

**52REGULAR BOARD MEETING
Elkhart Housing Authority
July 18, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, July 18, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

Commissioners present: Lefate Owens, Len Paff, Margaret Owens, JeNeva Adams and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Christine Tack, Clarence Jones, Mitch Craven, Todd Fielder, Ann Washington, Jessica Bouie.

Audience members present: Kathy Guajardo

❖ **Roll Call**

Commissioner JeNeva Adams called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — June 20, 2019 Regular Meeting

Commissioner Len Paff motioned to approve the minutes from the June 20, 2019, Regular Meeting. Commissioner Lafate Owens seconded the motion. All Commissioners present unanimously voted to approve the June 20, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — June

Commissioner Margaret Owens motioned to approve the vouchers for June 2019. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the June 20, 2019 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Introduction Kathy Guajardo:** Terry introduced new Head Start Program Coordinator Kathy Guajardo, Executive Director, Head Start Consortium of Elkhart and St. Joseph Counties. The Head Start Program will be located in Washing Gardens. Kathy went on to give background on the program, how it will benefit Washington Gardens' tenants and their children.
- **Human Resources:** Terry reported that despite the record low unemployment rate and resultant tight labor market, traditional and non-traditional efforts to fill the agency's six vacant positions are ongoing.
- **Comprehensive Improvements:**
 - Scattered Sites:** Terry reported forum architects has completed the project manual and drawings for phase IV of the bathroom remodel and is scheduled for public bid opening on August 9, 2019. This phase will include up to 16 units in the area of Laramie, Vermont and Waurika streets.

The security camera installation in Banneker heights is still in infrastructure stage, new power and data lines are being trenched to existing, and new lighting locations.

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

Washington Gardens: Terry reported the roof replacement project is nearly half way complete and continues to proceed as scheduled.

Preparation and planning for the Head Start program continues and work is expected to begin shortly.

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

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

COCC: Terry reported we are still waiting for the 2019 Emergency Safety & Security Grant award announcement.

A separate grant opportunity to cover the cost of newly required carbon monoxide detectors is expected to be announced this summer. Once announced, we will be submitting our application for funding to install a carbon monoxide/smoke detector combination device in all applicable units.

- **Housing Choice Voucher Program:** Terry reported for the month of June 2019 there were 57 Annual Certifications Completed, 54 Interim Certifications Completed, 8 Unit transfers, 14 New Admissions and Absorbed Incoming Portabilities, 2 End of Participations, 17 Applications Remaining in Process, 685 Lease Up on the Last Day of the month and has 94% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 71 participants in which 43 participants are currently employed, 5 participants have enrolled in Job Training programs, 9 participants are enrolled in continuing education programs, and 18 participants are disabled, 24 participants are currently earning escrow, \$7,062 of earned escrow funds in July and \$106,469 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of June is 99.01%, Washington Garden Occupancy rate for the month of June is 95.36%, Waterfall Occupancy rate for the month of June is 98.41%, Scattered-Sites Occupancy rate for the month of June is 95.92% and Riverside Occupancy rate for the month of July is 98.64%. Terry went on to say Public Housing's overall Occupancy rate for the month of June 97.30%. Terry stated for the month of June Public Housing received 62 applications, 40 mailed interview letters, 34 applications are in processing status, 6 applications were approved, 3 were denials, 35 were withdrawn, 0 were domestic violence applications and 2 were homeless applications. Terry reported there were 13 new admissions and 13 move outs for the month of June.
- **Maintenance:** Terry reported for the month of June there were 13 move-outs received and 10 were completed, 3 emergency requests received and completed, 320 tenant requests for work orders were received and 311 completed; and there were 39 annual inspections received and completed, totaling 363 completed work orders.
- **Financial Reports and Write-Offs:** Chris Kinnard announced for the month of May, Rosedale High-rise earned \$28,212.85 in Revenue and \$28,194.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$35,750.94 in Expense without depreciation, giving Rosedale High-rise a profit for the month of May totaling \$20,655.91. Chris Kinnard reported Rosedale High-rise had a profit year to date of \$10,025.87.

