

REGULAR BOARD MEETING
Elkhart Housing Authority
November 10, 2025

The Board of Commissioners for the Housing Authority, City of Elkhart, met in regular attendance at 4:30 p.m. on Monday, November 10, 2025.

Board Members present: Willie Brown, Dan Boecher, Synthia Billings, and Sandi Schreiber

Board Members present via dial-in: Kristen Smole

Staff members present: Erik Mathavan, Marsha Parham-Green

Harris Law Firm Attorney present: Nick Snow

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — October 27, 2025, Regular Meeting

All commissioners present voted to approve the October 27, 2025, meeting minutes.

October Financial Report

- No official report was provided. Jessica shared a budget narrative with the board for the month of October.

Exhibit C — Department Directors' Reports

- **Human Resources:** Teri stated that for September, the EHA had 34 total employees, 34 full-time, 0 part-time, six vacancies, two new hires, and one retirement. **Vacancy Comments:** 1 Custodian open position, 1 General Maintenance Technician, 1 HVAC Specialist, 1 Groundskeeper, 1 Recertification Specialist and A/R Clerk (New Position) reporting to Director of Finance. **Retirement Comments:** Kenneth Clark 10/31/25. **Recruitment and Retention Challenges:** no call, no shows, Low number of candidates applying for positions. **Training and Development:** NAHRO's Emerging L.E.A.D. ership Program Cohort 3 Session 3. **Community Outreach and Partnership:** Toys for Tots EHA drive.
- **Comprehensive Improvements:**

Scattered Sites: Kitchen Modernization – Exhaust Fan & Kitchen Cabinetry replacement, New Range Hood Installation – Banneker Heights Kitchen upgrade bidding on Nov. 10.

Jetting and Camera Work of Toilet Plumbing – Jetting and camera work at Banneker Heights is Complete. Griffen P&H working on remaining Scattered Sites on the North Side before moving Onto the West Side.

Riverside Terrace: ElectriCorpe completed 5 of the 11 resident unit electrical panel upgrades, as well as completed 66 of the 77 resident unit LED lighting upgrades scheduled for the fiscal year.

New USPS mailboxes which will include large parcel storage – **Bidding on Nov. 10.**

Backup Generator Replacement – R Yoder construction to commence work on November 10 with the actual generator set to be delivered on December 4, 2025.

Riverside Kitchen Upgrade Phase III (Final phase to complete floors 6 and 7) – **Bidding on Nov. 10.**

Washington Gardens: No work during this time.

Waterfall High-Rise: Shambaugh & Son continues to work on the retrofit of the fire sprinkler system throughout the building. They are currently working on the fourth-floor piping of the common hallway.

Stairwell Heating units (one for each stairwell) – Bid complete. Work to commence during the second week of December.

Waterfall Offices Security Upgrade – underway, work commenced on Monday, October 20.

Backup Generator Replacement – work scheduled to commence late December post Riverside generator install.

Rosedale High-Rise: Basement Piping Replacement – EJ White commenced work the week of 9/22 with a 5–6-week completion date.

COCC: COCC Modernization – Contractors contacted to provide estimates to modernize the boardroom, replace carpeting, and update the exterior brick.

- **Housing Choice Voucher Program:** Chrissy reported for October, 62 Annual Certifications were completed, 71 Interim Certifications were completed, 7 Unit transfers, 1 New Admissions and Absorbed Incoming Portabilities, 3 End of Participations, 0 Applications Remaining in Process, 649 Lease Ups on the last day of October, and 88% Lease-Up Percentage. **The previous month's lease-up percentage: 89% The waitlist is closed.**
- **Family Self Sufficiency Programs:** Chrissy reported that the Family Self Sufficiency program is currently serving 66 participants, of which 39 participants are currently employed, 10 participants are attending college, 4 participants are disabled or unable to work, 23 participants are currently earning escrow, \$6,673.75 earned in escrow funds in October, and \$145,227.16 total current escrow balance.
- **Public Housing:** Alicia reported that Rosedale's Occupancy rate for the month of October is 98%, Washington Gardens' Occupancy rate for the month of October is 98%, Waterfall Occupancy rate for the month of October is 97%, Scattered-Sites Occupancy rate for the month of October is 100% and Riverside's Occupancy rate for the month of October is 99%. Alicia went on to say that Public Housing's overall Occupancy rate for the month of October is 98%. She also stated that public housing received zero applications, mailed 130 orientation letters, processed zero applications, approved 0 applications, denied 0 applications, and no applications were withdrawn. **The waitlist is closed.** We received no homeless applications, and no application(s) were approved and waiting for an available unit. Alicia reported that there were 3 new admissions and 7 move-outs in September.
- **Maintenance:** Todd reported that 7 move-outs were received and 5 were completed, 6 emergency requests were received and completed, 467 tenant requests were received, and 460 were

completed; and there were 44 annual inspections received and completed, totaling 515 completed work orders.

❖ **Old Business: None**

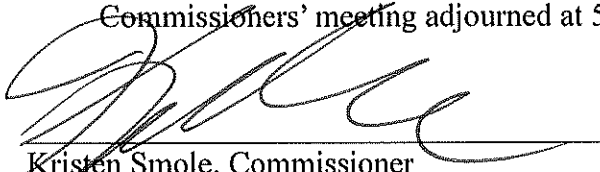
❖ **New Business:**


- **Washington Gardens Redevelopment RFQ**
The board tabled this discussion.
- **Resolution 25:20 – A Resolution Amending the Voucher Payment Standard**
All commissioners present voted to approve resolution 25:20.
- **Budget Revision**
The board voted to table this discussion.

❖ **Handouts: None**

❖ **Adjournment**

Commissioner Kristen Smole, without any objections, declared November 10, 2025, Board of Commissioners' meeting adjourned at 5:00 P.M.


Kristen Smole, Commissioner
December 11, 2025,


Marsha Parham-Green, Interim Executive Director
December 11, 2025