



**Asheville Housing Authority**  
**Regular Meeting of the Board of Commissioners**  
**Draft Minutes: October 23, 2024**  
**Meeting Location: Zoom Virtual Meeting**  
[Click Here](#) to view all meeting materials and recording

**I. Work Session Meeting Opening & Roll Call:**

Chairman Jackson opened the Work Session and asked for roll call at 5:06 PM. Quorum was present. Chairman Jackson expressed gratitude to the Housing Authority staff for their efforts during the storm and emphasized the importance of collaboration and community. He also highlighted the organization's mission and core values. **Board Members Present:** Chairman Tilman Jackson, Vice Chairman Reginald Robinson, Commissioner Scott Farkas, Commissioner Roy Harris, Commissioner David L. Robinson Sr., HACA President & CEO Ms. Monique Pierre was also present at the meeting.

**Board Members Absent:** Commissioner Kidada Wynn

**Invited Guests:** Sheila Hester, HUD Field Office Director; Harry Miles, PIH Division Director; Angela Strong, Portfolio Management Specialist

• **Approval of Agenda:**

**Commissioner Harris moved** to approve the agenda as presented, **Commissioner Harris seconded;** All Ayes; No Nays; Unanimously approved.

• **Waiver Request Review:** [Click Here](#) to view the full report of Waiver Requests

Ms. Pierre presented the 13 waivers requested from HUD to address the aftermath of Hurricane Helene. The waivers include adjusting minimum rent to \$0 for those experiencing hardship, allowing half payments on vacant units, and extending the deadline for the HUD audit.

Ms. Pierre also mentioned the need to verify date of birth and disability status, and income verification post-admission. Vice Chair Robinson raised concerns about the need for additional paperwork for hardship waivers, which Ms. Pierre clarified would only require checking a box indicating the hardship was due to the hurricane.

Vice Chair Robinson expressed concerns about the treatment of residents during the current hardship, suggesting that they should be allowed to pay 0 rent until the end of the year. Ms. Shelia Hester clarified that while the housing authority can't dictate HUD's rules, they can work within their existing policies to accommodate residents. She emphasized the necessity and requirement for proper documentation to support each resident's hardship claims. Ms. Hester emphasized that as a Federal agency, we don't have as much flexibility as a private property owners may have, because they're not utilizing funds that are generated from rent collections. Taxpayers' money is being used, and there are regulations and guidelines that must be followed.

Ms. Pierre discussed several waiver requests, including one to ease restrictions on past due balances for residents, another to extend the window for completing inspections, and a third to allow the full amount of a mortgage to be paid with a voucher for those experiencing hardship. The need for an extension to the administrative plan to allow for more public comment was also discussed.

The meeting discussed the challenges faced by households experiencing hardships, particularly those paying contract rent. Ms. Pierre explained that these households, if experiencing a hardship and unable to pay rent, would not be considered under contract for HUD subsidy. She proposed a solution to add these units back into the HUD contract for as long as necessary to help these households get stable. Chairman Jackson asked if this would mean the households would not have to pay rent at their own expense. Ms. Pierre confirmed. The

meeting also discussed the possibility of allowing voucher holders who have lost their housing to move into vacant PBV units, with the understanding that they would have the right to return to their original voucher once they find new housing. Ms. Hester clarified that these voucher holders could relocate anywhere in the US.

Commissioner Farkas asked if there are waivers that we are not Considering? Ms. Pierre confirmed that there are, but they are developmental, environmental, and do not apply to this Housing Authority. Ms. Pierre further explained that HACA have reviewed the list of all available waivers and chose the ones that when applied would gain the best results for our residents.

Commissioner Harris asked how we best communicate about waivers and policies from Board level to Resident level, and how do we know that we are doing all that we can, applying best practices and learning from other HA's who have also been through disasters. Ms. Hester confirmed that HACA are using best practices that have transpired from around the nation. She reached out to the ED in Puerto Rico for guidance and tools to best utilize. A key difference with Asheville and surrounding communities here are the mountains and the mass of trees and associated damage. HUD is working with FEMA to identify what is reimbursable, as our teams have aided with tree cutting and damage repair that is above and beyond any requirement.