Chris Kinnard announced for the month of May Washington Gardens earned \$16,931.39 in Revenue and \$136,752.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$88,481.90 in Expense without depreciation, giving Washington Gardens a profit for the month of May totaling \$65,201.49. Chris Kinnard reported Washington Gardens had a profit year to date of \$14,488.07.

Chris Kinnard announced for the month of May, Waterfall High-rise earned \$32,486.00 in Revenue and \$33,447.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$45,092.96 in Expense without depreciation, giving Waterfall High-rise a profit for the month of May totaling \$20,840.04. Chris Kinnard reported Waterfall High-rise had a profit year to date of \$7,082.59.

Chris Kinnard announced for the month of May, Scattered Sites earned \$10,774.81 in Revenue and \$69,056.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$39,680.15 in Expense without depreciation, giving Scattered Sites a profit for the month of May totaling \$40,150.66. Chris Kinnard reported Scattered Sites had a profit year to date of \$17,262.02.

Chris Kinnard announced for the month of May, Riverside High-rise earned \$33,108.92 in Revenue and \$25,088.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$44,219.19 in Expense without depreciation, giving Riverside High-rise a profit for the month of May totaling \$13,977.73. Chris Kinnard reported Riverside High-rise had a profit year to date of \$3,019.18.

Chris Kinnard announced for the month of May, COCC earned \$113,960.90 in Revenue. Chris Kinnard went on to say COCC had \$125,149.20 in Expense without depreciation, giving COCC a loss for the month of May totaling \$11,188.30. Chris Kinnard reported COCC had a loss year to date of \$13,617.43.

Chris Kinnard announced HCV has a profit from Operations, year to date of \$34,309.80.

❖ **Old Business - FYE 2019- Final Report**

Chris Kinnard announced for the fiscal year ending 2019, Rosedale High-Rise earned \$587,348.41 in revenue and \$496,523.86 in expense. Chris Kinnard went on to say Rosedale High-Rise was at a profit of \$90,824.55 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$320,633.98.

Chris Kinnard announced for the fiscal year ending 2019, Washington Gardens earned \$1,292,658.05 in revenue and \$956,663.08 in expense. Chris Kinnard went on to say Washington Gardens was at a profit of \$336,024.97 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$375,324.68.

Chris Kinnard announced for the fiscal year ending 2019, Waterfall earned \$711,055.38 in revenue and \$637,481.69 in expense. Chris Kinnard went on to say Waterfall was at a profit of \$73,573.69 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$232,450.64.

Chris Kinnard announced for the fiscal year ending 2019, Scattered Sites earned \$670,217.71 in revenue and \$458,517.52 in expense. Chris Kinnard went on to say Scattered Sites was at a profit of \$211,700.19 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$651,965.63.

Chris Kinnard announced for the fiscal year ending 2019, Riverside earned \$728,136.65 in revenue and \$595,854.56 in expense. Chris Kinnard went on to say Riverside was at a profit of \$132,282.09 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$671,509.30.

Chris Kinnard announced for the fiscal year ending 2019, COCC earned \$1,436,102.60 in revenue and \$1,585,843.66 in expense. Chris Kinnard went on to say COCC was at a loss of \$149,741.06 for fiscal year ending 2019. Chris Kinnard stated Operating Reserves for fiscal year ending 2019 is \$1,244,949.19.

Chris Kinnard announced HCV has a profit from Operations for fiscal year ending 2019 of \$4,080.90.

❖ **New Business**

- No new business at this time


❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeva Adams without any objections, declared the July 18, 2019 Board of Commissioners' meeting adjourned at 5:01PM.


JeNeva Adams, Commissioner
August 29, 2019


Terry Walker, Executive Director (cmk)