

REGULAR BOARD MEETING

Elkhart Housing Authority

June 16, 2016

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, June 16, 2016 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

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

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

Audience members present: There were no audience members present.

❖ 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 — May

Commissioner Len Paff motioned to approve the minutes from the May 19, 2016 meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the May 19, 2016 minutes.

❖ Approval of Vouchers

Exhibit B — Approval of Vouchers — May

Commissioner Margaret Owens motioned to approve the vouchers for May 2016. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the May 2016 Vouchers.

❖ Executive Director's Report

Exhibit C — Executive Director's Report

- **Miscellaneous:** Kim distributed a handout from Commissioner Jason Moreno that listed many organizations interested in becoming involved with the tenants of Washington Gardens. Commissioner Moreno provided a link which lists all dates volunteers are needed for all who may be interested in volunteering. Kim stated he included two additional tenant surveys received to the handout for the Commissioners to read.
- **Human Resources:** Kim reported there was one promotion for the month of May, Mariann Reese attained the Asset Manager position for Waterfall and Riverside. Kim stated there was one new hire for the month of May, Carla Rivera hired in as Part-time Front-desk Float. Kim announced Ms Rivera is bi-lingual and will be a big help to the Spanish speaking tenants of the Housing Authority. Kim reported there was one separation for the month of May, Dominique Pastone, Central Maintenance Groundskeeper.
- **Comprehensive Improvements:**
 - Scattered Sites:** Kim announced the emergency plumbing repair work has concluded and additional projects are in the planning stages.
 - Riverside Terrace:** Kim reported there is no work at this time.
 - Washington Gardens:** Kim reported all units now have central air conditioning and the final inspection of the recently completed installations will occur within the month. Kim stated planning for a re-roofing project has begun and will be advertised for public bid shortly.
 - Waterfall High-Rise:** Kim reported options for closet door replacement are being researched and planning will begin as soon as viable options have been looked at.

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

COCC: Kim reported all Elkhart Housing Authority insurance policies have been renewed and are in force. Kim stated HUD has yet to announce funding awards for the 2016 Safety & Security Grant but the announcement should come within the month.

- **Housing Choice Voucher Program:** Kim reported HCV is currently at 96% occupancy. Kim stated Christine Tack, HCV Director, is working very hard to get the occupancy rate for the Housing Choice Voucher program back to 100%.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 93 clients. Kim stated five new participants joined the program, one participant ported to Chicago, one participant withdrew from the program, and one participant graduated from the program. Kim reported fifty three participants are currently working, thirty four participants are currently earning escrow, one participant obtained a job, one participant received a pay raise, and one participant began receiving company health care benefits. Kim stated the FSS clients earned \$6,390.00 in escrow payments for May and the current escrow balance is \$78,779.00.
- **Public Housing:** Kim reported the occupancy rate for Public Housing is at 97.06% for the month of May and 95.05% for the fiscal year to date. Kim stated 57 applications were received in May. Kim reported there were 20 new admissions, six in Washington Gardens, nine in Waterfall Hi-Rise, one in Scattered Sites, and four in Riverside Terrace. Kim said there were 18 move-outs. Kim reported with the assistance received from the police department, tenant complaints, and anonymous tips, the main reason for move outs is due to evictions for criminal activity.
- **Maintenance:** Kim reported for the month of May there were 18 move-outs received and completed. Kim announced there were 7 emergency work orders received and completed; 377 tenant requests for work orders were received and 338 completed; and there were 21 annual inspections received and completed, totaling 384 completed work orders.
- **Financial Reports And Write-Offs:** Kim announced this month's financial reports would be Joan Lau's last. Kim reported a new Finance Director has been hired and would begin work tomorrow, June 17th. Kim went on to say the new Director, Chris Kinnard, previously worked for the Elkhart Housing Authority approximately 3 years ago and she worked under Joan as the Finance Manager. Kim stated that in the 3 year period she was gone, Chris worked for the South Bend Century Center. Joan Lau stated she had a lot of faith in Chris Kinnard and she thought Chris was a good fit for the Housing Authority. Joan reported she is working hard to get everything finished up and ready for the new Director. Joan announced she is in the process of working with the Bank, having the Bank set up separate banking account for each AMP, as well as, moving HCV checking to a savings account. Joan stated this will not increase our fees, which had been a stumbling block in the past. Joan reported this will separate all cash, alleviating any cash problems.

Joan reported Rosedale High-Rise is showing a loss from operations of \$1,300.00. Joan reported the reason for the loss is the Asset Management fee was booked, which is done annually in April. Joan stated when she re-annualizes the fee out, Rosedale actually has a profit of \$10,000.00.

Joan reported Washington Gardens is showing a loss from operations of \$21,600.00. Joan stated when the Asset Management fee is re-annualized, Washington Gardens will have an estimated profit of \$157.00. Joan said as long as expenditures are monitored very closely Washington Gardens will be fine.

