

**REGULAR BOARD MEETING  
Elkhart Housing Authority  
October 17, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, October 17, 2019 at the Rosedale High Rise, located at 501 W Indiana Ave., Elkhart IN.

**Commissioners present:** JeNeva Adams, Tonda Hines, Margaret Owens, Len Paff, and Tamara Holmes.

**Staff members present:** Terry Walker, Christine Tack, Chris Kinnard, Todd Fielder, Clarence Jones, Mitch Craven, Ann Washington, Carla Rivera, Charlotte Pettis, Teri Ivory

Audience members present: Randy Noland, Sandra Strukel, Noah Snell, Sharon Remy, Ray Bode, Maria Hernandez, Anthony J. Paul, Willie Williams, Joyce Gerber, Ralph Jackson, Roberto Arredondo, Timothy Good, Viola Pierce, Brenda Harris.

❖ **Roll Call**

Commissioner Tonda Hines called the meeting to order. JeNeva Adams (Chair will take over when she arrives)

**Introductions**

Commissioners and Staff present

❖ **Presentation – Ralph Jackson Fuller Center for Housing**

The Fuller Center for housing builds new homes for qualified families in the community. Sister organization to Habitat for Humanity. The Fuller Center will work with qualified individuals who also need work on their homes.

❖ **Audience Concerns**

Timothy Good (*Vice President Rosedale Resident Association*) informed everyone present that calls received stating that Social Security benefits are going to end are fraudulent calls. Timothy contacted the SSA and confirmed the calls are a scam. Mr. Good let residents know if they are victim of this fraud they should contact the Social Security administration. Mr. Good states the calls should be ignored.

Timothy Good also expressed a maintenance concern regarding the bad shape the trash chutes are in due to people dump inappropriate items in them. Todd explained the process for keeping the chutes in good repair and will take a look at the schedule and have someone out to look at the trash chutes.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — August 29, 2019 Special Meeting**

Commissioner Tonda Hines motioned to approve the minutes from the August 29, 2019 Special Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the August 29, 2019 Special Meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — August and September**

Commissioner Tonda Hines motioned to approve the vouchers for August and September, 2019. Commissioner Margaret Hines seconded the motion. All Commissioners present unanimously voted to approve the August and September 2019 Vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Terry reported 1 new hire LaShonda Perry (Rosedale/Scattered Sites Recertification Specialist). Terry went on to report 2 separations from the Elkhart Housing Authority. Terry also reported 1 temporary assignment Reginald Scott (PH- Intake).

- **Comprehensive Improvements:**

**Scattered Sites:** Phase IV of the bathroom remodel project is expected to begin in the next week. Work will continue for the next 60 days and will completely remodel the bathrooms of up to 16 homes. The Bannerker Heights security camera projects is nearly finished. Final adjustments to the equipment is underway and the connection to the main office is the final stage of the project.

**Riverside Terrace:** Terry Reports no work at this time.

**Washington Gardens:** Terry reported the equipment for the community building playground renovation has been manufactured and installation is expected shortly.

**Waterfall High-Rise:** Terry reported the final domestic water riser replacement project has recently begun and is expected to be completed within 30-40 days.

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

**COCC:** Terry reported the Annual Plan submission. We will be working on data and reports over the next 2 months. The Plan will be on the December Board Meeting agenda for approval.

- **Housing Choice Voucher Program:** Terry reported for the month of September 2019 there were 49 Annual Certifications Completed, 47 Interim Certifications Completed, 9 Unit transfers, 13 New Admissions and Absorbed Incoming Portability's, 8 End of Participations, 0 Applications Remaining in Process, 705 Leased Up Vouchers on the last day of the month and a 97% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 74 participants in which 47 participants are currently employed, 8 participants have enrolled in Job Training programs, 8 participants are enrolled in continuing education programs for HSE/GED, and 4 participants are enrolled in continuing education programs with Colleges and 19 participants are disabled, 25 participants are currently earning escrow, \$8,955 earned in escrow funds in June and \$127,716 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of September is 96.00%, Washington Garden Occupancy rate for the month of September is 93.81%, Waterfall Occupancy rate for the month of September is 96.80%, Scattered-Sites Occupancy rate for the month of September is 99.00% and Riverside Occupancy rate for the month of September is 95.20%. Terry went on to say Public Housing's overall Occupancy rate for the month of September 96.16%. Terry stated for the month of September Public Housing received 57 applications, 49 mailed interview letters, 2 applications are in processing status, 35 applications were approved, 6 were denials, 11 were withdrawn, 0 were domestic violence applications and 3 were homeless applications. Terry reported there were 7 new admissions and 10 move outs for the month of September.
- **Maintenance:** Terry reported for the month of September there were 10 move-outs received and 10 were completed, 3 emergency requests received and completed, 433 tenant requests for work orders were received and 424 completed; and there were 35 annual inspections received and completed, totaling 472 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of August, Rosedale High-rise earned \$27,527.89 in Revenue and \$16,297.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$42,900.31 in Expense without depreciation. Chris Kinnard reported Rosedale High-rise had a profit year to date of \$50,936.74.

Chris Kinnard announced for the month of September Washington Gardens earned \$17,243.22 in Revenue and \$77,740.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$85,591.29 in Expense without depreciation. Chris Kinnard reported Washington Gardens had a profit year to date of \$144,416.65.

Chris Kinnard announced for the month of September, Waterfall High-rise earned \$36,284.76 in Revenue and \$22,227.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$41,754.71

in Expense without depreciation. Chris Kinnard reported Waterfall High-rise had a profit year to date of \$77,383.32.

Chris Kinnard announced for the month of September, Scattered Sites earned \$9,698.80 in Revenue and \$38,682.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$36,188.88 in Expense without depreciation. Chris Kinnard reported Scattered Sites had a profit year to date of 78,094.44.

Chris Kinnard announced for the month of September, Riverside High-rise earned \$35,776.85 in Revenue and \$22,059.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$52,075.12 in Expense without depreciation. Chris Kinnard reported Riverside High-rise had a profit year to date of \$100,997.61.

Chris Kinnard announced for the month of March, COCC earned \$103,199.24 in Revenue. Chris Kinnard went on to say COCC had \$160,965.76 in Expense without depreciation. Chris Kinnard' reported COCC had a loss year to date of (\$57,766.52).

Chris Kinnard announced HCV has a profit from Operations, year to date of \$29,798.57.

❖ **Old Business**

1. Res 19:07 / Elevator Service Contract - *Approved*
2. Res 19:08 / Extend General Maintenance Service / Vacant Unit Services Contract - *Approved*
3. Res 19:09 / Grant Right of Easement to the City of Elkhart Indiana - *Approved*
4. Res 19:10 / Resolution to award the contract for Bathroom Remodel Phase II Scattered Sites – *Approved*

❖ **New Business**


1. Resolution to update and revise the Admission and Continued Occupancy Policy (ACOP) - *Approved*
2. REAC Inspections - Riverside Assessment Scores - Riverside received a REAC score of 88 (*Discussion*)
3. REAC Inspections - Waterfall Assessment Scores – Waterfall received a REAC score of 82 (*Discussion*)

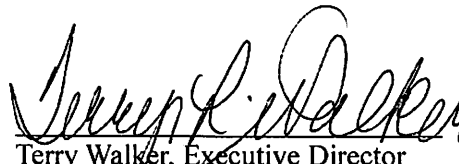
❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeve Adams without any objections, declared the October 17, 2019 Board of Commissioners' meeting adjourned at 5:10 PM.

  
JeNeve Adams, Commissioner  
November 21, 2019

  
Terry Walker, Executive Director