

REGULAR BOARD MEETING
Elkhart Housing Authority
March 16, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, March 16, 2023.

Board Members present: Dan Boecher, Kristen Smole, Helenia Robinson, Synthia Billings, Tonda Hines, and Willie Brown

Board Members present via dial-in: None

Staff members present: Angelia Washington, Jessica Brittain, Amy Gonzalez, Clarence Jones, Erik Mathavan, Todd Fielder, Tasha Andrews, Equilla Smith, Tamika Jones, and Morgan Gibson-Day

Harris Law Firm Attorney present: Tramel Raggs

Audience members present: Matt Clark, (Majestic Security), Adrian Riley, (Elkhart Police Department Community Liason), David Hassinger, Sharon LeCount, Maria Shultz, Sheri Kelly, Beverly Otis, Andrea Kupetz, Tim Runner, Dennis Runner, Jimmie Porter, Brenda Harris, Lawrence Brooks, Tim Good, Brenda Gauthier, Charlie Wenner, Lisa Carte Kime, and Norita Tuggle

- ❖ **Audience Concerns:** Riverside resident Dennis Runner stated that his apartment door has been damaged since he moved in last year in May. Angelia informed Mr. Runner that she will check the work orders that are on file and see what we can do. She further stated that there have been supply chain issues but she stated that she will get Mr. Runner's phone number at the end of the meeting so that she can personally follow up on his concern.

Riverside resident Sharon LeCount was concerned about other residents/guests smoking cigars and discarding them on the property outside the door. Angelia stated that we have posted signs on the property to deter people from smoking near the building. Angelia further informed Ms. LeCount that if she has dates and times, we can review the security camera footage to see who is responsible and we will address it.

Riverside resident Tim Runner stated that a lot of paperwork was lost during changes with the management and he is not sure that maintenance is aware of certain issues. Angelia informed Mr. Runner that she is aware that was happening before but she encouraged him to continue to report any issues to his property manager.

Riverside resident Norita Tuggle stated that all furniture has been removed from their sunroom. Angelia asked if she knew when the stuff was removed. Ms. Tuggle stated that she did not know when the stuff was removed. Angelia assured her that we would look into it.

Riverside resident Tim Runner stated that a couple of days ago he witnessed a drug deal. Angelia reminded him that if we have a date and time, we can check the cameras. Commissioner Hines suggested obtaining a plate number if possible. Angelia stated as an Elkhart citizen, you have the right to call the police.

Ms. Tuggle also stated that she had a crack in her kitchen floor, and it continues to grow. Angelia asked if she had reported this to maintenance. She stated no, she does not think they can do anything about it. Angelia asked her to report any issues she has with her unit, and we will look into it.

- **Security Concerns**

Angelia asked the residents if they had any security questions for Matt Clark from Majestic Security. Some residents asked Matt when Majestic comes on duty. He stated that their schedule is Monday through Thursday starting at 6:30 p.m. He said they may not start at Riverside, it may be Waterfall or Rosedale. He said they are there until 2 a.m. He said on Friday, Saturday, and Sunday, they start at 5 p.m. and stay until 2:30 a.m. A few residents stated that there is criminal activity going on before security gets there and/or after they leave. They asked what they should do if they see something happening and security is not on duty. Angelia informed the residents to call the police.

Another Riverside resident stated that she is constantly smelling marijuana in the hallways and she believes she knows where it is coming from. Matt stated that Cordell informed them to call the police if and when they smell marijuana, however, there is nothing they can do without a search warrant. Angelia informed the resident that she can let her property manager know who she suspects and they will set up a tenant conference with that person.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — February 16, 2023, Regular Meeting

Commissioners Boecher, Smole, Robinson, Billings, Hines, and Brown unanimously voted to approve the February 16, 2023, board minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — February 16, 2023

Commissioners Boecher, Smole, Robinson, Billings, Hines, and Brown unanimously voted to approve the February 16, 2023, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 4 new hires, Amanda Smith, (Custodian), Elizabeth Garcia, (Interim Intake Specialist), Tamarshae Jackson, (Recertification Specialist), and Tiphany Travet, (Recertification Specialist), and 4 ends of employment, Desmond Buckner, Shawn Jackson, Elizabeth Garcia, and Shemekia Spears.

- **Comprehensive Improvements:**

Scattered Sites: No work during this time.

Riverside Terrace: No work during this time.

Washington Gardens: Bid estimates on the 334 Chapman Ave A burn unit were submitted to the insurance company and the contract was awarded to ServPro, the lowest responsive & responsible bidder.

Waterfall High-Rise: No work during this time

Rosedale High-Rise: The Elevator Modernization project officially commenced. Otis started on the upgrade of the large elevator which is expected to be complete by the end of April at which time the small elevator will be taken offline for modernization. The entire project is expected to last approximately 18 weeks (through the beginning of July).

