

REGULAR BOARD MEETING

Elkhart Housing Authority

March 17, 2016

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, March 17, 2016 at the Elkhart Housing Authority, located at 1396 Renham Avenue, Elkhart IN.

Commissioners present: Lefate Owens, Len Paff, Margaret Owens, Cory White, JeNeva Adams, Jason Moreno, and Angelica Hatchett.

Staff members present: Kim Sindle, Joan Lau, Milton Banks, Mitch Craven, Terry Walker, Christine Tack, Brian Grant, Ann Washington, Todd Fielder, Lori Bowers, and Terry Staner.

Audience members present: There were no Audience members present.

❖ Roll Call

Commissioner Lefate Owens called the meeting to order at 4:30 PM. Terry Staner called roll to verify.

❖ Audience Concerns

Resident Commissioner Angelica Hatchett stated she had a concern to discuss. Commissioner Hatchett stated there are dogs running around Washington Gardens and they have dug holes in her yard. Kim reported the EHA has looked into this issue but they need help from residents to help narrow down which tenants are bringing dogs in without approval. Kim stated service animals are exempt. Kim told Commissioner Hatchett that Milton Banks, Maintenance Director, will take care of the holes. Kim stated Commissioner Hatchett can call her housing manager anytime for a quicker response. Commissioner Lefate Owens reported the police are aware of running dogs and there is a \$250.00 fine for letting dogs run without tags.

❖ Approval of Minutes

Exhibit A — Approval of Meeting Minutes — February

Commissioner Len Paff motioned to approve the minutes from the February 18, 2016 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the February 18, 2016 minutes.

❖ Approval of Vouchers

Exhibit B — Approval of Vouchers — February

Commissioner Cory White motioned to approve the vouchers for February 2016. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the February 2016 Vouchers.

❖ Executive Director's Report

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there is no activity for the month. Commissioner Len Paff reported there was a type-o in the Human Resource report. Commissioner Paff asked if, in the body of the report, the activity should be through the month of February, not March. Kim stated it should read February, 2016 in the body of the report.

- **Comprehensive Improvements:**

Scattered Sites: Kim announced the replacement of all exterior and kitchen GFI receptacles for all units has been completed and each unit verified.

Riverside Terrace: Kim announced the Verizon cell tower is progressing as expected and he has signed paperwork that stated the EHA's Riverside Terrace would start receiving \$1,500.00 per month, which totals \$18,000.00 per year for the tower.

Washington Gardens: Kim announced Phase II of the HVAC installation is nearing completion and it should be wrapped up by the end of March. Kim reported there will be four buildings left to do in Phase III. Kim stated the contractors are taking a look at the furnaces, any with issues will either have the heat exchangers replaced or the furnace may be replaced, so there is good solid equipment on that property.

Waterfall High-Rise: Kim reported the domestic water lines have been replaced on the lower level of the basement. Kim stated work is currently being done on one of the risers the high-rise had been having a leaking problem with.

Rosedale High-Rise: Kim reported the unit LED lighting project is complete and each unit has been verified. Kim stated all the residents love the LED lighting. Kim said it has been proven in the COCC building there is a cost savings using LED lighting and eventually all lighting at the Elkhart Housing Authority will be replaced with LED lighting.

Commissioner Lefate Owens asked the age of the high-rises. Kim reported Rosedale was completed in 1965, Waterfall was completed in 1969, and Riverside was completed in 1981. Commissioner Lefate Owens asked how many Scattered Sites units there were. Kim stated there were 98 Scattered Sites units. Kim reported there were 198 units at Washington Gardens.

COCC: Kim announced the Annual Plan has been submitted to the Field Office. Kim said typically what happens is if the Elkhart Housing Authority does not hear back from the Field Office within seventy five days, the plan is assumed approved and the Housing Authority moves forward on projects.

Kim reported the Environmental Reviews for the future Capital Fund Program projects have been submitted to the City. Kim stated the City has approved the Reviews so now the Housing Authority is waiting for approval from the State. Kim said the Housing Authority has been notified that they have received funding, but the funds are not in LOCCS (Line of Credit Control System) yet, so the Housing Authority cannot draw money down until HUD releases it.

