

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**December 15, 2016**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, December 15, 2016 at the Waterfall High-Rise, located at 303 Waterfall Drive, Elkhart IN.

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

**Staff members present:** Kim Sindle, Chris Kinnard, Christine Tack, Terry Walker, Milton Banks, Mitch Craven, Ann Washington, Jaquan Thomas, Julia Krieger, Latia Fullilove-Jones, Lori Bowers, MariAnn Reese, Todd Fielder, Tommy Goins, and Terry Staner.

**Audience members present:** Pam Kurpgeweit, Elkhart City Councilperson for the 6<sup>th</sup> District, Paul Nutter and Larry Early from Kone Elevator Services, Helen Wilson (Resident-Apt 800), Thomas Konanz (Resident-Apt 503), Dorothy Soto-Martinez (Resident-502), Teressa Hemphill (Resident-Apt 210), Odell Bohlen (Resident-Apt 313), and Patricia Jackson (Resident-806).

❖ **Roll Call**

Commissioner Cory White called the meeting to order. Terry Staner called roll to verify.

❖ **Audience Concerns**

Teressa Hemphill (Apt 210) stated she is a member of the Tenant Association. Teressa said the tenants are not cooperating and they abuse the elevators and laundry room. Teressa reported the elevators have been broken down numerous times. Commissioner Cory White announced there are two representatives from the elevator company here today. Commissioner Cory White asked the representatives if they would address the issue with the elevators. Paul Nutter stood and introduced himself as one of the representatives from Kone Elevator Services. Paul stated they are aware of the issues Waterfall High-Rise is having with their elevators. Paul announced they have researched the issues and are ready to discuss their initial course of action on correcting those issues. Paul introduced Kone's Maintenance Supervisor, Larry Early. Larry reported the elevators were initially installed in the 1980's. Larry announced at present, there is an issue with one small part of the controllers at the present time. Larry went on to say in the last couple of weeks, they have replaced a MSU board, door, and drive relay in the larger elevator. Larry stated the drive in the small elevator needs to be upgraded. Larry said Paul Nutter is going to make sure this is done in the next couple of days.

Helen Wilson (Apt 800) asked where the grocery carts went to, they have disappeared. Helen said she needs help carrying large quantities of groceries from the store to the apartment building. Kim reported he had them returned to the grocery stores whom they belong to. Kim stated the carts had to be returned so the Housing Authority would not be accused of theft. Kim said residents are not supposed to take carts from the grocery store properties because it is illegal.

Thomas Konanz (Apt 503) asked who to call in case of after-hour emergencies. Thomas stated he has called and the machine answers and hangs up. Kim asked what extension was selected. Thomas didn't know. Kim stated the phone service is contracted out and he will need to know what extension was selected so it can be reported. Commissioner Cory White asked Thomas to let the Housing Authority know the next time it happens so we may contact our phone provider.

Odell Bohlen (Apt 313) stated he hears a rumbling noise in the elevator which he thinks is caused by bearings. Commissioner Cory White reported he will make sure the elevators are adequately serviced in accordance to the guidelines of the manufacturer.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — November**

Commissioner JeNeve Adams motioned to approve the minutes from the November 17, 2016 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the November 17, 2016 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — November**

Commissioner JeNeve Adams motioned to approve the vouchers for November 2016. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the November 2016 Vouchers.

❖ **Executive Director's Report**

**Exhibit C — Executive Director's Report**

- **Human Resources:** Kim announced there was a 10 Year Milestone in the month of November, Charlotte Pettis has been working in the Maintenance Department for 10 years. Kim reported there was one new hire for the month of November, 2016, Shelia Billings as Human Resources Part-time Float. Kim stated there was one separation in the month of November due to a violation of Company policy.
  
- **Comprehensive Improvements:**
  - Scattered Sites:** Kim reported he expects to get about 10 unit bathrooms remodeled over the next 60 days.
  
  - Riverside Terrace:** Kim reported there is no work at this time.
  
  - Washington Gardens:** Kim reported the Security Camera Installation project has begun and is expected to continue for the next 60 to 90 days.
  