Ms. Pierre added that they still had 120 days to apply for any other waivers and were ready to move residents to new units as soon as they received approvals from HUD. The team also discussed the need for staff to be ready to assist residents who needed to move out of their current housing.

### **Resolution Review**

Ms. Pierre discussed several resolutions for the upcoming year. These included the approval of the year-end schedule, which includes two additional holiday days for staff to decompress and refresh. Another resolution was the adoption of a fixed asset policy, which was tabled from the previous meeting due to the hurricane. The amended utility allowances were also approved, with a 4.9% increase for the fiscal year. The approval of the RAD PV contract rents was discussed, with a focus on the new rent standards. She also mentioned a temporary preference for displaced residents and a temporary stay of new eviction filings until February 1st, 2025. The goal of these measures is to ensure residents are not displaced due to financial difficulties and to provide them with a housing plan.

- **Resolution 2024-28:** Approval of End of Year Closure Schedule
  - **Resolution 2024-29:** Adoption of Capitalization and Disposition Policy
  - **Resolution 2024-31:** Adoption of Amended Utility Allowances – HCVP EFF 120124
  - **Resolution 2024-32:** Adoption of RAD PBV Contract Rents OCAF 2024
  - **Resolution 2024-33:** Adoption of Temporary Preference for HCV Recipients displaced by Hurricane Helene
  - **Resolution 2024-34:** Approval of Temporary Stay of New Eviction Filings until February 1, 2025
  - **Resolution 2024-35:** Approval of Amended Payment Standards for HCVP Effective December 1, 2024
- **Meeting Adjourned: 6:08 PM**

**II. Regular Session Meeting Opening & Roll Call: [Click Here](#) to view all meeting materials**

Chairman Jackson opened the Regular Session at 6:13 PM. Quorum was present.

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

**Board Members Absent:** Commissioner Kidada Wynn

• **Approval of Agenda:**

**Commissioner Farkas** moved to approve the agenda as presented, **Commissioner Harris seconded**; All Ayes, No Nays, Unanimously Approved

• **Approval of Previous Minutes:**

- **August 28, 2024**
  - **Motion: Commissioner David Robinson | Second: Commissioner Farkas**; All Ayes, No Nays, Unanimously Approved
- **September 25, 2024**
  - **Motion: Commissioner David Robinson | Second: Commissioner Farkas**; All Ayes, No Nays, Unanimously Approved
- **October 9, 2024 Recording in lieu of minutes**
  - **Motion: Commissioner Harris | Second: Commissioner David Robinson**; All Ayes, No Nays, Unanimously Approved

• **Public Comment:**

Ten speakers addressed various concerns including:

- Community response efforts
- Rent relief requests
- Distribution center operations
- Resident association recognition
- Communication improvements
- Resource coordination

• **Executive Report [Click Here](#) to view full Executive report**

**CEO's Report - Ms. Monique Pierre**

- Staff Recognition and Emergency Response:
  - Acknowledged staff members who responded immediately during tree falls
- Highlighted Cherin Marmon-Saxe for being available every day, bringing personal well water for offices; assisting with distribution and resident needs
- Recognized maintenance team members:
  - Gerald Clay Jarrell - responded to Asheville Terrace day of storm
  - Trevor Sluder, Ronnie Gillespie, and Bobby McNeil - performed tree removal at Klondike
  - Cliff Johnson (electrician) - assisted with Starlink installation
- Emergency Response Activities:
  - Staff conducted door-to-door wellness checks
  - Coordinated with sheriff's office for shelter-in-place protocols
  - Facilitated distribution of United Way resources
  - Worked with National Guard and Army for door-to-door information distribution
  - Coordinated with FEMA representatives for on-site assistance
- Infrastructure Updates:
  - Water service restored to all public housing sites (non-potable)

- Implemented Starlink internet service at:
  - Pisgah View
  - Hillcrest
  - Klondike
  - Asheville Terrace
  - South Side (in progress)
- Information flyers being distributed regarding Wi-Fi access
- Ongoing Critical Issues:
  - Continuing boil water advisory
  - Long-term recovery planning
  - Resource coordination with community partners
  - Outreach to HCV program participants and veterans