Joan reported Waterfall High-Rise is showing a loss of \$13,200.00 from operations. Joan stated when the Asset Management fee is re-annualized, Waterfall High-Rise will have an estimated profit of \$782.00.

Joan reported Scattered Sites is showing a loss from operations of \$18,700.00. Joan stated Scattered Sites has had higher than normal expenditures in plumbing. Joan stated when the Asset Management fee is re-annualized, Scattered Sites will still have a loss from Operations of \$7,900.00. Joan said the main drain project that the Capital Fund monies paid for was completed in early May and she hopes the expenditures will level out by the year's end, but they do need to be monitored very closely.

Joan reported Riverside High-Rise is showing a loss from Operations of \$8,600.00. Joan stated when the Asset Management fee is re-annualized, Riverside High-Rise will have an estimated profit of \$7,500.00. Joan stated Riverside may have to move some cash from the cell tower revenue in order to help Scattered Sites recover from loss.

Joan reported the COCC is currently showing a loss of \$71,700.00 from operations. Joan said the COCC was down in fee-for-service due to the fact that the Maintenance department is short staffed, which helped fuel the loss. Joan reported the Groundskeeper position has been vacant and is a large money maker for the COCC. Joan reported the Housing Authority is working hard to build the profits back up. Kim reported the Groundskeeper actually works for the COCC and when they work at any of the AMPs, the COCC charges the AMP the market rate for any work done as fee-for-service. Joan stated when the Asset Management fee is re-annualized, the COCC will have an estimated profit of \$2,200.00.

Joan reported Housing Choice Voucher has a \$5,300.00 profit in Annual Admin Fees and a loss of \$32,600.00 in Housing Assistance Payments. Joan stated the Annual Admin Fees is revenue and the Housing Assistance Payments are restricted. Joan reported the reason for the large profit in Housing Assistance Payments is due to the fact that Christine Tack, HCV Director, has been working very hard to get 100% leased up. Joan said once HCV is 100% leased that number will go down.

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

❖ **Old Business**

Discussion - Commissioner Moreno's Washington Gardens Update

Kim announced Commissioner Moreno could not attend the meeting, but the handout distributed at the meeting's beginning was his most current report for the Board to read.

Exhibit D/Housing Authority Contact Sheet

Kim announced the Elkhart Housing Authority now has a Twitter account and he asked Mitch Craven, Comprehensive Improvements Director, to address the Board. Mitch Craven, referring to Contact Sheet, reported the Anonymous Tip Line phone number is not active yet. Mitch announced the Housing Authority would be getting a new phone system installed next week and in order for the new system to be live, that Anonymous Tip Line phone number will have to be de-coupled from the direct line into the office here. Mitch stated the Anonymous Tip Line will take calls from residents and any non-residents living in the community. Mitch reported a Twitter account has been set up following accounts like HUD, Secretary of HUD, and News Stations. Mitch went on to say following these accounts will generate interest, and once interest is generated it may lead people, specifically our tenants, to follow the Housing Authority account. Mitch said once a base of followers is established for the Elkhart Housing Authority, this platform can be used to disseminate information quickly about the agency. Mitch reported the only comments that will show up on the Elkhart Housing Authority's Twitter feed will be from accounts that we are following, this will prevent distasteful messages from people who may not like the Housing Authority. Mitch commented this also means if the Elkhart Housing Authority is following someone and they take a political stance or make distasteful remarks, the Housing Authority can chose to unfollow them. Mitch stated residents will be able to send messages directly to the Elkhart Housing Authority Twitter account and no one else will see them, opening the doors of communication. Kim announced as soon as the new phone system is up and running, the contact sheet will go out to residents with additional helpful information listed on the back of it.

❖ **New Business**

Exhibit E/Resolution 16:04 HCV Utility Allowance 2016 Approval

Kim reported Resolution 16:04 is for the approval of HCV Utility Allowance for 2016.

Commissioner Margaret Owens motioned to approve Resolution 16:04. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 16:04.

Discussion

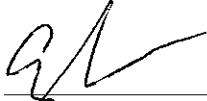
Kim brought to the Commissioner's attention an article in the PHADA handout on Housing Authority's use of criminal records in tenant screening may be deemed as potentially discriminatory by HUD. Kim reported HUD may, in the near future, force Housing Authorities to house individuals with criminal background records.

❖ **Handouts**

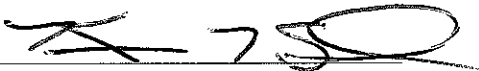
- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the June 16, 2016 Board of Commissioners' meeting adjourned at 5:07 PM.



Cory White, Commissioner
July 21, 2016



Kim Sindle, Executive Director