

REGULAR BOARD MEETING

Elkhart Housing Authority

April 20, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, April 20, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: Lefate Owens, Len Paff, Margaret Owens, Cory White, and JeNeve Adams.

Staff members present: Kim Sindle, Christine Tack, Terry Walker, Milton Banks, Mitch Craven, MariAnn Reese, Jeffrey Bedel, and Terry Staner.

Audience members present: Elkhart City Councilperson Pam Kurpgeweit.

❖ Roll Call

Commissioner Cory White called the meeting to order. Terry Staner called roll to verify.

❖ Audience Concerns

There were no audience concerns.

❖ Approval of Minutes

Exhibit A — Approval of Meeting Minutes — March

Commissioner Len Paff motioned to approve the minutes from the March 16, 2017 meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the March 16, 2017 minutes.

❖ Approval of Vouchers

Exhibit B — Approval of Vouchers — March

Commissioner Len Paff motioned to approve the vouchers for March 2017. Commissioner JeNeve Adams seconded the motion. All Commissioners present unanimously voted to approve the March 2017 Vouchers.

❖ Executive Director's Report

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there was one new hire, Terence Richardson, for COCC Maintenance Groundskeeper. Kim stated there was three voluntary separations, one separation due to misconduct/job performance, and one separation due to medical restrictions.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported the bathroom remodel for 20 units has been completed, before and after pictures are attached.

Riverside Terrace: Kim reported there is no work at this time.

Washington Gardens: Kim reported the security camera installation is nearing completion, they are all installed, but the contractors are making little adjustments for proper view. Kim stated once completed the EHA staff will be trained on how to operate the nearly 90 camera system. Kim said the Elkhart Police Department will be extended an invitation to attend the training as well.

Waterfall High-Rise: Kim reported the interior door replacement for the 9th and 10th floors has been completed, before and after pictures are attached.

Rosedale High-Rise: Kim reported there is no work at this time.

COCC: Kim reported the Elkhart Housing Authority is still awaiting the release of 2017 CFP funding, once received a new series of upgrades for residents will begin. Kim stated the application for the 2017 Emergency Safety and Security Grant has been submitted. Kim said the deadline was April 3, 2017.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of February, is showing HCV is at 95% occupancy.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 109 clients. Kim stated five new participants joined the program, three participants withdrew from the program, one participant was terminated from the program, one participant graduated by incoming out of the program and one participant graduated by completing the contract. Kim announced 30 participants are disabled, 22 participants are enrolled in college or training programs, 14 participants completed Financial Fitness classes, 66 participants are currently working, and 37 participants are currently earning escrow. Kim stated the FSS clients earned \$7,948.00 in escrow payments for March and the current escrow balance on March 31, 2017 is \$103,753.00.
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 95% for the month of March. Kim stated 87 applications were received in March. Kim reported there were 18 new admissions. Kim said there were 16 move-outs in March. Kim reiterated from the February Board meeting, the Housing Authority is having two contracting companies coming in to perform the move out turnovers, one company is not doing too well but the other company is working well for the Housing Authority. Kim reported Mitch has written up a Request For Proposal and once that is approved, a decision will be made on which direction the Housing Authority will go.
- **Maintenance:** Kim reported for the month of March there were 16 move-outs received and 8 completed, 2 emergencies received and completed, 349 tenant requests for work orders were received and 313 completed; and there were 35 annual inspections received and completed, totaling 358 completed work orders.
- **Financial Reports And Write-Offs:** Kim announced Chris Kinnard was away at training this week so he would go through the summary for the Financials. Kim reported Rosedale High-Rise is showing a loss from operations of \$120,815.54. Kim stated \$135,000.00 in 1406 Monies were used to give Rosedale an estimated profit of \$14,184.46.

Kim reported Washington Gardens is showing a loss from operations of \$178,426.54. Kim stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$71,573.46.

Kim reported Waterfall High-Rise is showing a loss of \$106,692.94 from operations. Kim stated with the use of Capital Fund Program monies for the Risers of \$60,000.00 and Door Replacement for \$150,000.00, Waterfall will have an estimated profit of \$103,307.06.

Kim reported Scattered Sites is showing a loss from operations of \$134,137.03. Kim stated with the use of Capital Fund Program monies for Plumbing of \$28,000.00 and Bathroom Remodel for \$153,000.00, Scattered Sites will have an estimated profit of \$46,862.97.

Kim reported Riverside High-Rise is showing a loss from Operations of \$261,179.66. Kim stated when Reserves in the amount of \$261,500.00 are added, Riverside High-Rise will have an estimated profit of \$320.34.

Kim reported the COCC is currently showing a loss of \$213,917.25 from operations. Kim stated when 1406 Monies for the amount of \$59,063.80 and Reserves totaling 155,000.00, are added, the COCC will have an estimated profit of \$146.55.

Kim reported Housing Choice Voucher has a \$142,677.10 profit from operations.

Kim asked if any Commissioners had questions they may want to ask about the April, 2017 Write-offs report. There were no questions or concerns on the April Write-offs.

❖ **Old Business**
Nothing At This Time

❖ **New Business**

Discussion – Election Of Officers

Kim announced it was time to hold Elections of Officers for the Board of Commissioners. Commissioner Margaret Owens nominated Commissioner JeNeve Adams as Chairperson of the Board. Commissioner Cory White nominated himself. Commissioners Margaret Owens, Lefate Owens, and JeNeve Adams all voted for JeNeve. Commissioner JeNeve Adams was voted Chairperson of the Board of Commissioners. Commissioner Cory White handed over the meeting to Commissioner JeNeve Adams.

Commissioner JeNeve Adams asked for nominations for Vice-Chairperson. Commissioner Margaret Owens nominated Commissioner Cory White as Vice-Chairperson. Commissioner JeNeve Adams asked if there were any other nominations and there were none. All Commissioners present unanimously voted to approve Commissioner Cory White as Vice-Chairperson of the Board.

Exhibit D /Resolution 17:06 – Financial Internal Controls Approval

Kim explained, regarding Resolution 17:06, when a Housing Authority receives a finding by Auditors, HUD requires the Housing Authority to rectify that finding with a Resolution stating what will be done to correct the issue. Kim stated the Elkhart Housing Authority has done just that, he and Chris Kinnard, Finance Director, have worked for a few months on adapting the Financial Internal Controls to HUD's specifications of checks and balances, and the resulting Resolution was added to the Board Packet for approval.

Kim reported Resolution 17:06 is for the approval of Financial Internal Controls.

Commissioner Len Paff motioned to approve Resolution 17:06. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:06.

Discussion – Miscellaneous

Kim reported the Housing Authority is waiting on the City Council Committee to approve an ordinance for appropriations for the Washington Gardens' Police Sub Station. City Councilwoman Pam Kurpgeweit stated the City Finance Committee will start discussing whether or not they will approve the approximate amount of \$26,000.00.

Kim reported he has petitioned the Mayor's office for the installation of speed bumps in Washington Gardens. Kim stated he has noticed while watching the security cameras, the speed of some traffic goes is absolutely dangerous and many are running the stop signs. Kim said Mayor Neese responded saying the request would be sent to the Fire Department for review.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor
- Saving America's Public Housing

❖ **Adjourn**

Commissioner JeNeve Adams, without any objections, declared the April 20, 2017 Board of Commissioners' meeting adjourned at 5:15 PM.



JeNeve Adams, Commissioner
May 18, 2017



Kim Sindle, Executive Director