

**REGULAR BOARD MEETING
Elkhart Housing Authority
January 19, 2023**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, January 19, 2022, in person. **No Quorum**

Board Members present: Dan Boecher, Margaret Owens, Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Erik Mathavan, Todd Fielder, Tasha Andrews, Equilla Smith, Tamika Jones, Teri Ivory, and Morgan Gibson

Harris Law Firm Attorney present: None

Audience members present: Sharon Remy, Kelly Thomas, Ray Bode, John Sherrod, Nancy Rivera, Lisa Lambuth, Tammy Hensley, Joey Hill, Anthony Paul, Dave Longstreth, Patrick Maculski, and Willie Henderson

- ❖ **Audience Concerns:** Nancy Rivera, Riverside 718 asked what happened with the resident council nominations. Ms. Rivera stated that when she spoke to her property manager about them, she was told that she has not heard anything. Clarence stated that nominations took place at Riverside in December and notifications of upcoming Resident Council elections went out in November. He stated that everything went according to policy. He further said, according to Riverside's Resident Council's by-laws, only one resident can run for each office. He further stated that according to HUD regulations, an association cannot consist of just one person and that is why the elections need to be revisited. Ms. Rivera expressed concern about a former Resident Council member having a key to the storage closet. Clarence said he will follow up on her concern.

Ms. Rivera's second concern was her utility bill. She stated that if she does not turn her thermostat up to 75 or 80 degrees, her heat will not cut on. Angelia asked Ms. Rivera if she has contacted the maintenance department with her concern. Ms. Rivera stated that she has. Angelia informed Ms. Rivera that she will need to look over her work order requests to see how they were abated. Angelia further explained that there is a rise in utility costs across the board. She said that the Elkhart Housing Authority base residents' annual utility allowance on the Indiana Housing and Community Development Authority's (IHEDA) utility study. She further stated that the Elkhart Housing Authority just received this information, and it is currently being reviewed to see if residents' utility allowances should be adjusted.

Ms. Rivera's third concern was with the trash chute. She said that it was brought to her attention that funds that could have been used to fix the trash chute were used on other things that are not priorities such as the playgrounds at Washington Gardens. Angelia stated that each AMP has its own budget. She further stated that a playground for children is something that families want for their children. She said that studies prove that children who are allowed to play, grow up to be thriving adults in society. She said that installation of the new playground has not affected any work that needs to be done at Riverside. Angelia informed Ms. Rivera that she and Eric Mathavan (Comprehensive Improvements) spoke last week about the trash chutes. She explained that there is a lot of work that goes into reconfiguring buildings to accommodate wider trash chutes. She said the current concrete structures would need to be reconfigured. She also said they talked about ways to prevent the trash chutes from becoming clogged but that has a lot to do with resident behavior. She went on to explain that management will speak with residents about forcing chairs, tables, and large boxes that haven't been broken down into the trash chute. Angelia stated that our high rises are a community within a community, and everyone is responsible for policing their community. She said that if a resident is aware that someone is causing these problems, notify the housing

authority and we will investigate it. Angelia asked Ms. Rivera to continue to share her concerns with her property manager, Tasha Andrews, moving forward and she is sure that she will address them.

Rosedale resident, Kelly Thomas expressed concern about other residents allowing unauthorized people to enter the building. She said she has seen numerous people drug dealing inside the building and out in the main parking lot. She further stated that there are people who were banned from the property, but they keep coming there anyway. Clarence clarified for residents that unless a person has done something that qualifies them for the no-trespass list, which is determined by the police, Elkhart Housing Authority cannot ban them from the property. He advised this resident that if she sees any drug activity, she is encouraged to call the police. He also informed her that not all management efforts can be shared with other residents. Angelia stated that managers will be having bi-monthly resident meetings at the properties and Washington Gardens' residents will have theirs at the main office. She encouraged residents to attend.

Rosedale resident, Anthony Paul, asked about the carts. He said that the wheels need replacing and some residents have a hard time pushing them. Property manager, Tamika Jones, informed Mr. Paul that she has new carts in the next fiscal year's budget.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — December 15, 2022, Regular Meeting

There was no voting due to not having a quorum.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — December 15, 2022,

There was no voting due to not having a quorum.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 new hire, Desmond Buckner, (High-rise Custodian), and 4 ends of employment, Larry Grissett, Michelle Moe, Renee Myers Richardson, and William Page.

