

REGULAR BOARD MEETING
Elkhart Housing Authority
August 18, 2016

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, August 18, 2016 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: Cory White, Lefate Owens, Len Paff, Margaret Owens.

Staff members present: Kim Sindle, Chris Kinnard, Christine Tack, Milton Banks, Mitch Craven, Ann Washington, Julia Henry, Todd Fielder, and Terry Staner.

Audience members present: Resident Sharon Lecount (Riverside High-rise, Apt 221).

❖ **Roll Call**

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

❖ **Audience Concerns**

Sharon Lecount announced the parking lot lights were out at Riverside High-Rise. Sharon also reported homeless people were living in the park near the building. Milton Banks, Director of Maintenance, stated six lights would be replaced tomorrow. Milton reported the lights were on order and just arrived, but more need to be ordered to complete the job. Kim told Milton to place the order for more lights. Kim stated he would call Mayor Neese's office to report the homeless people.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — July

Commissioner Lefate Owens motioned to approve the minutes from the July 21, 2016 meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the July 21, 2016 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — July

Commissioner Len Paff motioned to approve the vouchers for July 2016. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the July 2016 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there was one new hire for the month of July, Sylvia DeVincent, as Intake Specialist for Public Housing. Kim stated there was one reassignment, Clarissa Jackson was moved from the Public Housing Intake Specialist position to the position of HCV Intake/Interim Specialist. Kim announced there were two separations: Felicia Coleman, Custodian at Waterfall High-Rise, and Andria Rios, HR Float.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported there is no work at this time. Kim announced bathroom updates will begin within the next 60 days. Kim reported the tentative cost will be about \$10,000.00 to \$12,000.00 per bathroom. Kim said the bathroom work will begin on Malcolm Drive.

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

Washington Gardens: Kim reported Washington Gardens is still in the planning stages with the security camera installations. Kim said the architect hired a specialist to come out and discuss the project, there have been two meetings discussing placement of the cameras. Kim reported the Police Chief has been contacted to inquire if there are any special areas or lay out plans that may help the Police Department. Kim stated the installation of the new security camera system is a very expensive project and will probably use all of the \$250,000.00 Safety and Security Grant money awarded to the Elkhart Housing Authority.

Waterfall High-Rise: Kim reported the Housing Authority is currently replacing another leaking domestic water riser at Waterfall High-Rise. Kim stated work will begin soon on replacing all interior doors, closet doors, and pantry doors at Waterfall High-Rise.

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

COCC: Kim reported the deadline is drawing near for the Elevator Service Request for Proposal (RFP). Kim stated the Elevator Service contract is one of the largest contracts for the Elkhart Housing Authority.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of June, showing HCV is at 98% occupancy with 714 units leased up.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 97 clients. Kim stated six new participants joined the program, and two participants were terminated or withdrew from the program. Kim announced 22 participants are disabled, 23 participants are enrolled in college or training programs, 50 participants are currently working, and 27 participants are currently earning escrow. Kim stated the FSS clients earned \$6,257.00 in escrow payments for July and the current escrow balance is \$85,360.00.
- **Public Housing:** Kim reported the occupancy rate for Public Housing is at 93.86% for the month of July and 94.20% for the fiscal year to date. Kim stated 75 applications were received in July. Kim reported there were 18 new admissions. Kim said there were 27 move-outs in July, four of those were for criminal activity. Kim stated the total number of recent move outs in Washington Gardens due to criminal or mischievous activity is 18. Kim announced with the communication lines opened, such as tip lines and twitter, and with the hard work of the Washington Gardens' Asset Manager, Julia Henry, Washington Gardens has been cleaned up quite a bit.
- **Maintenance:** Kim reported for the month of August there were 27 move-outs received and 15 completed. Kim announced there were 3 emergency work orders received and completed; 365 tenant requests for work orders were received and 348 completed; and there were 25 annual inspections received and completed, totaling 391 completed work orders. Kim reported the Maintenance Director, Milton Banks, added move out numbers by development and by bedroom size in the COMMENTS area of the report.
- **Financial Reports And Write-Offs:** Kim announced Chris Kinnard, Director of Finance, has created a cover sheet summary page for the Financials to make an easier read for the Board members. Kim reported he gave Chris permission to revert back to the original system-generated Financial reports that at one-time were in use. Kim, after stating the system-generated reports are easier to read and understand, gave Chris the floor.

Chris reported the system-generated reports cannot be manipulated and that is why she chose to use them. Chris, referring to the actual Financials report, pointed out the first column is the month of June's actual operating revenue and expenditures. Chris stated the second column is the actual budget allotted for the month of June. Chris pointed out that on this report any losses will have parenthesis around them, which is a little different than what the Board is used to. Chris stated parenthesis take on a negative connotation. Chris reported the variance column tells whether or not there is a loss or a profit, for the month and for the year-to-date. Chris stated there is also a column for the year-to-date actual and the year-to-date budget. Chris reported the year-to-date, at this moment, is the first quarter of the fiscal year which includes April, May, and June. Chris went on to say as certain things happen that are important for the Board to know, she will incorporate them on the cover sheet. Chris reported this should give the Board an oversite of how the Elkhart Housing Authority is doing in an easy to read format.

