

**REGULAR BOARD MEETING  
Elkhart Housing Authority  
May 26, 2022**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, May 26, 2022, in person and via Conference call.

**Board Members present:** Dan Boecher, Margaret Owens, Kristen Smole, Helenia Robinson, and Synthia Billings

**Staff members present:** Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Erik Mathavan, Renee Richardson, Charlotte Pettis, Todd Fielder, Amy Gonzalez, Teri Ivory, and Morgan Gibson

**Audience members present:** None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — April 21, 2022, Regular Meeting**

Commissioner Kristen Smole motioned to approve the minutes from the April 21, 2022, regular meeting. Commissioner Helenia Robinson seconded the motion. All Commissioners present unanimously voted to approve the April 21, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — April 21, 2022**

Commissioner Smole motioned to approve the April 21, 2022, vouchers. Commissioner Robinson seconded the motion. All Commissioners present unanimously voted to approve the April 21, 2022, vouchers.

❖ **Executive Director's Report**

**Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported 2 new hires, Tamika Jones, (Recertification Specialist), Alyssa Pham, (Receptionist), 2 Milestones, Todd Fielder, (15 years of service), Terry Staner, (10 years of service), and 2 ends of employment, Jessica Ernsberger, and Eric Fink.

- **Comprehensive Improvements:**

**Scattered Sites:** Bids for the HVAC Phase 2 were received on April 28<sup>th</sup>. The low bid was submitted by Griffin in the amount of \$429,600 which includes a Contingency Allowance of \$10,000. The base bid is within the estimated cost.

**Riverside Terrace:** The elevator modernization of the second smaller car is complete and passed inspection.

**Washington Gardens:** Work on the North and South playground is underway with an estimated 8 weeks for completion. The turf for the playground is on backorder. Walk through tomorrow at 8 am.

**Waterfall High-Rise:** No work at this time

**Rosedale High-Rise:** ServPro started work on burn unit #608 with a completion date of mid to late June.

Bids for the Elevator Modernization project were received on April 28<sup>th</sup>. The low bid on the elevator component was submitted by Otis in the amount of \$404,625 which includes a contingency allowance of \$10,000. The low bid on the general construction work was submitted by R. Yoder in the amount of \$31,200. Base bids on each above are within the estimated cost. No bid was submitted for the electrical component which has been re-bid separately. RFQ's have been sent out to Schwartz Electric, Pemberton-Davis, and Pierce Electric. As of this update, only Schwartz Electric has submitted a bid.

**COCC:** We will apply for the FFY22 Emergency Safety & Security Grant (\$250,000) with a June 15, deadline. Grant funds will potentially be used to replace the perimeter fence at Waterfall High Rise, and to provide for additional safety items such as deadlocks, security cameras, and signage across all properties. Angelia informed the commission that Eric has verified the crime stats at the Waterfall high rise, and we will need to submit testimonial letters from the commissioners. She informed Commissioner Boecher that she sent him information about this earlier today. She stated that we will also need letters from the Resident Council president, the police chief, and one from her. She explained to Commissioner Boecher that she sent it to him for review, but she does not need it back today.

- **Housing Choice Voucher Program:** Angelia reported for the month of April, 60 Annual Certifications were completed, 47 Interim Certifications Completed, 0 Unit transfers, 5 New Admissions and Absorbed Incoming Portabilities, 9 End of Participations, 111 Applications Remaining in Process, 635 Lease Ups on the last day of April and 87% Lease-Up Percentage. Angelia stated that she informed everyone in March that we would be expanding our jurisdiction and we are still looking to hire someone for the intake position.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 65 participants of which 41 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 4 participants are attending college, 2 participants are enrolled in job training programs, 10 participants are disabled or unable to work. 18 participants are currently earning escrow, \$6,505 earned in escrow funds in March, and \$96,944.36 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of April is 95.05%, Washington Gardens Occupancy rate for the month of April is 96.91%, Waterfall Occupancy rate for the month of April is 98.41%, Scattered-Sites Occupancy rate for the month of April is 97.96% and Riverside's Occupancy rate for the month of April is 95.24%. Angelia went on to say Public Housing's overall Occupancy rate for the month of April is 96.71%. She also stated that public housing received 122 applications, mailed 100 orientation letters, were processing 60 applications, approved 5 applications, denied 5 applications, and 6 applications were withdrawn. We received 0 homeless applications and 2 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 14 move-outs in April.
- **Maintenance:** Angelia reported that 14 move-outs were received and 8 were completed, 4 emergency requests received and completed, 356 tenant requests received and 351 completed; and there were 27 annual inspections received and 15 completed, totaling 378 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of April, Rosedale high-rise earned \$33,112.00 in Revenue and \$20,984.00 in Operating Subsidy Revenue. Jessica went on to say