- **Housing Choice Voucher Program:** Kim reported the HCV report for the month of January, 2016 shows a total of 734 vouchers. Kim stated the Housing Authority only has 727 vouchers assigned to us so we are a little over housed at this time. Kim reported the Housing Authority has closed the Voucher program because the waiting list has grown too large and there are no vouchers to give. Kim said there are close to 200 people on the waiting list for HCV and there could be a two or three year wait for a voucher. Commissioner Margaret Owens asked if the waiting list has been closed previously and Kim stated yes the HCV waiting list had been closed once a few years back. Commissioner Margaret Owens asked how long the waiting list had been closed at that time and Christine Tack answered approximately 8 or 9 months.

Commissioner Cory White asked if the waiting list is closed, can one unit be held open for a high-needs person. Kim stated that cannot be done, all waiting list recipients are high-needs. Kim said everything has to be a fair and equal opportunity.

- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 89 clients. Kim stated two new participants joined the program, and three participants were terminated from the program. Kim announced 26 participants are enrolled in college or training programs. Kim stated 53 participants are currently working. Kim reported 30 clients earned a total of \$7,637.00 in escrow payments in February. Kim stated the current escrow balance is \$63,933.00. Christine Tack announced the Public Housing FSS program is making the most FSS escrow for their clients ever, coming in at \$1,400.00 this month.
- **Public Housing:** Kim reported the occupancy rate for Public Housing is at 96.94% for the month of February and 94.96% for the fiscal year. Kim stated the EHA received 43 applications for the month and of those 29 are in the processing stage, 30 were approved and 11 were denied. Kim reported there were 19 new admissions and 12 move-outs.

Commissioner Lefate Owens asked if there were any repercussions since the new smoking rules have been implemented. Kim stated the rules have not been implemented because HUD has not implemented the new rule as of yet, at the current time HUD is just taking input from all Housing Authorities on the subject. Kim said once HUD determines what the regulation will be and publishes it, the Board will have to determine how they want to implement the new Public Housing non-smoking rule. Kim reported the Resident Councils had been updated last week on the fact that this is coming in the near future. Kim said he expects the

regulation to be published this summer and from there the Housing Authority will have 18 months to implement the regulation.

- **Maintenance:** Kim reported for the month of February there were 12 move-outs received and completed. Kim announced there were 26 emergency work orders received and completed; 484 tenant requests for work orders were received and 481 of those requests were completed; and there were no annual inspections received and completed, totaling 519 completed work orders.
- **Financial Reports And Write-Offs:** Joan reported Rosedale High-Rise is showing a loss from operations of \$43,000.00 through January. Joan reported Capital Fund Program monies will bring in \$113,300.00 to Rosedale. Joan has estimated Rosedale will have an estimated profit for the last two months of the fiscal year of \$9,200.00. Joan reported Rosedale will have an estimated profit of \$79,500.00 by the Fiscal Year End.

Joan reported Washington Gardens is showing a loss of \$233,400.00 through January. Joan stated Capital Fund Program revenues have added approximately \$234,400.00 to Washington Gardens. Joan has estimated Washington Gardens will have an additional loss for the last two months of the fiscal year at \$40,300.00. Joan announced she will be moving 1406 monies processed for Washington Gardens to Scattered Sites in order to balance their books. Joan reported there is an additional \$211,000.00 remaining in Capital Fund Program monies for the HVAC project. Joan stated Washington Gardens will have an estimated profit of \$121,700.00 by the Fiscal Year End. Joan reported due to the large water shut-off project in which funding came out of Reserves, Washington Gardens is running low on cash. Joan stated she may have to move cash from the COCC to Washington Gardens Reserves so they will have working capital. Commissioner Margaret Owens said she thought money could not be moved from one place to another. Joan verified money cannot be moved from the AMPs to the COCC, but it can be moved from the COCC to the AMPs, or from one AMP to another AMP.

Joan reported Waterfall High-Rise is showing a loss of \$92,400.00 through January. Joan stated Capital Fund Program monies are estimated at \$250.00. Joan has estimated Waterfall will have an additional loss for the last two months of the fiscal year at \$4,200.00. Joan reported the Capital Fund Project for plumbing and fixing the leaking riser will add \$97,900.00 to Waterfall. Joan stated Waterfall will have an estimated profit of \$1,600.00 by the Fiscal Year End.

