

REGULAR BOARD MEETING

Elkhart Housing Authority

January 19, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, January 19, 2017 at the Riverside High-Rise, located at 181 N. Elkhart Ave, Elkhart IN.

Commissioners present: Cory White, Lefate Owens, Margaret Owens, and JeNeva Adams.

Staff members present: Kim Sindle, Chris Kinnard, Christine Tack, Terry Walker, Milton Banks, Mitch Craven, Ann Washington, Shawn Watson, Julia Krieger, Latia Fullilove-Jones, Lori Bowers, MariAnn Reese, Todd Fielder, and Terry Staner.

Audience members present: Pam Kurpgeweit and Brent Curry, Elkhart City Councilpersons for the 6th District, Julie Knoblock (Riverside Resident, Apt 420), Jim McNeely (Riverside Resident, Apt 112), Judith Davis (Riverside Resident, Apt 524), Charles Wenner (Riverside Resident, Apt 307), Sharon LeCount (Riverside Resident, Apt 221), Andrew Kupetz (Riverside Resident, Apt 707), Victoria Hayes (Riverside Resident, Apt 724), Eunice DeMorrow (Riverside Resident, Apt 324), Linda Richmond (Riverside Resident, Apt 506), Debbie Shirley (Riverside Resident, Apt 512), Lawrence Brooks (Riverside Resident, Apt 512), Lisa Lambuth (Riverside Resident, Apt 514), Mark Sawyer (Riverside Resident, Apt 501), Nancy Isbell (Riverside Resident, Apt 518), and Dominique Tyson (HCV Recipient).

❖ Roll Call

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

❖ Audience Concerns

James McNeely (Apt 112) said he did not think it was fair to raise his rent because he was on a limited budget. Terry Walker, Public Housing Director, stated rents were raised based on expenses and the lowering of the utility reimbursement. Kim reported everything the Elkhart Housing Authority does when it comes to rent is done within HUD guidelines, using HUD formulas.

Julie Knoblock (Apt 420) announced she was a newcomer to the building. Julie stated she thought MariAnn Reese (Housing Manager), Latia Fullilove-Jones (Recertification Specialist), and the Maintenance personnel do a wonderful job at the Riverside High-Rise.

Debbie Shirley (Apt 512) asked why the assigned parking was taken away at Riverside High-Rise. MariAnn reported there had been more fighting amongst tenants with assigned parking than without, so assigned parking was taken away to stop the fighting. MariAnn also announced more designated handicapped parking will be coming soon.

Dominique Tyson (HCV Recipient) reported she attended a hearing with Christine Tack last week regarding the keeping of her voucher because her landlord had an issue with her, reporting damages done to the unit, supposedly by Dominique. Dominique said she received a letter just two days ago stating her voucher would be taken from her. Dominique stated losing her voucher did not bother her, it was the way she was talked to by Christine Tack during the hearing that had her upset. Kim Sindle reported he also attended the meeting and he does not believe anyone was rude to Ms. Tyson. Commissioner Cory White asked Dominique Tyson to write a letter to the Commissioners and they would review the matter further. Commissioner JeNeva Adams stated she would like to know what procedures were done prior to the meeting and the information Dominique was given by HCV on how to proceed in the letter.

Judith Davis (Apt 524) stated she has lived at Riverside for 4 years. Judith said whenever she calls in a work order it is usually done the very same day. Judith stated she is very pleased.

❖ Approval of Minutes

Exhibit A — Approval of Meeting Minutes — December

Commissioner JeNeve Adams motioned to approve the minutes from the December 15, 2016 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the December 15, 2016 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — December

Commissioner Margaret Owens motioned to approve the vouchers for December 2016. Commissioner JeNeve Adams seconded the motion. All Commissioners present unanimously voted to approve the December 2016 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim announced there was no staff changes or activity in the month of December 2016.

- **Comprehensive Improvements:**
 - Scattered Sites:** Kim reported there is a resolution for Scattered Sites, in the board packet, needing approval tonight. Mitch reported the bids came in a little better than what he had hoped so 20 Bathrooms will be remodeled completely on Malcolm Drive within the next couple of months. Commissioner Margaret Owens asked what determines which units are worked on first. Mitch stated much of that is determined by Milton Banks, Director of Maintenance. Mitch stated if Milton reports extra work orders are continuously called in on certain units, those units will be completed first which helps cut down on work orders, keeping costs down.

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

 - Washington Gardens:** Kim reported the Security Camera Installation is underway and all cameras should be up and running by the end of March.

 - Waterfall High-Rise:** Kim reported there is a resolution for Waterfall High-Rise, in the board packet, needing approval tonight.

