

REGULAR BOARD MEETING
Elkhart Housing Authority
December 15, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, December 15, 2022, in person.

Board Members present: Dan Boecher, Margaret Owens, Helenia Robinson, Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Erik Mathavan, Todd Fielder, and Morgan Gibson

Harris Law Firm Attorney present: Nick Snow

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — November 17, 2022, Regular Meeting

Commissioners Boecher, Robinson, Billings and Margaret Owens all voted to approve the November 17, 2022, meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — November 17, 2022,

Commissioners Boecher, Robinson, Billings and Margaret Owens all voted to approve the November 17, 2022, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 4 new hires, Ron Davis, (General Maintenance Technician), Dachea Grey, (Groundskeeper), Shawn Jackson, (Groundskeeper), and Michelle Moe, (Assistant Property Manager).

- **Comprehensive Improvements:**

Scattered Sites: ServPro completed the work on the 1307 Moffat burn unit. Two inspection items are to be addressed in early December before turning over the key. First, one of the buttons on the new gas stove is sticking and second, at least one of the exterior doors will need to be replaced.

Riverside Terrace: Reith-Riley patched three major areas of concern with the pavement of the main parking lot. The full pavement project was pushed to warmer weather in April/May of 2023.

Washington Gardens: No work during this time.

Waterfall High-Rise: No work during this time

Rosedale High-Rise: ServPro completed and turned over the key to the Apt. 608 burn unit.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of November, 43 Annual Certifications were completed, 55 Interim Certifications Completed, 2 Unit transfers, 13 New Admissions and Absorbed Incoming Portabilities, 7 End of Participations, 92 Applications Remaining in Process, 673 Lease Ups on the last day of November and 91% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 57 participants of which 32 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 4 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 18 participants are currently earning escrow, \$5,805 earned in escrow funds in November, and \$104,684.60 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of November is 95.00%, Washington Gardens Occupancy rate for the month of November is 97.00%, Waterfall Occupancy rate for the month of November is 95.00%, Scattered-Sites Occupancy rate for the month of November is 99.00% and Riverside's Occupancy rate for the month of November is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of November is 97.00%. She also stated that public housing received 167 applications, mailed 141 orientation letters, were processing 122 applications, approved 15 applications, denied 0 applications, and 0 applications were withdrawn. We received 11 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 11 move-outs in November.
- **Maintenance:** Angelia reported that 11 move-outs were received and 7 were completed, 5 emergency requests received and completed, 307 tenant requests received and 295 completed; and there were 56 annual inspections received and 30 completed, totaling 337 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of November, Rosedale high-rise earned \$29,590.00 in Revenue and \$18,248.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$54,614.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of November in the amount of \$6,775.00. The previous past due rent was \$3,414.00, and the current past due rent is \$3,629.00. The increase in past due rent is \$215.00.

Jessica announced for the month of November, Washington Gardens earned \$31,122.00 in Revenue and \$87,518.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$105,146.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of November in the amount of \$12,494.00. The previous past due rent is \$23,221.00 and the current past due rent is 29,333.00. The increase in past due rent is \$6,112.00.

Jessica announced for the month of November, Waterfall high-rise earned \$35,390.00 in Revenue and \$22,232.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$58,909.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of November in the amount of \$1,287.00. The previous past due rent is \$17,518.00 and the current past due rent is \$11,613.00. The decrease in past due rent is \$5,905.00.

Jessica announced for the month of November, Scattered Sites earned \$19,422.00 in Revenue and \$42,465.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$31,153.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of November in the amount of \$30,734.00. The previous past due rent was \$15,696.00 and the current past due rent is \$10,157.00. The decrease in past due rent is \$5,539.00.

Jessica announced for the month of November, Riverside high-rise earned \$35,407.00 in Revenue and \$23,239.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$71,293.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of November in the amount of \$12,647.00. The previous past due rent is \$2,343.00, and the current past due rent is \$3,239.00. The increase in past due rent is \$896.00.

Jessica announced for the month of November, COCC earned \$120,334.00 in Revenue. Jessica went on to say the COCC had \$115,707.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of November in the amount of \$79,652.00.

Jessica announced HCV had a loss for the month of November, in the amount of \$31,669.00. The net position YTD is \$56,023.00

❖ **Old Business:**

❖ **New Business:**

• **Elkhart Housing Authority Designation**

Angelia stated that HUD completed and released our scores on November 18, 2020, and we were designated as a standard performer. She said we did well with financials and capital funds. She said we lost eight points on physical inspections which are the REAC inspections.

• **Board Vacancies**

Angelia reminded the commissioners that there has been a vacant board seat for a while and according to our by-laws it is the responsibility of the board to make recommendations to the mayor to fill vacancies.

• **Landlord Symposium**

Angelia reported that we had an HCV landlord symposium on November 10. She said all the landlords that attended are our current landlords except for one and he plans to list his property under our program. She stated that we are doing more outreach to attract landlords to the program to help our voucher holders lease up more quickly.