Chris, referring to the actual reports themselves, reported there are many pages of expense lines on each report that are pretty detailed. Chris informed the Board, pointing out on 261-Rosedale's report on page 4, up to this point the report tells us the report total is from operations only, there are no HUD subsidies incorporated into the report total at this stage. Chris stated this report gives us our numbers and tells us day-to-day how we are doing financially. Chris reported, pointing out on 261 Rosedale's report on page 5, the report shows us the revenue coming in to Rosedale, which includes HUD's subsidies. Commissioner Cory

White asked Chris to change the title on the cover sheet to read Elkhart Housing Authority Financial Comments – *Year-To-Date* June 2016 and Chris said she would.

Commissioner Cory White asked if we meant to budget a negative amount for Washington Gardens' Year-To-Date Budget (the \$118,594.01 on page 5 of Washington Gardens' Financials report). Chris responded yes. Commissioner White asked if the loss would be corrected with an infusion of Capital Fund monies and Chris stated it will. Chris reported originally when the budget was done the roofing and HVAC projects were scheduled to drawn in Capital Fund monies to shore up the Year-To-Date actual, but now the Safety and Security Grant award of \$250,000.00 will be used. Kim reported the Safety and Security Grant will be used to shore up the bottom line, roofs will be done on an as needed basis, and the rest of the Capital Fund monies will be used for future lean times. Kim reported there are two problem properties: Washington Gardens and Waterfall. Kim stated through training it was learned that if 40% of a properties occupancy are paying customers, then their cash flow is good. Kim went on to say at the properties of Washington Gardens and Waterfall, the Housing Authority does not have that many cash paying customers in the buildings. Kim stated that is why Capital Fund Program monies are infused into the two properties every year through the use of Capital Fund projects.

Kim reminded the Commissioners the goal of both the Housing Authority and HUD is to ensure each property makes, at least, a \$1.00 profit at year's end. Kim said this enables the Housing Authority to collect asset management fees for those properties which helps out the Central Office. Kim reported if a large profit is made at the developments, the Housing Authority moves the money into a savings account in order to buy CD's, which then are used in the future as the reserve funds used in lean times.

Commissioner Cory White reported the average market price of a house in Elkhart County went up 9.2% in 2016. Commissioner White went on to say there is no inventory of homes in the price range of \$120,000.00 to \$180,000.00 on the market, so putting any homes in this range on the market results in the sale within 24 hours. Commissioner White stated due to huge demand, no inventory, and competition from buyers, the homes that were once rentals for the last five or ten years are now owner-occupant properties, and have been taken off the market. Commissioner White reported this cuts away from the rental pool. Commissioner White went on to say that one of his associates runs a Facebook group with 13,000 members called Elkhart County Homes and Apartments for Rent. Commissioner White reported when an apartment is posted on their Facebook page, they receive 100 responses within six hours. Commissioner White stated the owner of one of the larger Realty firms out of Indianapolis is opening a Property Management wing, which is a huge indicator of a larger opportunity for investment in the rental portfolios. Commissioner Cory White said his Realty firm owns a Real Estate School in Indianapolis and the hottest trending topic that people want continuing education for was for Property Management licenses. Commissioner White stated with all factors combined, he believes the Housing Authority will see a strong demand for their services from tenants who can afford to pay. Commissioner Margaret Owens asked if the Housing Authority ever increased rents. Kim stated no, HUD has fixed rent at 30% of adjusted income. Kim reported one avenue Housing Authorities are looking at, in the near future, HUD is going to allow the minimum rent to be raised from \$50.00 to \$100.00.

Using the data from the cover sheet, Chris reported Rosedale High-Rise is showing a loss from operations of \$5,084.84. Chris stated when she adds the annualized asset fee of \$10,200.00, Rosedale actually has a profit of \$5,115.16.

Chris reported Washington Gardens is showing a loss from operations of \$92,460.29. Chris stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$157,539.71

Chris reported Waterfall High-Rise is showing a loss of \$22,388.12 from operations. Chris stated when she adds the annualized asset fee of \$12,700.00, Waterfall will have a loss of \$9,688.12. Chris reported Capital Fund Program monies will be added to replace a Riser and that should help due to the fact the riser replacement will cost approximately \$60,000.00. Chris announced replacement of interior, closet, and pantry doors will also help the bottom line at Waterfall when that work begins.

Chris reported Scattered Sites is showing a loss from operations of \$33,847.76. Chris announced there will be some bathroom remodels, adding Capital Fund monies of \$28,000.00 to Scattered Sites. Chris stated

when the Asset Management fee of \$9,800.00 is added back in, Scattered Sites will still have an estimated profit of \$3,952.24.

Chris reported Riverside High-Rise is showing a loss from Operations of \$22,898.14. Chris stated when the Asset Management fee of \$14,700.00 is added back, Riverside High-Rise will have an estimated loss of \$8,198.14. Chris stated she will be looking into this figure to make sure revenue was put where it should be.

