

REGULAR BOARD MEETING  
Elkhart Housing Authority  
November 17, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, November 17, 2022, in person and via Conference call.

**Board Members present:** Dan Boecher, Margaret Owens

**Board Members present via dial-in:** Kristen Smole and Helenia Robinson

**Staff members present:** Angelia Washington, Jessica Brittain, Clarence Jones, Erik Mathavan, Todd Fielder, Amy Gonzalez, Cordell Price, Equilla Smith, Renee Richardson, Tamika Jones, and Morgan Gibson

**Harris Law Firm Attorney present:** Nick Snow

**Audience members present:** Tonda Hines

- ❖ **Audience Concerns:** Councilwoman, Tonda Hines stated that some community members have some concerns about the children from Washington Gardens who were redistricted to other Elkhart Community Schools and their ability to participate in after-school programming. She said that people are concerned that Washington Gardens children are missing out on opportunities based on the distance that they must now travel to go to school. Angelia stated that Project 287+ has been formed and it was based on the number of school-age children residing in Washington Gardens. She said that the program was discussed at last month's board meeting, and it is on today's agenda. Commissioner Boecher informed Tonda that he understood that there is a gap in after school programming before the new Lifeline and Tolson Center are built. Angelia stated that Clarence Thomas and Rick Newbill presented last month and asked about the EHA's ability to help Project 287+ financially. She explained that the EHA has resident participation funds that we will be able to use to help cover costs of \$15 scholarships and the funds are included in our revised budget but were also included and approved in the original budget. Angelia further said that she contacted Project 287+ asking for support documentation for any Washington Gardens student who enrolls so that we can issue payments immediately. Angelia also stated that she provided a letter of support to the program on behalf of the EHA. Commissioner Smole stated that she heard the program has been pushed back until the first of the year. Tonda informed everyone that there are other programs, but they are school based, including Lifeline and the Boys and Girls Club. Angelia asked Tonda if anyone can attend those programs. Tonda stated if Lifeline is in their school building or is providing transportation for them then they can attend. She said that Lifeline is at Monger and Roosevelt, but she isn't sure about other schools in the Washington Gardens district.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — September 15, 2022, & October 20, 2022, Regular Meeting**

Commissioners Boecher, Smole, Robinson, and Margaret Owens all voted to approve the September 15, 2022, and October 20, 2022, meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — September 15, 2022, & October 20, 2022**

Commissioners Boecher, Smole, Robinson, and Margaret Owens all voted to approve the September 15, 2022, and October 20, 2022, vouchers.

❖ **Executive Director's Report**

## **Exhibit C — Executive Director’s Report**

- **Human Resources:** Angelia reported 2 new hires, Minnette Haynes, (F/T Receptionist), and William Page, (General Maintenance Technician). 1 promotion, Tamika Jones (Asset Property Manager), and 1 end(s) of employment, Charlotte Pettis (Asset Property Manager).

- **Comprehensive Improvements:**

**Scattered Sites:** ServPro installed the larger items that came in from backorder which includes the kitchen cabinet and windows. The current focus is to finish the A/C compressor, install the water heater and close out miscellaneous loose ends. Barring any unexpected issues, the unit is to be completely turned over in November.

**Riverside Terrace:** The pavement parking lot contract with Reith-Riley was delivered and signed by all parties.

**Washington Gardens:** No work during this time.

**Waterfall High-Rise:** No work during this time

**Rosedale High-Rise:** ServPro installed the larger items that came in from backorder which includes the kitchen cabinet and window. ServPro is to finish floor tile work and install the stove range and plans to have the unit turned over in November.

**COCC:** No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of October, 48 Annual Certifications were completed, 67 Interim Certifications Completed, 1 Unit transfers, 9 New Admissions and Absorbed Incoming Portabilities, 2 End of Participations, 92 Applications Remaining in Process, 653 Lease Ups on the last day of July and 88% Lease-Up Percentage.

Commissioner Boecher asked Angelia if she means we have 88% available vouchers that are out in the marketplace. Angelia explained to Commissioner Boecher that 88% are leased up which means we have 740 vouchers and we've leased up 653 so that leaves 12% still looking for available housing. Commissioner Margaret Owens asked Angelia if people who have applied are contacted. Angelia stated yes once they reach the top of the waiting list. Commissioner Margaret Owens asked how many applicants were on the waiting list for HCV. Amy stated that there are currently close to 300 people on the waiting list. Angelia stated that we had a landlord symposium that she was planning to discuss at next month's board meeting. She said that there was a really good turnout and that we are trying to get more landlords to accept vouchers. She further stated that as more voucher holders move off the program, we can issue more vouchers to people on the waiting list. Commissioner Margaret Owens stated that people say that a lot of landlords won't rent to voucher holders due to the housing authority not making repairs after the tenant destroys their property and leaves. Angelia stated that is a stigma that a lot of people associate with voucher holders. She stated that she doesn't know of too many cases where voucher holders are destroying property and it is not the EHA's responsibility to make repairs to privately owned homes. Amy stated that it is the same as renting to someone in the private market, if they destroy it, you have the same recourse which is taking them to court to get your money back. Commissioner Boecher asked if HCV has annual inspections. Amy stated yes and during these inspections they get to see if there are things that the tenant broke, so they can advise the landlord to fix it and charge the tenant. Angelia stated that we go over this with the tenant during the briefing and we inform them that destroying property can

lead to losing their voucher and it will be attached to their record if they try to apply for housing elsewhere.

- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 57 participants of which 30 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 5 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 9 participants are currently earning escrow, \$7,697 earned in escrow funds in October, and \$104,587.90 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of October is 96.00%, Washington Gardens Occupancy rate for the month of October is 97.40%, Waterfall Occupancy rate for the month of October is 96.00%, Scattered-Sites Occupancy rate for the month of October is 97.90% and Riverside's Occupancy rate for the month of October is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of October is 97.20%. She also stated that public housing received 174 applications, mailed 38 orientation letters, were processing 90 applications, approved 13 applications, denied 15 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 11 new admissions and 11 move-outs in October.
- **Maintenance:** Angelia reported that 11 move-outs were received and 6 were completed, 8 emergency requests received and completed, 351 tenant requests received and 359 completed; and there were 46 annual inspections received and 17 completed, totaling 370 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of October, Rosedale high-rise earned \$29,738.00 in Revenue and \$18,045.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$28,900.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of October in the amount of \$18,883.00. The previous past due rent was \$2,296.00, and the current past due rent is \$3,414.00. The increase in past due rent is \$1,118.00.

Jessica announced for the month of October, Washington Gardens earned \$24,441.00 in Revenue and \$86,535.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$112,320.34 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of October in the amount of \$1,344.34. The previous past due rent is \$20,016.00 and the current past due rent is 23,221.00. The increase in past due rent is \$3,205.00.

Jessica announced for the month of October, Waterfall high-rise earned \$37,079.00 in Revenue and \$22,973.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$45,082.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of October in the amount of \$14,970.00. The previous past due rent is \$16,381.00 and the current past due rent is \$17,518.00. The increase in past due rent is \$1,137.00.

Jessica announced for the month of October, Scattered Sites earned \$23,206.00 in Revenue and \$41,989.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$45,082.00 in Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of October in the amount of \$18,193.00. The previous past due rent was \$13,300.00 and the current past due rent is \$15,696.00. The increase in past due rent is \$2,396.00.

Jessica announced for the month of October, Riverside high-rise earned \$34,179.00 in Revenue and \$22,978.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$48,749.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of

October in the amount of \$8,408.00. The previous past due rent is \$3,223.00, and the current past due rent is \$2,343.00. The increase in past due rent is \$880.00.

Jessica announced for the month of October, COCC earned \$106,648.00 in Revenue. Jessica went on to say the COCC had \$113,827.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of October in the amount of \$1,240.00.

Jessica announced HCV had a loss for the month of October, in the amount of \$52,645.00. The net position YTD is \$17,574.00. Jessica explained to Commissioner Boecher that when tenants make a payment plan and then default, that amount is added back into the aging balance. She said this is the reason why we see such sharp increases since they are right in the middle of being evicted.

❖ **Old Business:**

• **Project 287+**

Angelia stated that we are waiting on invoices so we can start assisting with payments.

❖ **New Business:**

• **Resolution 22:16-Remote Meeting Participation Policy Resolution**

Commissioners Boecher, Smole, Robinson, and Margaret Owens all voted to approve resolution 22:16.

• **Resolution 22:17-EHA By-Laws Audio and Video Discretion**

Commissioners Boecher, Smole, Robinson, and Margaret Owens all voted to approve resolution 22:17.

• **Resolution 22:18-Budget Revision for Fiscal Year Ending March 31, 2023**

Commissioner Boecher asked Angelia to explain the budget amendment resolution. Angelia stated that HUD recommends housing authorities after 6 months into the budget, review the budget to prevent any overruns creating a revised budget. Commissioner Boecher stated that he was satisfied with the explanation given by staff, and he feels that the new amended budget is warranted. Commissioner Robinson asked if the items that were underlined were where the changes took place. Jessica stated that the furthest right column has the newly updated figures and the column on the left is what the previous figures were. Commissioners Boecher, Smole Robinson, and Margaret Owens all voted to approve resolution 22:18.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the November 17, 2022, Board of Commissioners' meeting adjourned at 5:27 P.M.



Dan Boecher, Commissioner  
December 15, 2022



Angelia Washington, Executive Director