• **Resolution 22:19-Annual Agency Plan**

Commissioner Boecher stated that the housing authority may become involved with mixed finance modernization or development housing as stated in the Annual Plan. He said that the next step is to have a development consultant come in and see what our options are. Angelia stated that the Indianapolis HUD field office recommended that we conduct a physical needs assessment (PNA) of all our properties in 2021. She further stated that the PNA's were conducted in October 2021 and there were no findings to cause our properties to be demolished, but we may be able to pursue development efforts through ECHC. Commissioner Boecher stated that there is a federal gap in affordable housing units, we are 1500-1600 units short for people making under 30% of the median income so there is a tremendous need. Commissioner Boecher asked if the plan was presented to the Resident Advisory Board. Angelia said yes, one member of the Resident Advisory Board made some recommendations and those are included in the plan.

Commissioner Boecher asked how the plan relates to applying for capital funds. Angelia stated that this all ties into the capital fund grants. She stated that we have to assess the needs and get resident feedback. She said that if we do not submit this plan to HUD, we are unable to apply for additional capital funding. She directed the commissioners to page 4 of the Annual Plan. She stated that these items were added or moved up on the list based on the Physical Needs

Assessment. Commissioner Robinson asked if the plan was to get a development partner. Commissioner Boecher explained to Commissioner Robinson that he would like to increase our capacity to develop new units, whether that means taking on a partner or a development consultant.

Commissioner Billings stated that she was recently approached by someone asking how a playground was approved for next year when we don't have cameras in the stairwell. She said she advised this person to come to sit in at the board meetings and ask questions. Angelia informed Commissioner Billings that a Physical Needs Assessment was performed at Banneker Heights, and it was determined that the playground was unsafe and posed health and safety risks. Angelia further stated that families want play spaces for their children. Commissioner Boecher said he would like to have an open meeting to discuss the 5-year plan before the approval of the Annual Plan resolution next year. Angelia stated that the housing authority always scheduled the annual public meeting an hour before the board meeting, and that we advertise in the newspaper to notify the public of their right to comment as required ahead of time. She said all Annual Plan Meetings are normally scheduled an hour prior to the December board meetings. Commissioner Margaret Owens affirmed that she usually attends the annual meetings and asked what happened this year. Angelia reported that there was a schedule mix up but all Annual Plan activities we will be moved up on the calendar moving forward. Commissioner Robinson suggested having one meeting to review the plan and another for voting. All commissioners present voted to approve the Annual Agency Plan.

- **Resolution 22:20-HCV Administration Plan Change**

Angelia stated that this resolution is a request to change the HCV Administrative Plan. She said if a family breaches their repayment agreement, they are automatically terminated from the program at the end of their 30-day notice. She stated that this resolution is asking families to pay their balance in full after they receive a 30-day termination notice so they do not lose their housing voucher. Commissioner Boecher asked if we still force them to move if they can pay. Angelia stated that if they enter into a repayment agreement and they still don't pay, currently, they are terminated from the program at the end of 30 days. She said that this resolution allows them to pay their balance in full before we terminate them from the program.

Angelia stated that part two of this resolution is to change the HCV Administration Plan to require families who apply for the Section 8 program to provide three proofs of residency for ineligible household members who are on their application. Commissioner Robinson asked Angelia what the three proofs of residency would be. Angelia stated that we would ask for utility bills in their name or an ID with their address. Commissioner Robinson stated that if the applicant goes to live with someone else, they may not be able to provide the three proofs. She further stated that she feels like this creates a barrier to housing for someone who needs it. Commissioner Boecher asked if this change was in response to a problem. Angelia stated yes, moving ineligible household members off our programs after the fact has been a recurring concern. Commissioner Billings stated that she did not agree with the change because she did not think it was fair to the applicant. Angelia stated that we have problems with unauthorized live-ins, and this is another way to try to prevent them from having that person move in the first place. Commissioner Boecher stated that the resolution needs work, and the board is not ready to decide today. Commissioner Robinson asked Angelia if she has considered any other ways. Commissioner Robinson said it may be a numbers issue for her and three proofs of residency may create a barrier for the person who needs a place to live. Angelia suggested revising it to proof of residency and not stating a number. Angelia informed the commissioners that she would obtain some sample policies so she can better revise the resolution and present it at the next board meeting. She further stated that she would break this resolution up into 2 separate

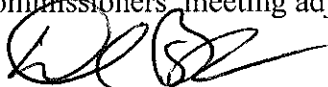
resolutions. The commissioners voted by majority to table this resolution until the next board meeting, January 19, 2023.

Commissioner Billings informed Angelia that there have been people sleeping in her building at Riverside. Angelia asked if this has happened recently. Commissioner Billings said it was a couple of months ago, but it was before Renee became the property manager. Angelia asked Commissioner Billings to make her aware of any concerns she has so that she can go back and review the security camera footage.

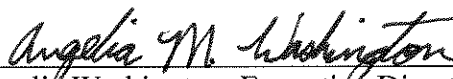
❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the December 15, 2022, Board of Commissioners' meeting adjourned at 5:47 P.M.



Dan Boecher, Commissioner
February 16, 2023



Angelia Washington, Executive Director