Chris reported the COCC is currently showing a profit of \$89,825.46 from operations. Chris stated when the Annualized Asset fee of \$47,400.00 is added back in, the COCC will have an estimated profit of \$42,425.46.

Chris reported Housing Choice Voucher has a \$42,333.65 profit from operations.

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

❖ **Old Business**

Discussion - Commissioner Moreno's Washington Gardens Update

Kim announced Commissioner Jason Moreno would not be attending tonight's meeting. Kim introduced Washington Garden's Housing Manager, Julia Henry, to give an update on current events at Washington Gardens. Julia reported she held an impromptu meeting recently, reaching out to the parents and children of Washington Gardens before the start of school. Julia stated she wanted to open the lines of communication. Julia reported meeting with Mae Sims of the Elkhart Community School System, in order to strengthen the partnership the Housing Authority has with them. Kim reported the Elkhart Housing Authority has begun working with the Elkhart Community School system, helping with their pre-school program, which uses the Washington Gardens' community building for a pre-school socialization and learning program for the community children, ages 2 to 5 years old, in order to ready them for kindergarten.

Julia reported she would like to begin work with the Free Will Library Organization before fall begins. Julia explained area residents would have access to a wonderful library from which they may choose all types of reading material from. Julia stated she discussed her plans with Mae Sims and Mae offered resources for book donations. Commissioner Len Paff asked what type of book donations are needed. Julia said she will take any type of books or magazines, there are no restrictions.

Julia reported her new Recertification Specialist, Deb Stoffer, has brought a lot of great ideas to the table, one of which is the creation of a newsletter to keep lines of communication open with Residents, helping to create goodwill. Julia said Residents appreciate all the hard work done by the Public Housing staff.

Julia announced there will be a job fair in the community building on September 30, 2016. Julia reported she is partnering with Taresa Walker of the Family Self-Sufficiency Program department, who will provide the resources to come in, such as Work One. Julia stated there will be a few employers attending also. Julia announced she is reaching out to Goodwill to help with training programs. Julia said the job fair will be open to the whole community. Julia's goal is to change the way tenants think in terms of employment, in order to hold tenants more accountable and responsible for their livelihood, hopefully turning around some of the deficits in Washington Gardens.

Commissioner Margaret Owens asked how the job fair would be advertised. Julia stated advertising will be done via posted flyers by the Elkhart Housing Authority and all non-tenant participants, news stations and newspapers will be contacted, posts on social media and on the Housing Authorities website. Julia reported Taresa Walker thinks WNIT does some free advertising for agencies like the Housing Authority.

Julia announced she has a formal meeting set up with the Tolson Center to gain knowledge about exactly what the Tolson Center does for the community. Julia said she will be included in a few upcoming events the Center is sponsoring, for example, there is an upcoming meeting on Diabetes Wellness that may benefit some of the Housing Authority tenants. Kim reported the Elkhart Housing Authority is doing a lot to work with the community. Kim stated the Housing Authority is also partnering with the Minority Health Coalition to bring in health fairs.

Commissioner Lefate Owens asked the Housing Authority to keep an eye on the unguarded crossings the children of Washington Gardens encounter on their walk home from Roosevelt to Tolson Center and then on home in Washington Gardens.

❖ **New Business**

Angelica Hatchett Resigns From Board Of Commissioners

Kim announced that Angelica Hatchett has resigned from the Elkhart Housing Authorities Board of Commissioners due to the fact she has taken a position at the Housing Authority. Kim stated Angelica will be working at Rosedale High-Rise and he welcomes her on board. Kim said Angelica worked for the Elkhart Housing Authority in the past and she is a very good employee.

Exhibit D/Discussion – FSS Coordinator Position 2016 Award

Kim reported the Elkhart Housing Authority has been awarded the grant for the FY 2016 Family Self-Sufficiency (FSS) Program in the amount of \$86,540.00. Kim stated the HCV Director, Christine Tack, worked very hard at writing the grant, which funds two positions, FSS Program Coordinators, at the Elkhart Housing Authority.

Exhibit E/ Resolution 16:06 ACOP Revision Approval

Kim reported Resolution 16:06 is for the approval of an ACOP Revision detailing who would be considered immediate family, in regards to Repayment Agreements.

Commissioner Margaret Owens motioned to approve Resolution 16:06. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 16:06.

Discussion – Smoking Ban

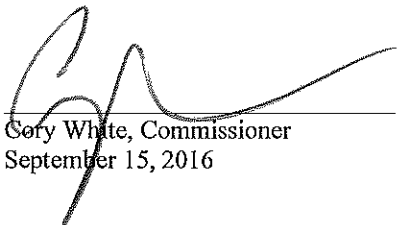
Commissioner Margaret Owens asked for an update on the proposed smoking ban. Kim reported the Elkhart Housing Authority is waiting on guidance from HUD to tell the Housing Authority exactly what to do on the smoking reform.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the August 18, 2016 Board of Commissioners' meeting adjourned at 5:26 PM.


Cory White, Commissioner
September 15, 2016


Kim Sindle, Executive Director