

**REGULAR BOARD MEETING
Elkhart Housing Authority
November 21, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m. on Thursday, December 19, 2019 at the Waterfall High-Rise, located at 303 Waterfall Dr. Elkhart, Ave., Elkhart IN.

Commissioners present: JeNeve Adams, Tonda Hines, Tamara Holmes, Vicki Fireline, Margaret Owens, Len Paff

Staff members present: Christine Tack, Chris Kinnard, Todd Fielder, Clarence Jones, Mitch Craven, Ann Washington, Angela Moisenko, Charlotte Pettis, Taresa Walker

Audience members present: Margaret Scott, Ernestine Bell, Judy Young, Thomas Manning, Maurice Cogdale Maria Cruz, Rex Dempster, Lisa Skelton

❖ **Roll Call**

Introductions

Commissioners and Staff present

❖ **Audience Concerns**

- Margaret Scott expressed concern with the elevators breaking down constantly. Terry addressed the tenants concern by stating an Elevator Issue Team was formed to address elevator issues. Terry went on to state that since the team was formed elevator issues have decreased. She also stated that the HA has contracted with a new company for elevator service issues and also states the elevator replacement has been placed in the Housing Authorities budget.
- Margaret Scott also expressed concern with the trash chutes and outside dumpsters. She states she is unsure if they need replacing or if there is a need for additional trash chutes and dumpsters. Clarence Jones addressed the issue by stating tenants have been putting large sums of trash and large items that are not supposed to go into the chutes. He goes on to state that if there is a problem with the chutes and dumpsters the Housing Authority should be made aware as soon as possible so the issue can be resolved as quickly as possible.
- Margaret Scott also expressed concern regarding the smell of marijuana coming into her apartment. Clarence Jones states if a tenant smells smoke they needs to report it. Commissioner JeNeve Adams states tenants should not smoke in the building, medical condition or not as it is against HUD regulations. She went on to state that if you smell smoke of any kind it needs to be reported. Terry Walker went on to state that medical marijuana use is not allowed in Federal Buildings and could result in termination of the lease.
- An unknown tenant inquired about Waterfall building improvement projects. Commissioner JeNeve Ward states that Comprehensive Improvements will be covered in the Executive Directors report.
- Ernestine Bell states that her bathroom vent needs cleaning. She also states the heater in her bathroom isn't working and hasn't been fixed. Commissioner JeNeve Adams states someone will have to check out her issue. She went on to ask if a maintenance request was submitted. Miss Bell states putting in a work order does no good. Clarence Jones gave the telephone number to submit a work order.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — October 17, 2019 Regular Meeting

Commissioner Tonda Hines motioned to approve the minutes from the October 17, 2019 Regular Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the October 17, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — October

Commissioner Margaret Owens motioned to approve the vouchers for October, 2019. Commissioner Tonda Hines seconded the motion. All Commissioners present unanimously voted to approve the October 2019 Vouchers.

◆ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported 2 new hires Jack Ndaiga (General Maintenance for Central Office Cost Center), Tyreisha Robinson (Intake Specialist for Public Housing). Terry went on to report 1 end of employment Jannette Thompson-Mozee and 1 temporary assignment (Reginald Scott) ended for the Elkhart Housing Authority.

- **Comprehensive Improvements:**

Scattered Sites: Phase IV of the bathroom remodel continues and is expected to continue through the following 30-45 days.

Riverside Terrace: Terry Reports the City of Elkhart has begun installing the concrete Riverwalk path in the easement previously approved.

Washington Gardens: Terry reported not work at this time

Waterfall High-Rise: Terry reported the final riser replacement has concluded. This multi-phased project will elevate a majority of the long fought leaks in the building.

Rosedale High-Rise: Terry reported no work at this time.

COCC: Terry reported we are excited to announce that an online application portal has been developed for the public housing program, with both English and Spanish versions. With this advancement public housing applicants can submit an application anywhere there is an internet connection, even from a mobile device. For those that may not have an internet connection, we will have two fully equipped kiosks in the lobby of the main office. Staff will be trained to assist any applicants that may have difficulties.

We have started the Annual Plan submission. We will be working on data and reports over the next month. The Plan will be on December Board Meeting agenda for approval.

