

REGULAR BOARD MEETING
Elkhart Housing Authority
October 15, 2020

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, October 15, 2020 via Conference call.

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

Staff members present: Angelia Washington, Mitch Craven, Jessica Brittain, Clarence Jones, Taresa Walker, Charmaine Scales, Morgan Gibson and Teri Ivory.

Audience members present: Pastor Kellie Henning's

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

- ❖ **Audience Concerns:** Councilwoman Tonda Hines asked how many Washington Gardens children are enrolled in the Washington Gardens Head Start program. Angelia Washington stated she would obtain that information. Councilwoman Hines stated that there are a lot of children who are not signing in for E-learning and she would like to see the Elkhart Housing Authority assist in strengthening the relationship to increase participation, especially Washington Garden's children logging into E-learning. Commissioner Kristen Smole would like to be a part of the conversation regarding E-learning.

- ❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — September 17, 2020 Regular Meeting

Commissioner Margaret Owens motioned to approve the minutes from the September 17, 2020 regular meeting. Commissioner Dan Boecher seconded the motion. All Commissioners present unanimously voted to approve the September 17, 2020 regular meeting minutes.

- ❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — September 17, 2020

Commissioner Margaret Owens motioned to approve the vouchers for September 17, 2020 Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the September 17, 2020.

- ❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 end of employment, Jessica Bouie and 4 new hires, Jessica Brittain, (Finance Director) Shemekia Spears, (Part-time Custodian) Jordan Six-Williams (Maintenance Technician) and Emma Breckenridge (Part-time Temperature Taker/Clerical Duties)

- **Comprehensive Improvements:**

Scattered Sites: Phase V of the bathroom remodel project is still scheduled to begin mid-October. Work is expected to be completed in less than 60 days and will completely remodel the bathrooms of 15 homes.

Riverside Terrace: Angelia reported no work at this time

Washington Gardens: The renovations of the community building are nearly complete and Head Start classes are expected to resume shortly.

Waterfall High-Rise: The elevator replacement project remains on schedule; demolition of the large elevator components is expected to begin mid-November.

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

COCC: HUD has announced the FY20 Emergency Safety and Security Grant opportunity. This is the grant that funded the security camera installations for both Washington Gardens and Bannerker Heights. The

Elkhart Housing Authority will be assembling an application to upgrade the security cameras, exterior lighting, and parking lot fence for Waterfall High-rise.

Next month the Elkhart Housing Authority will begin preparation of our annual plan submission. The Plan will be on the December Board meeting agenda for approval.

Waterfall Elevator Modernization: Angelia stated that all records indicate that the modernization of the Waterfall elevators began very late. Angelia went to welcome all Board Members to attend the 5-year strategic planning meeting that will take place on Wednesday October 21, 2020. Commissioner Dan Boecher would like to know more about what is on the agenda for the 5-year plan meeting and what specifically is hoped to be accomplished as he would like to attend. Commissioner Kristen Smole would like information sent with the time and date of the meeting to all Commissioners who might like to attend.

Commissioner Dan Boecher stated he received a call regarding the elevators at Waterfall being down last week and wanted to know where we were at with the working elevators service. Angelia states that the working elevator's service was restored right away and has not gone down since then. Angelia went on to state that there could potentially be additional shutdowns because of the conditions of the elevators. She went on to state that service calls are made immediately following disruptions of service. Angelia also states that anyone requesting a reasonable accommodation if the elevators are down longer than 8 hours will receive the reasonable accommodation. Angelia went on to state that once the replacement of the large elevator starts in November, technicians will be on site every day of the week that the elevator work is being done. Commissioner Adams wanted to make sure that our plan has been communicated to all the residents of the High-rise. Angelia states that a documented timeline did go out as to the current elevators service and the pending replacements. She also stated that staff went door to door informing residents to contact staff including Angelia with urgent needs. Angelia concluded that an emergency response plan has been created in conjunction with the Fire and Police departments, and the Mayor's office and that plan has also been communicated to residents. Additional conversation took place regarding causes for the elevators going down. Angelia has talked to Mr. Jones about possibly employing elevator attendants during this time. She also stated that the Elkhart Housing Authority has a new manager who is aware of the current situation, so we do have eyes in the building.

- **Housing Choice Voucher Program:** Angelia reported for the month of September 2020 there were 51 Annual Certifications Completed, 54 Interim Certifications Completed, 5 Unit transfers, 10 New Admission(s) and Absorbed Incoming Portability's, 8 End of Participations, 2 Applications Remaining in Process, 689 Lease Up on the last day of the September and 95% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 63 participants in which 34 participants are currently employed, 3 participants are enrolled in GED/HSE education programs. 10 participants are attending college, and 14 participants are disabled, and 20 participants are currently earning escrow, \$5,108 earned in escrow funds in September and \$111,654 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of September is 100%, Washington Gardens Occupancy rate for the month of September is 93.94%, Waterfall Occupancy rate for the month of September is 96.85%, Scattered-Sites Occupancy rate for the month of September is 98.98% and Riverside's Occupancy rate for the month of September is 99.32%. Angelia went on to say Public Housing's overall Occupancy rate for the month of September is 97.32%. Angelia stated for the month of August Public Housing received 119 applications, 30 mailed orientation letters, 10 applications are in processing status, 10 applications were approved, 0 denied application, 15 withdrawn applications, 12 were homeless applications and 1 applications was approved and waiting. Angelia reported there were 4 new admissions and 12 move-outs for the month of September.
- **Maintenance:** Angelia reported for the month of September there were 12 move-outs received and 8 were completed, 3 emergency requests received and completed, 312 tenant requests received and 293 completed; and there were 49 annual inspections received and 10 completed, totaling 314 completed work orders.
- **Financials and Write Offs:**

Jessica Brittain announced for the month of September, Rosedale High-rise earned \$29,248.75 in Revenue and \$0.00 in Operating Subsidy Revenue. Jessica Brittain went on to say Rosedale High-Rise had \$33,751.86 in Expense without depreciation. Jessica Brittain reported Rosedale High-Rise had a profit year to date of \$18,153.66.

