



Chair Bacoate opened the Special Session and asked for roll call at 12:32 PM

Roll Call taken by Cherin Marmon-Saxe; **Quorum was met.**

Board Members Present: Chair Mychal Bacoate, Vice-Chair Kimberly Collins, Commissioner Sean Aardema, Commissioner Scott Farkas, Commissioner David S. Robinson Sr., Commissioner Maggie Slocumb, Commissioner Laura Sotelo-Garcia, Commissioner Kidada Wynn. **Also in attendance:** Ella Santos, HACA President & CEO, Marvin Jean-Jacques, HACA COO, Rhodney Norman, Senior Advisor to CEO/Brevard Housing Authority ED, Kristen Kirby, Bond Counsel, McGuire Woods, LLC, Cindy Rice, Attorney, Roberts & Stevens, P.A., Cherin Marmon-Saxe Executive Assistant.

Not in Attendance: Commissioner Carol Goins

• **Approval of Agenda:**

Motion to Accept Agenda as presented: Commissioner Maggie Slocumb

Second: Vice Chair Collins

Roll Call Taken

Motion Carried: (7-0)

• **Resolution Overview**

Kristen Kirby, Bond Counsel, McGuireWoods, LLC presented two bond inducement resolutions required for submission to the North Carolina Housing Finance Agency (NCHFA). The inducements represent preliminary approval only and indicate the Authority's willingness to serve as bond issuer, subject to final Board approval upon award.

○ **Resolution 2025-15: Bond Inducement for 319-B Biltmore Avenue Apartments**

- New construction: 112 units of affordable housing, located in Asheville
- Developer: Laurel Street Residential
- Requested inducement: \$15 million
- Purpose: Enables NCHFA bond and tax credit application
- Final bond approval to return to the Board if awarded

Vice Chair Collins requested clarification on the unit count and the percentage of affordable housing units. **Staff confirmed** that 100% of these units are affordable housing.

○ **Resolution 2025-16: Bond Inducement for The Residences at River Ford**

- New construction; 115 units of affordable housing
- Requested inducement: \$15 million
- Purpose: Enables NCHFA bond and tax credit application
- Final bond approval to return to the Board if awarded

Motion to Approve:

Resolution 2025-15: Bond Inducement for 319-B Biltmore Ave Apartments: Commissioner Sean Aardema

Second: Vice Chair Collins

Roll Call Taken

Motion Carried: (8-0)

Resolution 2025-16: Bond Inducement for Residences at River Ford: Vice Chair Collins

Second: Commissioner Kidada Wynn

Roll Call Taken

Motion Carried: (8-0)

• **Other Business**

○ **2026 Budget Update**

Marvin Jean-Jacques, COO informed the Board that the 2026 Budget will be presented in full at the January Board meeting. DRAFT will be shared in advance of this meeting, and asked that the Board submit any questions in advance of the meeting as well.

○ **Operational Transition Plan**

Marvin reviewed the overall transition plan.

- COO transition to full operational oversight effective January 5, 2026.
- Initial efforts have focused on meeting with department leadership and key stakeholders to gain a clear understanding of existing operations, workflows, and organizational dynamics.
- Departments have identified key operational priorities, which are being organized into standardized objectives, key performance indicators, and regular reporting mechanisms.
- Development of formal SOPs is underway, including the Authority's first standardized Site Manager SOP, with corresponding maintenance guidelines to follow to ensure consistency across properties.
- Vacancy reduction was identified as a top operational priority, with plans to centralize and adjust maintenance deployment to improve unit turnaround times and leasing performance.
- Staff are enhancing data tracking and documentation using existing systems, including Yardi, to better align daily operational activity with performance measurement and financial outcomes.
- Preparatory work is underway to strengthen asset management practices and performance monitoring in advance of upcoming HUD physical inspection standards.

○ **Appointment of Financial Officer: LGC-203 Compliance**

Marvin explained that state law requires the Housing Authority to formally designate a Finance Officer for purposes of financial oversight and statutory compliance. He noted that the LGC-203 is a state-mandated filing used to identify the individual authorized to act as the Authority's Finance Officer and to submit required financial information to the State of North Carolina.

Marvin further advised that the designation is procedural in nature and does not alter day-to-day financial operations, but is necessary to ensure timely, accurate, and compliant reporting. He recommended appointing Ryan McClung, Interim Chief Financial Officer, to serve in this capacity.

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Motion to Appoint Ryan McClung to Finance Officer: Vice Chair Collins

Second: Commissioner Slocumb

Roll Call Taken

Motion Carried: (7-0)

- **2026 Administrative Plan Update - Preferences**

Noele Tackett, Director of the Housing Choice Voucher Program, provided an overview of proposed updates to the HCV Administrative Plan, scheduled for Board consideration in January.

- Key elements include:

- Reinstatement of preferences for households experiencing homelessness and survivors of domestic violence, each requiring a minimum 12-month commitment to case management services.
- Consolidation of multiple prior agreements into a single MOU with the Continuum of Care, which will vet participating service providers and submit referrals.
- Use of an every-other-applicant selection method to ensure continued access for non-preference applicants.
- Continued application of all eligibility, screening, and lease compliance requirements for referred households.

Board Q&A:

Commissioner Aardema asked how referrals would be submitted, whether a single point of contact would be used, and how accountability would be maintained for participating service providers.

Staff responded that all referrals would be routed through the Continuum of Care as the centralized clearinghouse; only vetted providers would be permitted to submit referrals under the MOU.

Staff further explained that the centralized structure allows for consistent monitoring of case management commitments and provides a mechanism to address performance issues if a provider or referral does not meet established expectations.

Commissioner Slocumb thanked Noele and the staff for their work on the proposed HCV preference updates and expressed appreciation for the Authority's continued focus on supporting vulnerable populations, including survivors of domestic violence.

- **Motion to Adjourn**

Motion: Vice Chair Collins

Second: Commissioner Kidada Wynn

Roll Call Taken

Motion Carried: (8-0)

Meeting Adjourned at 1:05 PM



Asheville Housing Authority
Regular Meeting of the Board of Commissioners
Minutes: December 17, 2025
Meeting Location: 165 S. French Broad Ave., Asheville, 28801

Mychal Bacoate, Board Chair

Date: _____

ATTEST:

Ella Santos, Secretary

Date: _____