- **Housing Choice Voucher Program:** Terry reported for the month of October 2019 there were 45 Annual Certifications Completed, 79 Interim Certifications Completed, 6 Unit transfers, 11 New Admissions and Absorbed Incoming Portabilities, 12 End of Participations, 0 Applications Remaining in Process, 703 Lease Up on the last day and has 97% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 74 participants in which 45 participants are currently employed, 5 participants have enrolled in Job Training programs, 14 participants are enrolled in continuing education program, and 20 participants are disabled, 24 participants are currently earning escrow, \$6,899 earned in escrow funds in October and \$101,868 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of October is 95.10%, Washington Gardens Occupancy rate for the month of October is 96.46%, Waterfall Occupancy rate for the month of October is 93.70%, Scattered-Sites Occupancy rate for the month of October is 98.98% and Riverside Occupancy rate for the month of October is 97.28%. Terry went on to say Public Housing's overall Occupancy rate for the month of October 96.28%. Terry stated for the month of October Public Housing received 75 applications, 26 mailed interview letters, 14 applications are in processing status, 4 applications were approved, 5 were denial, 1 were withdrawn, and 6 were homeless applications. Terry reported there were 23 new admissions and 23 move outs for the month of October.
- **Maintenance:** Terry reported for the month of October there were 23 move-outs received and 19 were completed, 4 emergency requests received and completed, 482 tenant requests for work orders were received and 450 completed; and there were 48 annual inspections received and completed, totaling 521 completed work orders.

- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of September, Rosedale High-rise earned \$27,911.12 in Revenue and \$41,083.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-Rise had \$39,243.55 in Expense without depreciation. Chris Kinnard reported Rosedale High-Rise had a profit year to date of \$80,687.31.

Chris Kinnard announced for the month of September Washington Gardens earned \$17,902.03 in Revenue and \$195,882.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$67,330.26 in Expense without depreciation. Chris Kinnard reported Washington Gardens had a profit year to date of \$290,870.42.

Chris Kinnard announced for the month of September, Waterfall High-Rise earned \$34,222.93 in Revenue and \$55,963.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-Rise had \$52,799.60 in Expense without depreciation. Chris Kinnard reported Waterfall High-Rise had a profit year to date of \$114,769.65.

Chris Kinnard announced for the month of September, Scattered Sites earned \$10,914.95 in Revenue and \$97,467.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$25,217.70 in Expense without depreciation. Chris Kinnard reported Scattered Sites had a profit year to date of \$161,258.69.

Chris Kinnard announced for the month of September, Riverside High-Rise earned \$35,667.77 in Revenue and \$55,448.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-Rise had \$47,954.72 in Expense without depreciation. Chris Kinnard reported Riverside High-Rise had a profit year to date of \$144,179.66.

Chris Kinnard announced for the month of September, COCC earned \$102,165.77 in Revenue. Chris Kinnard went on to say the COCC had \$120,112.57 in Expense without depreciation. Chris Kinnard reported COCC had a loss year to date of (\$102,708.62).

Chris Kinnard announced HCV has a profit from Operations, year to date of \$15,410.76.

❖ **Old Business**

1. **Approval of June 13, 2019 Special Meeting Minutes**

Terry Walker states that it was brought to the Housing Authorities attention that the June 13, 2019 Special Board Meeting Minutes were not put on the agenda for approval. Discussion took place amongst the Commissioners and additional clarification was given regarding why the minutes were put in the November 21, 2019 Board Packet. Terry Walker stated that in the past, Special Meetings Minutes were not brought forth to be voted on. Most Commissioners did not remember the specifics of the meeting due to 5 months passing since the Special Meeting took place and requested additional clarification. Commissioner Tonda Hines suggests that whomever reviewed the recording and or looked at past minutes make sure they make the issue known in a more timely fashion as it is difficult to recall the details in question from a meeting that happened so long ago. Commissioner Tamara Holmes states it was brought to the Commissioners attention not because it was not approved but because the election of officers was not on the agenda for that evening. Terry Walker states election of officers was the only topic of discussion for the June 13, 2019 Special Meeting's agenda and went on to give the timeline of events leading up to the Special Meeting that was scheduled. Tamara states she would review her Board packets. After discussion, Commissioner JeNeva Adams asked for a motion to vote on the June 13, 2019 minutes electing Executive Board Officers. There was no motion to vote. Commissioner JeNeva Adams, again asked for a motion with no response. Terry Walker suggested that Commissioners review the minutes. Commissioner Hines then motioned to approve the minutes as they are, but requested an Executive meeting following the Board Meeting. Commissioner Margaret Owens seconded the motion to approve the Special Meeting minutes Electing Officers, but stated seconding the motion was contingent upon other Commissioners availability following the meeting. Commissioner Hines withdrew her original motion. Commissioner Tonda Hines then motioned to approve the minutes as they are and Commissioner Margaret Owens seconded the motion. The June 13, 2019 Special Meeting Minutes were passed with 6 yea's and 1 nay.

❖ **New Business**

1. Resolution 19:12 – Adopting Revised Utility Allowance for Public Housing Program
2. Resolution 19:13 – Resolution to Approve Annual Revised Public Housing Flat Rents
3. Resolution 19:14 – Update and Revise the Admission And Continued Occupancy Policy (ACOP)

❖ **Handouts**


- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeve Adams without any objections, declared the November 21, 2019 Board of Commissioners' meeting adjourned at 5:30pm.



JeNeve Adams, Commissioner
December 19, 2019



Terry Walker, Executive Director