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of February, 44 Annual Certifications were completed, 52 Interim Certifications Completed, 3 Unit transfers, 6 New Admissions and Absorbed Incoming Portabilities, 5 End of Participations, 85 Applications Remaining in Process, 687 Lease Ups on the last day of February and 93% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 54 participants of which 31 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 8 participants are attending college, 6 participants are enrolled in job training programs, 8 participants are disabled or unable to work. 15 participants are currently earning escrow, \$5,594 earned in escrow funds in February, and \$121,123.31 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of February is 100%, Washington Gardens Occupancy rate for the month of February is 96.39%, Waterfall Occupancy rate for the month of February is 97.62%, Scattered-Sites Occupancy rate for the month of February is 96.94% and Riverside's Occupancy rate for the month of February is 95.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of February is 97.65%. She also stated that public housing received 180 applications, mailed 75 orientation letters, were processing 70 applications, approved 8 applications, denied 5 applications, and 0 applications were withdrawn. We received 7 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 16 new admissions and 10 move-outs in February.
- **Maintenance:** Angelia reported that 10 move-outs were received and 6 were completed, 9 emergency requests received and completed, 314 tenant requests received and 305 completed; and there were 40 annual inspections received and 20 completed, totaling 340 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of February, Rosedale high-rise earned \$29,181.00 in Revenue and \$24,606.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$39,717.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of February in the amount of \$14,070.00. The previous past due rent was \$469.00, and the current past due rent is \$16,00.00 The increase in past due rent is \$2,069.00.

Jessica reported for the month of February, Washington Gardens earned \$20,898.00 in Revenue and \$109,272.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$89,750.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of February in the amount of \$40,420.00. The previous past due rent is \$39,532.00 and the current past due rent is 25,866.00. The decrease in past due rent is \$13,666.00.

Jessica reported for the month of February, Waterfall high-rise earned \$33,141.00 in Revenue and \$30,830.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$64,968.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of February in the amount of \$997.00. The previous past due rent is \$5,915.00 and the current past due rent is \$4,362.00. The decrease in past due rent is \$1,553.00.

Jessica reported for the month of February, Scattered Sites earned \$16,922.00 in Revenue and \$51,951.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$26,858.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of February in the amount of \$42,015.00. The previous past due rent was \$12,639.00 and the current past due rent is \$13,229.00. The increase in past due rent is \$590.00.

Jessica reported for the month of February, Riverside high-rise earned \$37,310.00 in Revenue and \$30,614.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$54,242.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of January in the amount of \$13,682.00. The previous past due rent is \$850.00, and the current past due rent is \$827.00. The decrease in past due rent is \$23.00.

Jessica reported for the month of February, COCC earned \$150,193.00 in Revenue. Jessica went on to say the COCC had \$141,873.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of February in the amount of \$25,061.00.

Jessica reported HCV had a profit for the month of February, in the amount of \$24,727.00. The net position YTD is \$64,155.00.

❖ **Old Business:** None

❖ **New Business:**

- **Resolution 23:05- A Resolution Approving the Revision of the Procurement Policy to Match HUD Standards**

Jessica stated that HUD standards changed in 2015. She stated that we raised the petty cash amount to \$50 and the micro-purchase limit to \$10,000 due to rising costs. Commissioners Boecher, Smole, Robinson, Billings, Hines, and Brown unanimously voted to approve resolution 23:05.

- **Resolution 23:06 – A Resolution Amending the HCV Utility Allowance**

Amy stated that every year HUD requires them to amend the utility allowance. She said this resolution is to adopt the ICHDA utility allowance to reflect the increase in utility costs. Commissioners Boecher, Smole, Robinson, Billings, Hines, and Brown unanimously voted to approve resolution 23:06.

- **Resolution 23:07 – A Resolution Amending the Voucher Payment Standard**

Amy stated that the voucher payment standard is based on fair market rates. She said normally you can expect to pay anywhere from 90-100% of the fair market rent but it is difficult to lease up right now due to the rising rates in our area. She said they decided to go with the 120% voucher payment standard increase to allow more people on the program. Commissioners Boecher, Smole, Robinson, Billings, Hines, and Brown unanimously voted to approve resolution 23:07.

- **Angelia's Vacation**

Angelia informed the board that she will be on vacation during the next scheduled board meeting (April 20). She requested per our by-laws to reschedule the board meeting for the following week.

- **April Board Meeting**

The board meeting has been rescheduled for April 27, 2023.

- **New Commissioner Introductions**

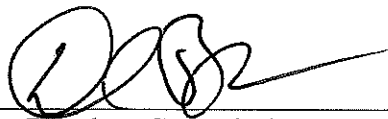
Commissioner Tonda Hines stated that she has served on the commissioner's board previously and as a council liaison but now that she is no longer on the council, she is going to serve as a commissioner.

Commissioner Willie Brown stated that he is a lifelong resident of Elkhart and the Community Health Outreach Director for Heart City Health. He stated that he is thrilled to serve on the board as a commissioner.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the March 16, 2023, Board of Commissioners' meeting adjourned at 5:05 P.M.



Dan Boecher, Commissioner
April 27, 2023



Angella Washington, Executive Director