  - Waterfall High-Rise:** Kim announced the closet door replacement project will begin shortly. Kim reported all the closet doors will be replaced and if there are any funds left over, interior doors will be replaced also.
  
  - Rosedale High-Rise:** Kim reported there is no work at this time.
  
  - COCC:** Kim reported Annual Plan is ready for the Commissioner's approval and needs to be submitted by December 31<sup>st</sup>, 2016.
  
- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of October, is showing HCV is at 96% occupancy.
  
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 107 clients. Kim stated four new participants joined the program, two participants were terminated or withdrew from the program, and one participant ported to Illinois. Kim announced 23 participants are disabled, 27 participants are enrolled in college or training programs, 57 participants are currently working, and 36 participants are currently earning escrow. Kim stated the FSS clients earned \$6,570.00 in escrow payments for November and the current escrow balance is \$94,432.00.
  
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 94% for the month of November. Kim stated 70 applications were received in November. Kim reported there were 17 new admissions. Kim said there were 19 move-outs in November.
  
- **Maintenance:** Kim reported for the month of November there were 19 move-outs received and 5 completed, 1 emergency received and completed, 380 tenant requests for work orders were received and 332 completed; and there were 22 annual inspections received and completed, totaling 360 completed work orders.
  
- **Financial Reports And Write-Offs:** Using the data from the cover sheet, Chris Kinnard reported Rosedale High-Rise is showing a loss from operations of \$39,434.70. Chris stated when she adds the 1406 Capital Fund Program monies of \$71,000.00, Rosedale actually has an estimated profit of \$31,565.30.

Chris reported Washington Gardens is showing a loss from operations of \$139,564.67. Chris stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$56,435.33.

Chris reported Waterfall High-Rise is showing a loss of \$58,211.02 from operations. Chris stated when she adds the Capital Fund Program monies for the Risers and Door Replacement for a combined total of \$210,000.00, Waterfall will have an estimated profit of \$151,788.98.

Chris reported Scattered Sites is showing a loss from operations of \$77,342.53. Chris stated when she adds the Capital Fund Program monies for Plumbing and Bathroom Remodel for a combined total of \$128,000.00, to Scattered Sites, they will still have an estimated profit of \$50,657.47.

Chris reported Riverside High-Rise is showing a loss from Operations of \$49,254.62. Chris stated when she adds the 1406 Capital Fund Program monies of \$49,700.00, Riverside High-Rise will have an estimated profit of \$445.38.

Chris reported the COCC is currently showing a loss of \$93,526.63 from operations. Chris stated when the Admin Fees of \$95,000.00 is added back in, the COCC will have an estimated profit of \$1,473.37.

Chris reported Housing Choice Voucher has an \$115,448.26 profit from operations.

Kim asked if any Commissioners had questions they may want to ask about the December, 2016 Write-offs report. There were no questions or concerns on the December, 2016 Write-offs.

#### ❖ **Old Business**

##### **Smoking Ban**

Kim announced President Obama approved the HUD smoking ban last week. Kim reported a PH Notice will be distributed on February 3, 2017, giving instructions on how the ban is supposed to be implemented. Kim said as soon as the Notice comes out he will forward it to the Board so they will know what steps need to be taken. Kim reported all Housing Authorities have to implement the ban by July 2018. Kim stated when the smoking ban is put into place, all residents will have to abide by it.

##### **Executive Session**

Kim announced the Commissioners now have the stipulations for Executive Sessions versus Meetings, referring to the handouts Terry Staner had previously distributed. Kim stated the handout will help clear up any confusion about what constitutes the two types of meetings covered under Indiana's Open Door Law.

