central Offices located at 165 South French Broad Ave., Asheville, 28801.

Minutes respectively taken by Cherin Marmon-Saxe, Executive Assistant to HACA. President and CEO



Asheville Housing Authority
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Draft Minutes: March 27, 2024

Meeting Location: HACA Central, 165 S. French Broad Ave., Asheville

Tilman Jackson, Board Chair

Date: _____

ATTEST:

Monique L. Pierre, Secretary

Date: _____

Transcribed by: Cherin Marmon-Saxe, Executive Assistant to President & CEO