Joan reported Scattered Sites is showing a loss in operations of \$40,500.00 through January. Joan has estimated Scattered Sites will have an additional loss for the last two months of the fiscal year at \$8,800.00. Joan stated she has drawn down and transferred \$50,000.00 (Joan corrected this verbally from the \$25,000.00 listed on the report) from 1406 monies originally meant for Washington Gardens, which will now be used to help cushion the loss at Scattered Sites. Joan said she has also drawn down an additional 20,000.00 in 1406 monies. Joan reported Scattered Sites will now have an estimated profit of \$21,000.00 by the Fiscal Year End.

Joan reported Riverside High-Rise is showing a profit of \$11,800.00 from operations through January. Joan has estimated Riverside will have an additional loss in operations for the last two months of the fiscal year at \$1,900.00. Joan stated Riverside will have an estimated profit of \$9,800.00 by the Fiscal Year End.

Joan reported the COCC is currently showing a loss of \$15,400.00 from operations through January. Joan said there was Capital Fund Program Administrative Fee revenue added to the COCC equaling \$29,400.00. Joan reported she had estimated a loss of \$3,000.00 for the last two months of FYE. Joan stated COCC will have an estimated profit of \$11,000.00 by the Fiscal Year End.

Joan reported Housing Choice Voucher has a \$29,500.00 profit in HCV Admin and a loss of \$31,700.00 in HAP. Joan reported HUD has drawn down all Reserves for the HAP program and they hold them in Washington D.C. Joan said they are our funds, but we have to request them as needed, which takes about two weeks to receive. Kim said HUD captured all Reserves from all Housing Authorities nationwide during the recession, so HUD earns the interest on the funds instead of the Housing Authorities.

Kim asked if any Commissioners had questions they may want to ask about the February, 2016 Write-offs report. There were no questions or concerns on the Write-offs.

❖ **Old Business**

Exhibit D/Discussion – REAC Score

Kim reported a HUD QAD Inspector had visited the Elkhart Housing Authority in February overseeing the REAC Inspector performing his inspection of the Waterfall, Rosedale, and the Washington Gardens sites. The QAD Inspector was supposed to be inspecting the REAC inspector. Kim stated the two inspectors got into a squabble and the Elkhart Housing Authority was punished by the QAD Inspector. Kim stated he filed a complaint with the HUD Field Office and the REAC site, via an email. Kim reported the report he has just received shows a rescore for Washington Gardens and he hopes to receive a rescore for Rosedale and Waterfall. Kim said the Housing Authority has always scored in the 80 to 90 percentile and the low scores just make no sense. Kim stated the two inspectors were in a verbal confrontation the whole time they were at the Housing Authority. Kim said this REAC score affects the PHAS score for the whole year and he wants to make sure it is a fair score. Kim reported he is still waiting to hear more feedback on his complaint.

❖ **New Business**

Discussion – Safety And Security Grant

Kim reminded the Board that in 2015, due to the increase in criminal at Washington Gardens, the Elkhart Housing Authority applied for HUD's Safety and Security Grant. Kim reported the maximum amount of the grant is \$250,000.00. Kim stated the Housing Authority had used an outside source to complete the paperwork needed to send to HUD. Kim reported the outside source neglected to include one sheet of the paperwork, so HUD threw out the application due to one missing sheet. Kim reported the outside source will prepare the grant paperwork for free this year. Kim stated the Safety and Security Grant is a competitive grant, meaning it is not guaranteed. Kim introduced Mitch Craven, Director of Comprehensive Improvements, to give specifics. Mitch reported he had reached out to the outside source, Mr. Tink, early to give him a heads up that the Housing Authority would need his expertise in preparing all paperwork needed for applying for the grant. Mitch stated he wanted to be sure the Housing Authority had enough time to review the completed paperwork, ensuring it was complete, enabling the Housing Authority to be one of the first Housing Authorities to get their submission turned in, due to the competitive nature of the grant. Mitch said the grant results will be announced May 9th, 2016.

Exhibit E/Resolution 16:02 – FYE 2017 Budget Approval

Kim reported Resolution 16:02 is for the approval of the FYE 2017 Budget.


Commissioner Margaret Owens motioned to approve Resolution 16:02. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 16:02.


❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Lefate Owens, without any objections, declared the March 17, 2016 Board of Commissioners' meeting adjourned at 5:37 PM.

Cory White 
Lefate Owens, Commissioner
April 21, 2016


Kim Sindle, Executive Director