



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
Draft Minutes: January 22, 2025
Meeting Location: 165 S. French Broad Ave., Asheville, 28801
[Click Here](#) to view all meeting materials

I. Work Session Meeting Opening & Roll Call:

Chairman Jackson opened the Work Session and asked for roll call at 4:04 PM.

HACA Mission Statement and Core Values were read.

Quorum was present. **Board Members Present:** Chairman Tilman Jackson, Vice Chair Reginald Robinson, Commissioner Sean Aardema, Commissioner Mychal Bacoate, Commissioner Scott Farkas, Commissioner Carol Goins, Commissioner Roy Harris, Commissioner David L. Robinson Sr., Commissioner Kidada Wynn.

Not in attendance: Commissioner Kimberly Collins. **Also in attendance:** Rhodney Norman, Interim Executive Director of HACA, Kristen Kirby, Partner at McGuireWoods LLP, and Sarah Branch from National Church Residences.

○ **Approval of Agenda:**

Chairman Jackson moved to amend the Work Session Agenda to include discussion and determination of the CEO hiring process. **Commissioner Harris seconded.** All Ayes, No Nays; The Commissioners unanimously approved the motion.

● **Resolution Review:**

○ **Resolution 2025-01: Battery Park Apartments Add '1 Bond Inducement**

Kristen Kirby, Partner from McGuireWoods LLP, and Sarah Branch from National Church Residences presented an inducement resolution for a request for additional \$1 million bond issuance for Battery Park Apartments project. The Original \$20 million in bonds was issued in 2023. Additional funding is needed due to hurricane-related impacts:

- Construction delays
- Increased tenant relocation costs due to damage and limited housing availability
- Extended construction timeline resulting in additional interest carry costs

There has been no substantial changes to project scope. The Housing Authority is to receive standard 1.25% issuance fee. The project completion anticipated Summer 2025.

○ **Resolution 2025-02: Approval of 2025 Updated RAD Contract Rent Cost Adjustment Factor (OCAF) For Maplecrest**

Noele Tackett, Director of Non-Profit Operations, presented Resolution.

▪ **Key Details:**

- This resolution approves the 2025 RAD contract rent increases for the Maple Crest property
- HUD published inflation factor: 5.2%
- After debt factor calculations, the net increase is approximately 3.5%
- The increase affects 96 RAD PBV units (formerly Lee Walker Heights units)
- These units are part of a larger 212-unit property:
- 96 RAD PBV units

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- 116 tax credit units managed by partnership

- **Resident Impact:**

- No direct impact on current resident rents as all are income-based
- Residents will be notified of the change even though their personal rent payments won't increase
- Nicole Dixon, identified as a Support Specialist, will be responsible for handling resident notifications

- **Closed Session: 4:22 PM**

Commissioner Sean Aardema moved to break to closed session; **Commissioner Scott Farkas seconded**; All Ayes; No Nays; Unanimously Approved.

Purpose of this closed session: The purpose of this closed session is to (i) consult with the Authority's attorney in order to preserve the attorney-client privilege pursuant to N.C. Gen. Stat. §143-318.11(a)(3), and / or (ii) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer pursuant to N.C. Gen Stat. §143-318.11(a)(6).

Board Members returned from close session at: 5:22 PM

Vice-Chair Reginald Robinson made a motion to award Interim Executive Director Rhodney Norman a monthly stipend of \$3,551.67, which represents 50% of his current monthly salary. Stipend will be retroactive to November 7, 2024, and will continue until a permanent Director is appointed. **Motion was seconded.** All Ayes, No Nays: Commissioners unanimously approved the motion.

- **CEO Search Discussion**

Chairman Jackson noting the need to establish a process for hiring a permanent CEO. Attorney Susan Russo Klein provided an overview of the board's responsibility, explaining that hiring and managing the CEO is one of the primary roles of the Housing Authority Board.