- **Comprehensive Improvements:**

 - **Scattered Sites:** ServPro completed all work and turned over the key to the 1307 Moffat burn unit.

Riverside Terrace: No work during this time.

Washington Gardens: Insurance claim filed on the 334-A Chapman Ave burn unit.

Waterfall High-Rise: No work during this time

Rosedale High-Rise: No work during this time.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of December, 50 Annual Certifications were completed, 68 Interim Certifications Completed, 0 Unit transfers, 9 New Admissions and Absorbed Incoming Portabilities, 1 End of Participations, 49 Applications Remaining in Process, 675 Lease Ups on the last day of December and 91% Lease-Up Percentage.

Commissioner Boecher asked how long voucher holders have to find a unit. Angelia stated that they have 60 days, but they can request an extension if they do not find anything in that time.

- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 56 participants of which 32 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 9 participants are attending college, 4 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 14 participants are currently earning escrow, \$4,964 earned in escrow funds in December, and \$109,626.55 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of December is 94.06%, Washington Gardens Occupancy rate for the month of December is 96.39%, Waterfall Occupancy rate for the month of December is 93.80%, Scattered-Sites Occupancy rate for the month of December is 95.92% and Riverside's Occupancy rate for the month of December is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of December is 95.89%. She also stated that public housing received 151 applications, mailed 0 orientation letters, were processing 62 applications, approved 8 applications, denied 0 applications, and 0 applications were withdrawn. We received 15 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 17 move-outs in December.
- **Maintenance:** Angelia reported that 17 move-outs were received and 10 were completed, 8 emergency requests received and completed, 338 tenant requests received and 335 completed; and there were 55 annual inspections received and 22 completed, totaling 475 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of December, Rosedale high-rise earned \$28,818.00 in Revenue and \$19,398.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$45,700.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of December in the amount of \$2,516.00. The previous past due rent was \$3,629.00, and the current past due rent is \$3,819.00. The increase in past due rent is \$190.00.

Jessica announced for the month of December, Washington Gardens earned \$24,185.00 in Revenue and \$111,273.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$134,426.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of December in the amount of \$1,032.00. The previous past due rent is \$29,333.00 and the current past due rent is 28,922.00. The increase in past due rent is \$411.00.

Jessica announced for the month of December, Waterfall high-rise earned \$24,665.00 in Revenue and \$24,700.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$61,824.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of December in the amount of \$12,459.00. The previous past due rent is \$11,613.00 and the current past due rent is \$5,803.00. The decrease in past due rent is \$5,803.00.

Jessica announced for the month of December, Scattered Sites earned \$16,781.00 in Revenue and \$45,136.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$33,070.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of December in the amount of \$28,847.00. The previous past due rent was \$10,157.00 and the current past due rent is \$13,477.00. The decrease in past due rent is \$3,320.00.

Jessica announced for the month of December, Riverside high-rise earned \$37,800.00 in Revenue and \$24,707.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$58,155.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the

month of December in the amount of \$4,352.00. The previous past due rent is \$3,239.00, and the current past due rent is \$1,097.00. The decrease in past due rent is \$2,142.00.

Jessica announced for the month of December, COCC earned \$144,710.00 in Revenue. Jessica went on to say the COCC had \$179,253.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of December in the amount of \$34,543.00.

Jessica announced HCV had a loss for the month of December, in the amount of \$58,297.00. The net position YTD is \$90,530.00.

Angelia asked Jessica to explain the tax interception program to the commissioners. Jessica stated that for everyone who receives a judgment through the courts, we are allowed to claim them through a treks program which we submit weekly. She said if they receive tax money back from the state, that will automatically go to us.

❖ **Old Business:**

- **Withdraw Resolution 22:20**

No voting took place due to not having a quorum.

❖ **New Business:**

- **Resolution 23:01- A Resolution to Revise HCV termination due to Repayment Default Policy**

No voting took place due to not having a quorum.

- **Resolution 23:02 – A Resolution to Revise HCV Application Residency Preference Policy ID Requirement**

No voting took place due to not having a quorum.

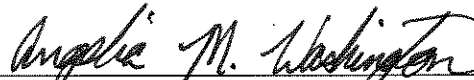
❖ **Handouts: None**

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the January 19, 2023, Board of Commissioners' meeting adjourned at 5:06 P.M.



Dan Boecher, Commissioner
February 16, 2023



Angelia Washington, Executive Director