

REGULAR BOARD MEETING
Elkhart Housing Authority
April 21, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, April 21, 2022, in person and via Conference call.

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

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Erik Mathavan, Cordell Price, Charlotte Pettis, Todd Fielder, Amy Gonzalez, and Morgan Gibson

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

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

Commissioner Synthia Billings motioned to approve the minutes from the March 17, 2022, regular meeting. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the March 17, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — March 17, 2022

Commissioner Kristen Smole motioned to approve the March 17, 2022, vouchers. Commissioner Synthia Billings seconded the motion. All Commissioners present unanimously voted to approve the March 17, 2022, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 5 new hires, Eric Mathavan, (Director of Comprehensive Improvements), Barbara Laine, (Property Manager), Katherina Jackson (Recertification Specialist), Eric Fink (Interim Intake Specialist), Larry Utley (General Maintenance), and 3 ends of employment, Frank Mansell, Barbara Laine, and Deontre Reeves.

- **Comprehensive Improvements:**

Scattered Sites: HVAC Phase 1 is complete. The mechanical bi-fold doors including necessary hardware have been installed and quality assurance was performed.

Estimate discrepancy and open questions on 1307 Moffat Lane burn unit. Those discrepancies and open questions have been resolved and the insurance company has agreed to the full estimate originally provided by ServPro. We are working to get the ServPro contract in place.

Forum, EHA, and the playground equipment provider met at the playground to review designs. Design plans are being updated. We are looking at a possible bidding process during May. The dates will be finalized after our current bids are completed but we expect a start date of early to mid-June with completion by this Fall if the board approves the proposed contract.

Riverside Terrace: The elevator modernization of the second smaller car is ongoing. The contractor anticipates completion and inspection to take place as soon as the first week in May.

The next initiative is to pave the parking lot and we have reached out to contractors to size up the scope. The hope is to do both Riverside and Rosedale as one project using the same contractor. The timeline is to be determined.

Washington Gardens: Work on the playground for the Washington Gardens renovations project is scheduled to begin in mid-May provided ground conditions are favorable.

Waterfall High-Rise: Upgrading apartment lighting to LEDs will be done as a result of our Physical Needs Assessment after the paving project for Riverside and Rosedale is underway. Forum and the EHA have started the process to determine the scope, and availability of fixtures and to determine if we can come in on budget. We will upgrade Waterfall's LEDs ahead of Riverside. The timeline is to be determined.

Rosedale High-Rise: The contract with ServPro for the burn unit at 608 is signed and the down payment has been remitted. ServPro is slated to start work within the next two weeks.

Rosedale elevator modernization bid notice went up on April 1st and 8th. The pre-bid meeting is slated for April 14th and the bidding is for April 28th. Commissioner Boecher asked If we have more than one bid. Erik stated that this is only the pre-bid, but Otis and R. Yoder showed up. Erik stated that R. Yoder may be the general contractor and they may bring Otis in later.

Commissioner Boecher asked about the playground at Scattered Sites and when that project would be underway. Angelia stated the playground is nonexistent and there are safety concerns with the playground equipment that is out there. Commissioner Boecher asked where this was. Angelia informed him it was at Banneker Heights off Homer Avenue, Moffat Lane, and Malcolm Drive. She stated that she could send pictures. Angelia stated that this project will be underway once the pre-bid has taken place and we get the numbers.

COCC: No work at this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of March, 47 Annual Certifications were completed, 54 Interim Certifications Completed, 3 Unit transfers, 4 New Admissions and Absorbed Incoming Portabilities, 3 End of Participations, 106 Applications Remaining in Process, 638 Lease Ups on the last day of March and 88% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 65 participants of which 42 participants are currently employed, 1 participant is enrolled in GED/HSE education programs, 5 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, \$6,540 earned in escrow funds in March, and \$94,711.02 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of March is 98.00%, Washington Gardens Occupancy rate for the month of March is 97.40%, Waterfall Occupancy rate for the month of March is 97.60%, Scattered-Sites Occupancy rate for the month of March is 96.00% and Riverside's Occupancy rate for the month of March is 96.00%. Angelia went on to say Public

Housing's overall Occupancy rate for the month of March is 96.98%. She also stated that public housing received 103 applications, mailed 90 orientation letters, were processing 98 applications, approved 31 applications, denied 5 applications, and 61 applications were withdrawn. We received 7 homeless applications and 2 application(s) were approved and waiting for an available unit. Angelia reported there were 23 new admissions and 12 move-outs in March.

- **Maintenance:** Angelia reported that 12 move-outs were received and 3 were completed, 11 emergency requests received and completed, 409 tenant requests received and 394 completed; and there were 39 annual inspections received and 25 completed, totaling 388 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of March, Rosedale high-rise earned \$29,950.00 in Revenue and \$18,374.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$87,732.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of March in the amount of \$39,408.00. The overall view for the year, Rosedale earned \$511,664.00 in Revenue and the expenses were \$541,145.00. The net position YTD is (\$29,480.00).