Discussion continued including whether to use the previous firm Gans & Gans, and if a formal RFP is needed. Commissioner Farkas suggested forming a committee that would evaluate search firm options. Susan mentioned additional firms specializing in housing authority leadership: KM Partners, Broadview Talent Partners, and Baker.

The board agreed to form a committee of three commissioners to:

- Explore search firm options
- Potentially issue an RFP
- Oversee the entire hiring process
- Report back to the full board

Chairman Jackson made a motion to approve Commissioners Farkas, Bacoate and Wynn to serve as the CEO hiring committee. **Commissioner Aardema seconded.**

All Ayes, No Naye; Commissioners approved unanimously.

- **Meeting Adjourned: 5:42**

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

Chairman Jackson opened the Regular Session and asked for roll call at 5:43 PM.

HACA Mission Statement and Core Values were read.

Quorum was present. **Board Members Present:** Chairman Tilman Jackson, Vice Chair Reginald Robinson, Commissioner Sean Aardema, Commissioner Mychal Bacoate, Commissioner Scott Farkas, Commissioner Carol Goins, Commissioner Roy Harris, Commissioner David L. Robinson Sr., Commissioner Kidada Wynn. **Not in attendance:** Commissioner Kimberly Collins. **Also in attendance:** Rhodney Norman, Interim Executive Director of HACA.

○ **Approval of Agenda:**

Chairman Jackson moved to amend the Consent Agenda to include the Hiring Committee and RFP process for hiring a CEO search Firm. Amended Consent Agenda includes:

- Approval of Previous Minutes: December 18, 2024
- Approval of Resolution 2025-01: Battery Park - Inducement Resolution (Addl Bonds)
- Approval of Resolution 2025-02: 2025 Updated RAD Contract Rent Cost Adjustment Factor (OCAF) For Maplecrest
- Approval of Hiring Committee and RFP process for hiring a CEO Search Firm

Motion received a second and was unanimously approved by a show of hands.

Chairman Jackson moved to approve the amended Consent Agenda, Commissioner Harris seconded; All Ayes, No Nays, Unanimously Approved

○ **Public Comment:**

Commissioner Scott Farkas read The Public Comment Rules of Order. 4 public speakers addressed various items including:

- Heating issues at properties
- Just Economics and partnership for the benefit of Residents
- Southside Gardens update
- Resident Advocacy
- Improved accessibility accommodations
- HACA's lack of meeting its Mission Statement

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

- **Asset Management Update – Presented by Evette Smith, Director**
 - Current vacancy status: approximately 70 units
 - Significant improvement from previous 160 vacant units
 - Strategic goal to achieve 98% occupancy across all properties
 - Challenges identified included staff turnover, implementation of new processes by the ACP director, and hurricane displacement effects
 - Waitlist management improvements being implemented
 - Anticipated improved occupancy rates by February/March

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The commissioners expressed concern about understanding the root causes of the vacancies, confirming the timeline of issues (predating the hurricane), and ensuring progress was being made toward the 98% occupancy goal.

○ **Financials Update – Presented by Janie Holland, Director of Finance**

▪ **2023 Audit Status**

- Near completion with one day remaining
- Delayed due to hurricane impact
- Unclear if an extension was formally granted
- No monetary penalties expected for late submission
- Will have a "black mark" for lateness

▪ **New Compliance Measures**

- Implementing electronic filing system for Form 990s as newly required by the IRS
- Moving toward paperless operations for improved efficiency
- Goal is to make processes more efficient, especially for auditors
- Updating accounting policies and procedures
- Enhanced staff training

▪ **Staffing Updates**

- Two finance positions have been combined into one
- New payroll position starting in two weeks
- Joyce is handling interim payroll duties

▪ **Financial Reporting Format Changes**

- New summary format for financial reports
- Consolidates information on the first page for easier reading
- Detailed program-specific pages still included after the summary

○ **Meeting Adjourned: 6:10 PM**



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Mychal Bacoate, Board Chair

Date: _____

ATTEST:

Rhodney Norman, Associate Secretary

Date: _____