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

 - COCC:** Kim reported Annual Plan is submitted to the Field Office and waiting for approval.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of November, is showing HCV is at 94% occupancy.

- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 110 clients. Kim stated nine new participants joined the program, one participant withdrew from the program, two participants were terminated from the program, and one participant incomed out of the program earning \$8,000.00 in escrow. Kim announced 27 participants are disabled, 22 participants are enrolled in college or training programs, 61 participants are currently working, and 28 participants are currently earning escrow. Kim stated the FSS clients earned \$7,388.00 in escrow payments for December and the current escrow balance on December 31, 2016 is \$88,080.00.

- **Public Housing:** Kim announced Terry Walker, Public Housing Director, did a survey on the occupancy rates at the surrounding area apartment complexes, and found the Housing Authority rate is right on target with everyone else at this time. Kim reported the over-all occupancy rate for Public Housing is at 94% for the month of December. Kim stated 54 applications were received in December. Kim reported there were 19 new admissions. Kim said there were 16 move-outs in December.

- **Maintenance:** Kim reported for the month of December there were 16 move-outs received and 10 completed, 9 emergencies received and completed, 357 tenant requests for work orders were received and 326 completed; and there were 42 annual inspections received and completed, totaling 387 completed work orders.

- **Financial Reports And Write-Offs:** Using the data from the cover sheet, Chris Kinnard reported Rosedale High-Rise is showing a loss from operations of \$36,696.55. Chris Kinnard stated when she adds the 1406 Capital Fund Program monies of \$71,000.00, Rosedale actually has an estimated profit of \$34,303.45.

Chris Kinnard reported Washington Gardens is showing a loss from operations of \$206,902.70. Chris Kinnard stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$43,097.30.

Chris Kinnard reported Waterfall High-Rise is showing a loss of \$60,065.99 from operations. Chris Kinnard stated when she adds the Capital Fund Program monies for the Risers and Door Replacement for a combined total of \$210,000.00, Waterfall will have an estimated profit of \$149,934.01.

Chris Kinnard reported Scattered Sites is showing a loss from operations of \$83,626.34. Chris Kinnard stated when she adds the Capital Fund Program monies for Plumbing and Bathroom Remodel for a combined total of \$128,000.00, to Scattered Sites, they will still have an estimated profit of \$44,373.66.

Chris Kinnard reported Riverside High-Rise is showing a loss from Operations of \$43,616.53. Chris Kinnard stated when she adds the 1406 Capital Fund Program monies of \$49,700.00, Riverside High-Rise will have an estimated profit of \$6,083.47.

Chris Kinnard reported the COCC is currently showing a loss of \$115,218.98 from operations. Chris Kinnard stated when the Admin Fees of \$95,000.00 is added back in, the COCC will have an estimated loss of \$20,218.98.

Chris Kinnard reported Housing Choice Voucher has an \$87,924.13 profit from operations.

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

❖ **Old Business**

Nothing At This Time

❖ **New Business**

Discussion – LOGO Change

Kim announced Mitch Craven has taken it upon himself to visit a few area colleges and invite students to create a new, fresh and updated, Elkhart Housing Authority logo. Kim said the current logo used was created in the early 1980's. Kim reported the students are participating free of charge and after all drawings are received, the chosen one will be brought before the Board for their approval if they warrant a change is needed.

Exhibit D /Resolution 17:01 – Scattered Sites Bathroom Remodel Project

Kim reported Resolution 17:01 is for the approval of the Scattered Sites Bathroom Remodel Project.

Commissioner Margaret Owens motioned to approve Resolution 17:01. Commissioner JeNeva Adams seconded the motion. All commissioners present unanimously voted to approve Resolution 17:01.

Exhibit E /Resolution 17:02 – HCV Voucher Payment Standard

Kim reported Resolution 17:02 is for the approval of the HCV Voucher Payment Standard Update.

Commissioner Lefate Owens motioned to approve Resolution 17:02. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:02.

Exhibit F /Resolution 17:03 – Waterfall Door Replacement

Kim reported Resolution 17:03 is for the approval of the Waterfall Door Replacement Project.

Commissioner Margaret Owens motioned to approve Resolution 17:03. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:03.

Exhibit G /Resolution 17:04 – PH Utility Allowance Revision

Kim reported Resolution 17:04 is for the approval of the PH Utility Allowance Revision.

Commissioner Margaret Owens motioned to approve Resolution 17:04. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:04.

❖ **Handouts**

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

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the January 19, 2017 Board of Commissioners' meeting adjourned at 5:15 PM.



Cory White, Commissioner
February 16, 2017



Kim Sindle, Executive Director