Jessica announced for the month of March, Washington Gardens earned \$18,543.00 in Revenue and \$73,742.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$103,389.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of March in the amount of \$11,104.00. The overall view for the year, Washington Gardens earned \$957,746.00 in Revenue and the expenses were \$920,129.00. The net position YTD is \$37,617.00.

Jessica announced for the month of March, Waterfall high-rise earned \$38,600.00 in Revenue and \$24,100.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$69,406.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of March in the amount of \$6,706.00. The overall view for the year, Waterfall earned \$607,301.00 in Revenue and the expenses were \$493,281.00. The net position YTD is \$114,020.00.

Jessica announced for the month of March, Scattered Sites earned \$24,251.00 in Revenue and \$49,607.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$30,252.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of March in the amount of \$43,606.00. The overall view for the year, Scattered Sites earned \$584,286.00 in Revenue and the expenses were \$494,808.00. The net position year to date is \$89,478.00.

Jessica announced for the month of March, Riverside high-rise earned \$39,451.00 in Revenue and \$24,840.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$96,822.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of March in the amount of \$10,962.00. The overall view for the year, Riverside earned \$638,029.00 in Revenue and the expenses were \$557,054.00. The net position YTD is \$80,975.00.

Jessica announced for the month of March, COCC earned \$165,691.00 in Revenue. Jessica went on to say the COCC had \$133,435.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of March in the amount of \$32,256.00. The overall view for the year, COCC earned \$1,110,132.36 and the expenses were \$1,462,030.23. The net position YTD is \$(351,897.87).

Jessica announced HCV had a profit for the month of March, in the amount of \$4,686.00 The net position YTD is \$50,787.00.

Jessica informed the commissioners that we've collected about \$20,000 in past due rent across all the Amps. Commissioner Boecher asked Jessica if she thinks this will continue. She said yes, we

probably will not collect as much this month as we did last month but we still have people on the list. We are getting notified from Indiana counties that taxes are being withheld. She said that is \$5-10,000 we will see come through in May. She said they put the money in a holding account. She stated that after-tax season she would move the money from the holding account into our bank account and then it will be applied to our books.

❖ **Old Business:** None

❖ **New Business:**

• **HCV Program-High Performer**

Angelia informed commissioners that the Indianapolis HUD field office received our HCV SEMAP scores and notified her that the Elkhart Housing Authority's HCV program is recognized as a high-performing program. She said this is the highest distinction that any HUD program can receive. She stated that the email and scoring indicators were attached for commissioners' review.

• **Attorney RFP's**

Angelia stated that we have received two proposals, but the review date has not been scheduled. She informed commissioners that she has selected a review committee and hopefully they will make a decision next week to present to the board for approval. Jessica informed Angelia that a third proposal was received. Commissioner Boecher stated that since this will be an attorney for the commission, he would like to sit in on the selection process. Jessica stated that board members are not allowed to sit on review committees. Commissioner Boecher stated that this attorney would be for the commission so he is not understanding why the commission would not be a part of selecting their own attorney. Angelia stated that HUD has procurement but she said she will look for that information and forward it. Jessica stated that usually when we request proposals for the housing authority, it is a private panel, and it is not discussed with each other or the companies. She said she cannot discuss or give her opinion because she put the RFP together and they do not want anyone on the outside influencing their vote. Angelia stated that she was informed that the only service involving board selection is the selection of an auditor. Commissioner Boecher stated this is not a standard vendor, it is legal representation, and it is supposed to be for the commission. He said the attorney is supposed to represent the entity that is made up of the leadership of the commission. He asked if this could be revisited. Angelia stated she will contact HUD to be sure we are following HUD guidelines. Commissioner Boecher asked who makes up the selection committee. Angelia stated that we have three employees that make up the selection committee. He asked if she could share that information with him. Angelia stated that she does not believe we can. Jessica said the HUD procurement guidelines were put in place to protect the commissioners.

• **Spring Clean Up**

Angelia stated that we have a spring clean-up at Washington Gardens scheduled for May 6 from 9 am until noon, weather permitting. She asked any board members who are available to attend and help beautify our community. Commissioner Margaret Owens asked Angelia to count her in. Commissioner Boecher asked Angelia to let him know if she needed him to bring anything.

• **Resolution 22:04- A Resolution Amending the Voucher Payment Standard**

Commissioner Smole motioned to approve a resolution amending the voucher payment standard and Commissioner Margaret Owens seconded. All commissioners present unanimously voted to approve 22:04.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the April 21, 2022, Board of Commissioners' meeting adjourned at 5:00 P.M.



Dan Boecher, Commissioner
May 26, 2022



Angelia Washington, Executive Director