Jessica Brittain announced for the month of September Washington Gardens earned \$14,563.06 in Revenue and \$0.00 in Operating Subsidy Revenue. Jessica Brittain went on to say Washington Gardens had \$76,806.96 in Expense without depreciation. Jessica Brittain reported Washington Gardens had a profit year to date of \$7,063.64.

Jessica Brittain announced for the month of September, Waterfall High-Rise earned \$31,241.70 in Revenue and \$0.00 in Operating Subsidy Revenue. Jessica Brittain went on to say Waterfall High-Rise had \$76,920.19 in Expense without depreciation. Jessica Brittain reported Waterfall High-Rise had a loss year to date of \$47,737.31.

Jessica Brittain announced for the month of September, Scattered Sites earned \$11,625.70 in Revenue and \$0.00 in Operating Subsidy Revenue. Jessica Brittain went on to say Scattered Sites had \$25,101.59 in Expense without depreciation. Jessica Brittain reported Scattered Sites had a profit year to date of \$69,810.01.

Jessica Brittain announced for the month of September, Riverside High-Rise earned \$33,585.27 in Revenue and \$0.00 in Operating Subsidy Revenue. Jessica Brittain went on to say Riverside High-Rise had \$30,666.65 in Expense without depreciation. Jessica Brittain reported Riverside High-Rise had a profit year to date of \$85,410.90.

Jessica Brittain announced for the month of September, COCC earned \$104,285.07 in Revenue. Jessica Brittain went on to say the COCC had \$94,672.73 in Expense without depreciation. Jessica Brittain reported COCC had a loss year to date of \$34,612.38.

Jessica Brittain announced HCV has a loss from Operations, year to date of (\$99,306.05). Jessica Brittain announced that we are still waiting on HHR monies to be transferred to us from HUD.

Jessica Brittain announced HCV has a profit from Operations, year to date of \$832,192.53.

- \$525,259 CARES ACT grant deposit

❖ **Old Business**

- None currently

❖ **New Business**

- **Board Subcommittees**

Angelia states it is important to establish Board Sub-Committees. She went on to state she thinks the first one should be in the area of financial oversight. Angelia would like to develop a Finance sub-committee for overview of our financials possibly a week before the full board meeting. Commissioner's Boecher and Smole would like to sit on those committees. Angelia will work on getting those meetings scheduled and will provide have the information a week before the Board Meeting.

- **Elkhart Community Housing Corporation and Housing Finance Corporation**

Angelia said she is still not clear what the relationship is between the Elkhart Housing Authority and the Elkhart Community Housing Corporation and Housing Finance Corporation. She went on to state that there may need to be an executive meeting before meeting with an attorney to discuss that relationship prior to meeting with an attorney. Angelia said she would like to make sure we are in compliance with the federal laws that pertain to this agency. Commissioner Adams asked if there are any minutes, forms or contracts at the Housing Authority. Angelia went on to state that there is a wealth of documents she has been able to locate in the Executive Director's office, but they deal with bonds and other financial documents that Angelia is not familiar with. Commissioner Boecher said he looked up the 990 that is available on guidestar.org. It lays out their financials and who is on their board. Commissioner Boecher went on to question if the relationship is officially related. If so, the operating

agreement and articles of incorporation should spell that out. Commissioner Boecher agrees that have a legal opinion on this is important. He went on to state he is all for having further discussion but feels we need to nail down the relationship and figure out how a board member is appointed to that. It was concluded that Angelia and Commissioner Boecher will have additional conversation about this topic.

Commissioner JeNeva Adams stated that, so it is noted before the meeting is adjourned that the Board of Commissioners direct responsibility is to the Executive Director. She went on to reiterate that The Executive director is the one employee the Board of Commissioner is in charge of. Commissioner Adams further stated if there are concerns or questions about different things the board of Commissioners should direct those communications to the Executive Director or the Interim, Executive Director, Angelia Washington, who is in charge right now. Commissioner Adams further stated that the Board of Commissioners should not be making direct communications to with other employees without doing it directly with our Interim Executive director. In conclusion, Commissioner Adams states that we want to make sure the lines are clear, and Commissioners are not muddying the waters. She also stated we want to make sure we are hold true to our office and the responsibilities we have as the Housing Authority Commissioner Board.

❖ **Handouts**

- PHADA Advocate (September 23, 2020 & October 14, 2020)
- NAHRO

❖ **Old Business**

Commissioner JeNeva Adams without any objections, declared the September 17, 2020 Board of Commissioners' meeting adjourned at 5:07P.M.



Dan Boecher, Commissioner
November 19, 2020



Angela Washington, Interim Executive Director