

REGULAR BOARD MEETING

Elkhart Housing Authority

May 18, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, April 20, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: Len Paff, Margaret Owens, Cory White, and JeNeva Adams.

Staff members present: Kim Sindle, Chris Kinnard, Christine Tack, Terry Walker, Milton Banks, MariAnn Reese, Ann Washington, Lori Bowers, Todd Fielder, and Terry Staner.

Audience members present: There was no audience in attendance.

❖ Roll Call

Commissioner JeNeva Adams called the meeting to order. Terry Staner called roll to verify.

❖ Audience Concerns

There were no audience concerns.

❖ Approval of Minutes

Exhibit A — Approval of Meeting Minutes — April

Commissioner Cory White motioned to approve the minutes from the April 20, 2017 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the April 20, 2017 minutes.

❖ Approval of Vouchers

Exhibit B — Approval of Vouchers — April

Commissioner Len Paff motioned to approve the vouchers for April 2017. Commissioner Cory White seconded the motion. All Commissioners present unanimously voted to approve the April 2017 Vouchers.

❖ Executive Director's Report

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there were two milestones for the month of April: Todd Fielder for 10 years of service and Terry Staner for 5 years of service. Kim said there was one new hire, Jeffrey Bedel, for COCC General Maintenance. Kim stated there were three voluntary separations in the month of April.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported there is no work at this time.

Riverside Terrace: Kim reported there is no work at this time.

Washington Gardens: Kim reported the security camera installation has been completed. Kim stated the network configuration is 98% complete, system testing is 90% complete, and staff training is 80% complete. Kim reported the security cameras have been beneficial, being used for reference in a two family scuffle that occurred at Washington Gardens. Kim said the EHA was able to record the scuffle and take pictures which were used at the hearing. Kim announced the big screen would be set up at the June Board Meeting so Commissioners would get to see what can be seen and done with the system.

Waterfall High-Rise: Kim reported there is no work at this time.

Rosedale High-Rise: Kim reported there is no work at this time.

COCC: Kim reported the Elkhart Housing Authority is still awaiting the release of 2017 CFP funds, once received the new spring/summer projects will begin. Kim stated there are more doors to install at Waterfall and additional bathroom installations at the Scattered Sites.

Kim announced the Elkhart Housing Authority has applied for the 2017 Emergency Safety & Security Grant for the Scattered Sites Malcolm Drive area. Kim stated the decision will be made in approximately 60 days, around June or July, and if the Housing Authority receives the Grant work will begin immediately.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of March, is showing HCV is at 94% occupancy.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 118 clients. Kim stated eleven new participants joined the program, three participants withdrew from the program, and two participants graduated by incoming out of the program. Kim announced 29 participants are disabled, 24 participants are enrolled in college or training programs, 72 participants are currently working, and 32 participants are currently earning escrow. Kim stated the FSS clients earned \$7,025.00 in escrow payments for April and the current escrow balance on April 30, 2017 is \$111,058.00.
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 96% for the month of April. Kim stated 84 applications were received in April. Kim reported there were 20 new admissions. Kim said there were 13 move-outs in April. Kim reported the contracting company is working well for the Housing Authority, turnover is quicker which means leasing is quicker.
- **Maintenance:** Kim reported for the month of March there were 13 move-outs received and 9 completed, 2 emergencies received and completed, 321 tenant requests for work orders were received and 283 completed; and there were 33 annual inspections received and completed, totaling 327 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard reported the Elkhart Housing Authority has contracted the Fee Accountant to help finish out the Fiscal Year 2017 because of all concerns that had been raised over the last few months. Chris Kinnard stated she wanted to be sure going forward, that all numbers are correct. Chris Kinnard reported the Fee Accountant was not able to get the March Financials ready in time for the May Board Meeting. Chris Kinnard stated she did look up how much cash on hand and investments the Elkhart Housing Authority has, she pointed out Low Income Public Housing has \$1,800,000.00 in cash on hand plus \$900,000.00 in investments.

❖ Old Business

City Of Elkhart Update – Speedbumps

Kim reported he contacted Mayor Neese with a request for speed bumps in Washington Gardens. Kim said Mayor Neese emailed the Street Department and the Fire Department with the Housing Authorities request, looking for any concerns or approvals. Kim stated shortly after he was contacted by the Fire Department Chief and a meeting was scheduled. Kim reported he informed the Chief that with the installation of the new security camera system, it has come to Kim's attention that cars are traveling at a high rate of speed through Washington Gardens, and Kim is concerned for the safety of pedestrians, especially children out playing. Kim reported the Fire Department Chief stated there could be no normal speedbumps installed due to the breakdown of fire engines which results in costly repairs. The Fire Chief went on to say the normal speedbumps will add 60 seconds to arrival time for both fire trucks and ambulances and 60 seconds can be a lifetime in an emergency. Kim asked about the lower grade type of speed bumps like the ones used near Elkhart Central High School. Kim said the Fire Department Chief stated he would contact the squads for discussion and get back with him. Kim stated he has not heard back yet. Kim reported he has not heard from the Street Department, but he knows their main concern is with snow plowing. Kim said the normal speedbumps can damage plow trucks.

Kim reported he had a meet and greet with Elkhart Police Department's Lt. Cook. Kim stated Lt. Cook is spearheading the officer's patrols at Washington Garden and the signing up of officers for those patrols. Kim said they discussed exactly what the officers can and cannot do for the Elkhart Housing Authority. Kim said the new security cameras are a valuable tool and will help. Kim reported Residents are saying it is very quiet for the moment at Washington Gardens. Kim said he has not heard back from the City Council on whether or not they will be putting any money into the Police Substation in Washington Gardens.

❖ **New Business**

Discussion – Annual Audit Scheduled For July 10, 2017

Kim announced the Annual Audit has been scheduled for the week of July 10, 2017, with the new Auditor. Kim stated the tentative close out will be Friday, July 14, 2017. Kim announced Terry Staner will contact the Commissioners.

Discussion – Miscellaneous

Kim reported Insurance will be coming in a little cheaper this year which will help the budget out.

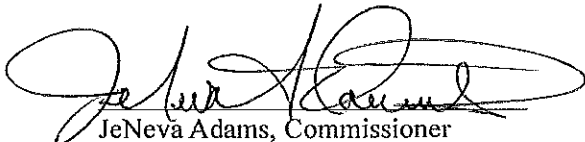
Kim announced there will be a new phone service installed at the Elkhart Housing Authority which will save money and enable the transfer of phone calls directly to the High-rises, tying them directly to the COCC.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeva Adams, without any objections, declared the May 18, 2017 Board of Commissioners' meeting adjourned at 4:51 PM.


JeNeva Adams, Commissioner
June 15, 2017


Kim Sindle, Executive Director