

**SPECIAL BOARD MEETING
Elkhart Housing Authority
August 20, 2020**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, August 20, 2020, via Conference call.

Commissioners present: JeNeva Adams, Dan Boecher Margaret Owens, Tamara Holmes, Kristen Smole

Staff members present: Angelia Washington, Christine Tack, Todd Fielder, Clarence Jones, Mitch Craven, Taresa Walker and Teri Ivory.

Audience members present: Councilwoman Tonda Hines

Roll Call Commissioner JeNeva Adams called the meeting to order. Teri Ivory called roll to verify.

- ❖ **Audience Concerns:** Councilwoman Tonda Hines asked if the Elkhart Housing Authority's Board had a proxy. Commissioner Adams states that they do not. She went on to state that the process was started but the proxy became a Board Member and the process discontinued. Councilman Tonda Hines states the Board May want to contact the Mayors off to discuss a proxy with administration. Councilman Hines stressed the importance of the the Elkhart Housing Authority Board of Commissioners having a proxy until they are fully staffed.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — July 16, 2020 Regular Meeting**

- Commissioner Dan Boecher motioned to approve the minutes from the July 16, 2020 regular meeting. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the July 27, 2020 regular meeting minutes.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — July 16, 2020**

- Commissioner Margaret Owens motioned to approve the vouchers for July 16, 2020. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the July 16, 2020.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Ann reported no reportable HR activity for the month of July 2020.

- **Comprehensive Improvements:**

- Scattered Sites: Ann reported the fifth phase of the bathroom remodel project is scheduled to begin on September 8, 2020 with a 60 day completion.

- Riverside Terrace: Ann reported no work at this time

- Washington Gardens: Ann reported the renovations to the community building for the Head Start expansion continue, as expected.

- Waterfall High-Rise: Although Mitch reported no work for Waterfall High Rise, Ann requested that Mitch give an update on the elevator replacement at Waterfall High rise. Mitch states all contracts are signed and materials are ordered. He went on to report once the work begins it will take from 4-8 weeks to complete the work on the large car. Mitch went on to report once the work is finished on the large car the small car will be taken off-line for 4-8 weeks.

- Rosedale High-Rise: Ann reported no work at this time.

- COCC: Ann reported the Housing Authority City of Elkhart has received an Award of merit from NAHRO for our work establishing the Head Start program in Washington Gardens.

We are excited to announce that our application to the FFY20 Emergency and Disaster Grant was successful. HUD awarded us \$518,000 to aid in the elevator renovations at Waterfall High-Rise.

- **Housing Choice Voucher Program:** Ann reported for the month of July 2020 there were 62 Annual Certifications Completed, 31 Interim Certifications Completed, 8 Unit transfers, 3 New Admission(s) and Absorbed Incoming Portability's, 7 End of Participations, 0 Applications Remaining in Process, 699 Lease Up on the last day and 96% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Ann reported the Family Self Sufficiency program is currently serving 64 participants in which 40 participants are currently employed, 4 participants are enrolled in GED/HSE education programs. 15 participants are attending college, and 15 participants are disabled, and 18 participants are currently earning escrow, \$4,235 earned in escrow funds in June and \$106,909 total current escrow balance.
- **Public Housing:** Ann reported Rosedale's Occupancy rate for the month of July is 98.02%, Washington Gardens Occupancy rate for the month of July is 98.45%, Waterfall Occupancy rate for the month of July is 99.21%, Scattered-Sites Occupancy rate for the month of July is 100.00% and Riverside's Occupancy rate for the month of July is 99.32%. Ann went on to say Public Housing's overall Occupancy rate for the month of July is 99.00%. Ann stated for the month of July Public Housing received 109 applications, 9 mailed orientation letters, 8 applications are in processing status, 3 applications were approved, 1 denied application, 2 withdrawn applications, 12 were homeless applications and 15 applications were approved and waiting. Ann reported there were 10 new admissions and 7 move-outs for the month of July.

Ann informed the Board of Commissioners that although the national moratorium was lifted the judge is not honoring evictions until some things are cleared up. Ann went on to state we may have to consult our attorney. Commissioner Dan Boecher asked how many tenants are late on rent. Ann stated there were over 200 late fees this month.

- **Maintenance:** Ann reported for the month of July there were 7 move-outs received and 7 were completed, 1 emergency requests received and completed, 218 tenant requests received and 218 completed; and there were 31 annual inspections received and 0 completed, totaling 226 completed work orders.

*Ann reported due to the moratorium on inspections none have been completed. She went on to announce that the moratorium is lifted and inspections will resume again, today. *

- **Financial Reports and Write-Offs:** Ann announced Financials for year-end have been reviewed and everything has gone good. Fee accountants needed a few more questions answered and will be sending us our final year-end paperwork soon. The fee accountants also state they have all of our monthly reports ready to go and as soon as they finalize year-end they will be getting us the first quarter financials as soon as possible. Ann went on to state that all of the financials were received today. She also stated that Christine Kinnard has agreed to assist until a new Finance Director is found.

Chris Kinnard went on to state that she spoke with Rex, the Fee accountant and the FDF is ready for upload but he has to wait until he has a grant number for the Cares Act money. Chris Kinnard went on to state that we are okay with time as we have until November 30, 2020 to upload the FDF money to the system and we have until 2021 to schedule an audit.

❖ **Old Business**

- None at this time

❖ **New Business**

1. Resolution 20:14 – A Resolution Amending the HCV Utility Allowance.

Commissioner Dan Boecher motioned to approve Resolution 20:14 Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 20:14.

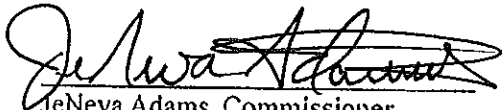
2. Resolution 20:15 – A Resolution to Add Interim Deputy Director as Signee/Administrator to Chase Bank.
Resolution tabled until further notice.


Handouts

- NAHRO Monitor
- The Advocate

❖ Adjournment

Commissioner JeNeve Adams without any objections, declared the August 20, 2020 Board of Commissioners' meeting adjourned at 4:55P.M.


JeNeve Adams, Commissioner
September 17, 2020


Angelia Washington, Interim Executive Director