Rosedale high-rise had \$51,638.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of April in the amount of \$2,458.00. The overall view for the year, Rosedale earned \$560,327.00 in Revenue and the expenses were \$598,777.00. The net position YTD is (\$38,450.00).

Jessica announced for the month of April, Washington Gardens earned \$11,429.00 in Revenue and \$74,215.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$87,593.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of April in the amount of \$1,949.00. The overall view for the year, Washington Gardens earned \$1,040,511.00 in Revenue and the expenses were \$990,865.00. The net position YTD is \$49,646.00.

Jessica announced for the month of April, Waterfall high-rise earned \$31,084.00 in Revenue and \$27,387.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$50,814.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of April in the amount of \$7,657.00. The overall view for the year, Waterfall earned \$662,312.00 in Revenue and the expenses were \$542,004.00. The net position YTD is \$120,308.00.

Jessica announced for the month of April, Scattered Sites earned \$14,657.00 in Revenue and \$38,652.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$47,190.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of April in the amount of \$6,119.00. The overall view for the year, Scattered Sites earned \$626,486.00 in Revenue and the expenses were \$528,814.00. The net position year to date is \$97,672.00.

Jessica announced for the month of April, Riverside high-rise earned \$34,151.00 in Revenue and \$621,897.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$46,352.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of April in the amount of \$16,573.00. The overall view for the year, Riverside earned \$684,162.00 in Revenue and the expenses were \$621,897.00. The net position YTD is \$62,265.00.

Jessica announced for the month of April, COCC earned \$86,024.00 in Revenue. Jessica went on to say the COCC had \$115,116.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of April in the amount of \$(29,092.00). The overall view for the year, COCC earned \$1,196,163.00 and the expenses were \$1,597,139.00. The net position YTD is \$(400,976.00).

Jessica announced HCV had a profit for the month of April, in the amount of \$11,697.00 The net position YTD is \$75,142.00.

Commissioner Boecher stated that with the COCC having such a rough year with the fee for service, he is wondering about our budget for this upcoming year. He said he would hate to see another giant loss. He said it is a really big number and although he is not blaming anyone, he would like us all to do what we can to try to mitigate that on the fee for service side as far as what we can charge the AMP's. Angelia stated that in the Build Back Better budget they were going to provide Public Housing and HCV with additional funding, but it has not been passed yet.

❖ **Old Business:**

• **Legal Services RFP**

Angelia stated that at the last board meeting, Commissioner Boecher asked why he could not sit on the selection committee for attorney selection. He asked that this be tabled until the next board meeting. She stated that she has recently received pyramid training and she learned that although the board is not involved in the day-to-day activities of the housing authority, they should still sit on the selection committee for new executive directors, developers, auditors, and legal services. She said when the proposals were sent out, they asked each bidder to submit 3

packets and they are all bound. She said she would like to have 2 employees, Commissioner Boecher, or another board member to sit on that selection committee. She informed the commissioners that she would like to set that up for June 9<sup>th</sup> and once they have looked at their calendars, they can get back to her. Commissioner Boecher informed Angelia that he was available that day any time after noon. She stated that when he comes in, they will open the meeting for the selection committee. She said they were advised not to inform anyone about who is on the selection committee until the day of the review so that there is no influence on each other.