##### **Police Substation**

Kim reported he had a meeting with the Assistant Police Chief last Friday in order to discuss putting in a Police Substation at 312 Wagner Ave, Apt D. Kim stated the Police Department plans on putting in the K-9 unit and the special crimes unit to work out of 312 Wagner Ave, Apt D. Kim announced the Police Department will be taking over the entire 5 bedroom unit. Commissioner Margaret Owens asked if there would be any additional costs to the Housing Authority. Kim said the only cost will be paint for the walls and a few signs that will need to be put up. Commissioner Margaret Owens asked if the substation officers would be used as extra security when summer comes or does the Housing Authority have to continue paying for extra patrols. Kim reported they discussed this and the Assistant Chief stated he hoped the Housing Authority would maintain their paying for extra patrols because the officers that will be at the substation will not be patrolling the Washington Gardens area. Kim went on to say the officers will be coming and going, stopping just long enough to fill out paperwork. Kim reported the Housing Authority budgets are in the works and the funding for extra patrols is something that will have to be considered while working on the budgets. Kim said the Housing Authority may be able to cut back on funding a little, but he does not recommend stopping it all together. Commissioner Cory White asked if the Housing Authority covers utilities for the unit and what amount of parking will be needed. Kim stated the Housing Authority covers the utilities, there is one parking spot in the front of the building, and most officers will be using four rarely used parking spots at the back of the building.

#### ❖ **New Business**

##### **Discussion – Kim Sindle's Vacation, Dec 31<sup>st</sup>-Jan 9<sup>th</sup>**

Kim announced he will be taking a vacation beginning December 31<sup>st</sup>, returning to the office on January 10<sup>th</sup> 2017. Kim stated he will let the Board Chairperson know who is being left in charge before he leaves. Kim said he typically takes his cell phone while on vacation and can be contacted that way, if the need occurs.

**Exhibit D /Resolution 16:10 – 5 Year Annual Plan Approval**

Kim reported Resolution 16:10 is for the approval of the 5 Year Annual Plan.

Commissioner Margaret Owens motioned to approve Resolution 16:10. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 16:10.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor
- Chiphone's Spirit Of Giving Flyer

❖ **Miscellaneous**

**Housing Manager's Community Holiday Events**

Lori Bowers, Rosedale High-Rise and Scattered Sites Housing Manager, reported the Halloween party held at Rosedale, which included Scattered Sites, turned out great with many donations given to the High-Rise by the community for refreshments and decorations. Lori reported 57 children and 34 adults were in attendance for the Halloween party. Lori told the residents she would begin holding an annual Halloween party. Lori reported her tenants decided against a Christmas party, instead residents opted for a Christmas Decoration Night in preparation for an End Of The Year Gala, to see the old year out and welcome the new year in. Lori said the Gala will be held at the end of December. Commissioner Margaret Owens asked Lori to contact her a little earlier next year and she would have her Church raise a choir accompaniment to do something special with the tenants for Christmas. Lori said she would love it and will put a reminder on her calendar.

MariAnn Reese, Waterfall and Riverside High-Rise Housing Manager, reported they had over 40 carolers at both High-Rises, and the ladies at Riverside served refreshments to all. MariAnn announced Waterfall residents will be having a Christmas breakfast on Tuesday, December 20<sup>th</sup> and Riverside residents will have their Christmas Breakfast on Thursday, December 22<sup>nd</sup>.

Julia Krieger, Washington Gardens Housing Manager, reported working with Chiphone Credit Union, who adopted Washington Gardens' residents this Christmas season. Julia went on to say the community gave gifts and generous monetary donations for gifts as well as for refreshments, in order to give residents a great Christmas party in the Community Building at 315 Chapman on Thursday, December 22<sup>nd</sup>, 11 AM – 3 PM. Julia said Santa will also be attending to distribute gifts to the children!

**Deputy Director Interviews**

Commissioner Cory White apologized for the delay of Deputy Director Position interviews due to the holidays, asking if all Commissioners could give four hours of their time in the second week of January, in order to interview all applicants for the position. Commissioner White set the interview process for January 12<sup>th</sup>, 2017 from 4:00 PM – 8:00 PM. and all Commissioners agreed to the date and time. Kim asked if they were going to meet at the Housing Authority and Commissioner White said yes. Commissioner White said he would iron out all the details with Terry Staner.

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the December 15, 2016 Board of Commissioners' meeting adjourned at 5:10 PM.

 1/19/17  
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Cory White, Commissioner  
January 19, 2017

  
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Kim Sindle, Executive Director