**Resident Services Report - Ms. Shaunda Jackson & Ms. Karolina Hopkins:**

- [Click Here](#) to view Community Partners Recognition Report
- Emergency Response Coordination:
  - Established initial distribution hub at Aston Tower
  - Relocated main distribution center to Eddington Center
  - Coordinated with community partners including:
    - Asheville Dream Center
    - Buncombe County Public Safety
    - United Way
    - Community health workers
- Community Impact:
  - Over 30 residents per site volunteered for relief efforts
  - Implemented door-to-door check system for elderly residents
  - Coordinated with community health workers for medical needs
- Ongoing Services:
  - Continuing distribution through current week
  - Transitioning to specialized support through:
    - Resident Support Service Specialists
    - FSS Coordinators
    - Community Health Workers
  - Maintaining water and resource distribution as needed

**HCVP/Occupancy Report - Ms. Dalerie Beard:**

- Vacancy Reduction Plan:
  - Goal: Zero vacancies by December 12, 2024
  - Weekly target: 30 applications to property managers
  - Implementation of same-day processing:
    - Unit showing
    - Application acceptance
    - Document signing
    - Key distribution
    - Move-in assistance
- Process Improvements:
  - Coordination with property managers for on-site support
  - Streamlined application processing
  - Daily progress tracking and weekly updates to CEO

**Financial Report - Ms. Janie Holland:**

- [Click Here](#) to view full Financial Report
- September Financial Overview:
  - Total income slightly below budget (grant pending investigation)
  - Expenses at 72% of budget (target 75%)
  - Hurricane-related expenses pending for October report
- Program-Specific Results:
  - RAD Properties:
    - Positive net income: \$322,000
    - On track for year-end targets
- Housing Choice Voucher Program:
  - Positive net income: \$107,000-108,000
  - Grant income meeting targets
- Central Office:
  - Current deficit: \$56,000-57,000
  - Within normal operating parameters
- Eddington Center:
  - Negative \$8,000 net income
  - Year-to-date performance on target
- Other HACA Properties:
  - Negative \$20,000 net income for September
  - Year-to-date performance requires attention

These reports reflect both immediate hurricane response efforts and ongoing operational activities, with particular emphasis on community support and recovery initiatives.

**Consent Agenda for Resolutions Approval:**

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. **Vice Chair Robinson** stated that he cannot vote on consent for all resolutions as he will not be voting affirmative for **Resolution 2024-34: Approval of Temporary Stay of New Eviction Filings until February 1, 2025.**

**Chairman Jackson requested** that the Consent Agenda be amended to separate **Resolution 2024-34. No objections**

- **Resolution 2024-28:** Approval of End of Year Closure Schedule
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- **Resolution 2024-35:** Approval of Amended Payment Standards for HCVP Effective December 1, 2024

**Commissioner Farkas moved** to accept the Consent Agenda without Resolutions 2024-34 as written, presented, and without verbal recitation. **Commissioner Robinson seconded.** All Ayes, No Nays, Unanimously Approved

**Asheville Housing Authority: Board of Commissioners October 23, 2024 Meeting – DRAFT Minutes**

Chairman asked for a motion to accept Resolution 2024-34 as presented, without verbal recitation.

- **Resolution 2024-34:** Approval of Temporary Stay of New Eviction Filings until February 1, 2025

**Commissioner Harris moved** to accept Resolution 2024-34 as written, presented, and without verbal recitation. **Commissioner Farkas seconded.**

**Ayes – 4:** Chairman Jackson, Commissioner Farkas, Commissioner Harris, Commissioner Robinson

**Nays – 1:** Vice Chair Robinson

Resolution 2024-34 Approved

- **Meeting Adjourned: 7:27 PM**



**Asheville Housing Authority**  
**Regular Meeting of the Board of Commissioners**

**Draft Minutes: October 23, 2024**

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

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Tilman Jackson, Board Chair

**Date:** \_\_\_\_\_

**ATTEST:**

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Rhodney Norman, Associate Secretary

**Date:** \_\_\_\_\_

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