❖ **New Business:**

• **REAC Scores**

Angelia stated that in March, REAC inspections were conducted on all 3 high rises. She stated that we have received our scores and Rosedale scored 75, Waterfall scored 80 and Riverside scored 82. She stated that although we get the most complaints at Riverside, this property scored the highest. She explained what those scores meant. Waterfall and Riverside have good scores meaning they will only need to be reinspected every 2 years. Rosedale scored a 75 which means a fair inspection. She informed the commissioners that she has appealed the HUD decision because she thinks the score should be changed. She said we got hit for pooling on the roof, but it was snowing and raining the day they came out and there was no way to avoid the pooling water. She stated that she is waiting to hear back from HUD. Commissioner Boecher asked what the average rating meant. Angelia said that it means Rosedale will need to be inspected every year.

• **Annual Board Elections**

Commissioner Boecher opened the election for whoever wanted to be nominated for Board Chair and Vice-chair. Commissioner Smole nominated Dan Boecher for Board Chair. Commissioner Boecher asked if anyone else would like to make a nomination for Board Chair. Commissioner Margaret Owens stated that she would like to vote for Commissioner Boecher as well. A vote was taken, and Commissioner Boecher was voted Board Chair unanimously. He opened the election for Vice-chair nominations. Commissioner Boecher nominated Kristen Smole for Vice-chair. A vote was taken, and Commissioner Smole was voted Vice-chair unanimously. Angelia stated that board seats are annual, and our elections should take place yearly so we need to follow our by-laws and the next election will be in April 2023.

• **Board Training**

Angelia stated that she would like to facilitate board training with a HUD coordinator, she asked if the board had any objections to this training being scheduled on the weekend. Commissioner Boecher stated that he would rather not. He asked Angelia what the times would be. Angelia stated that last year when they had it in South Bend, it was two days. Jessica stated that it was two half days on the weekend. Commissioner Boecher asked if it was possible to do half days during the week. Angelia stated she would find out, but she is sure that she can make it convenient. Angelia and Commissioner Boecher both agreed that it would be best for as many commissioners to attend as possible. Commissioner Boecher informed Angelia that any training that she or her staff need is okay with the commissioners provided there is money in the budget. He further stated that anything our housing authority goes through, he is sure another housing authority has gone through something similar. He informed Angelia that the colleagues she has will be a great support for her.

• **Lease, ACOP, and Abandonment Notice**

Angelia informed the commissioners that the EHA had a fair housing claim, and our attorneys became involved. They recommended that we change our lease, ACOP, and abandonment policy as soon as possible to comply with fair housing laws. She said we changed our 7-day notice to a

10-day notice. Commissioner Boecher asked what the ACOP was. Angelia explained that it was our Admissions and Continued Occupancy Plan, a guidebook on how we manage everything from applicants to evictions. Angelia offered to email the ACOP to Commissioner Boecher. Commissioner Robinson stated she would also like a copy. Angelia stated that she would send a copy to all board members.

- **Resolution 22:05- A Resolution Amending the HCV Utility Allowance**

Commissioner Smole motioned to approve a resolution amending the HCV utility allowance and Commissioner Synthia Billings seconded. All commissioners present unanimously voted to approve resolution 22:05.

- **Resolution 22:06- A Resolution to Award the Contract for HVAC Phase 2 Replacement for Scattered Sites**

Commissioner Smole motioned to approve a resolution to award the contract for HVAC Phase 2 replacement for Scattered Sites and Commissioner Billings seconded. All commissioners present unanimously voted to approve resolution 22:06.

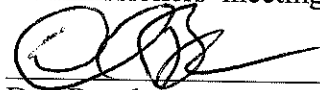
- **Resolution 22:07- A Resolution to Award the Contract for Elevator Modernization for Rosedale High Rise**

Commissioner Smole motioned to approve a resolution to award the contract for elevator modernization for Rosedale High Rise and Commissioner Robinson seconded. All commissioners present unanimously voted to approve resolution 22:07.

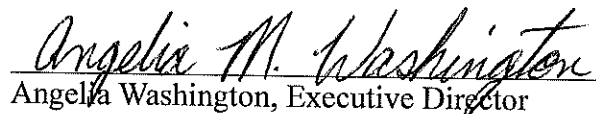
❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the May 26, 2022, Board of Commissioners' meeting adjourned at 5:00 P.M.



Dan Boecher, Commissioner  
June 16, 2022



Angelia M. Washington, Executive Director