

REGULAR BOARD MEETING  
Elkhart Housing Authority  
June 23, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, June 23, 2022, in person and via Conference call.

**Board Members present:** Dan Boecher, Margaret Owens, Kristen Smole, Helenia Robinson, and Synthia Billings

**Staff members present:** Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Erik Mathavan, Renee Richardson, Charlotte Pettis, Todd Fielder, Amy Gonzalez, and Morgan Gibson

**Audience members present:** Jennifer Perrou

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — May 26, 2022, Regular Meeting**

Commissioner Cynthia Billings motioned to approve the minutes from the May 26, 2022, regular meeting. Commissioner Dan Boecher seconded the motion. All Commissioners present unanimously voted to approve the May 26, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — May 26, 2022**

Commissioner Billings motioned to approve the May 26, 2022, vouchers. Commissioner Boecher seconded the motion. All Commissioners present unanimously voted to approve the May 26, 2022, vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Angelia reported 2 new hires, Renee Myers-Richardson, (Property Manager), Tasha Andrews, (Recertification Specialist), 1 Milestone, David Cole Hay, (5 years of service), and 1 end of employment, Larry Utley.

- **Comprehensive Improvements:**

**Scattered Sites:** ServPro commenced work on burn unit 1307 Moffat Lane with a target completion date of mid-August.

**Riverside Terrace:** No work, during this time.

**Washington Gardens:** Continued work on the north and south playground with a possible completion date of June 24 pending timely delivery of the turf.

**Waterfall High-Rise:** No work, during this time

**Rosedale High-Rise:** ServPro continued work on burn unit #608 with a target completion date of late June pending timely delivery of the window and kitchen cabinet.

COCC: No work, during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of May, 54 Annual Certifications were completed, 50 Interim Certifications Completed, 0 Unit transfers, 6 New Admissions and Absorbed Incoming Portabilities, 8 End of Participations, 84 Applications Remaining in Process, 634 Lease Ups on the last day of May and 87% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 60 participants of which 37 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 4 participants are attending college, 2 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 18 participants are currently earning escrow, \$7,137 earned in escrow funds in May, and \$87,444.56 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of May is 98.02%, Washington Gardens Occupancy rate for the month of May is 96.39%, Waterfall Occupancy rate for the month of May is 95.24%, Scattered-Sites Occupancy rate for the month of May is 98.98% and Riverside's Occupancy rate for the month of May is 95.24%. Angelia went on to say Public Housing's overall Occupancy rate for the month of May is 97.18%. She also stated that public housing received 84 applications, mailed 230 orientation letters, were processing 56 applications, approved 4 applications, denied 4 applications, and 45 applications were withdrawn. We received 12 homeless applications and 14 application(s) were approved and waiting for an available unit. Angelia reported there were 16 new admissions and 13 move-outs in May. Angelia informed the board that the units that we currently have on maintenance hold are due to not having any refrigerators. She stated that we ordered refrigerators and stoves in April, and we just got a shipment of refrigerators delivered but the stoves will not arrive until September.
- **Maintenance:** Angelia reported that 13 move-outs were received and 7 were completed, 6 emergency requests received and completed, 282 tenant requests received and 275 completed; and there were 34 annual inspections received and 17 completed, totaling 305 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of May, Rosedale high-rise earned \$31,485.00 in Revenue and \$18,009.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$59,672.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of May in the amount of \$10,178.00. The previous past due rent was \$2,393 and the current past due rent is \$530. The decrease in past due rent is \$1,863.

Jessica announced for the month of May, Washington Gardens earned \$13,747.00 in Revenue and \$86,362.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$104,413.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of May in the amount of \$4,304.00. The previous past due rent is \$9,700 and the current past due rent is \$6,835. The decrease in past due rent is \$2,865.

Jessica announced for the month of May, Waterfall high-rise earned \$30,545.00 in Revenue and \$22,927.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$57,242.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of May in the amount of \$3,770.00. The previous past due rent is \$8,559 and the current past due rent is \$6,017. The decrease in past due rent is \$2,542.

Jessica announced for the month of May, Scattered Sites earned \$15,335.00 in Revenue and \$41,905.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$58,297.00 in

Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of May in the amount of \$1,057.00. The previous past due rent was \$3,207 and the current past due rent is \$612. The decrease in past due rent is \$2,579.

Jessica announced for the month of May, Riverside high-rise earned \$33,829.00 in Revenue and \$22,932.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$51,489.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of May in the amount of \$5,272.00. The previous past due rent is \$4,294 and the current past due rent is \$612. The decrease in past due rent is \$3,682.

Jessica announced for the month of May, COCC earned \$75,813.00 in Revenue. Jessica went on to say the COCC had \$105,939.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of May in the amount of \$(30,126.00).

Jessica announced HCV had a loss for the month of May, in the amount of \$80,021.00. Jessica informed the board that for HCV, the EHA does not get to hold onto the reserves, HUD does so if they overpay us for a few months, they will underpay us to keep it even. She stated that next month she would be reporting on the fiscal year-end budget as well. Commissioner Smole asked Jessica why we have such a substantial increase in past due rent at Scattered Sites. Jessica stated that the amps have been rotating and it seems like there is a different one each month, but they are still receiving applications for assistance. Commissioner Smole asked Jessica to send her a link to the website for housing assistance. Jessica said we are seeing a loss across the sites, but it is a small loss. She said we did raise our fee for service to try to get some more money into our cost center. She said our amps are doing well with the reserves.

❖ **Old Business:**

• **Legal Services Update**

Angelia stated that we will have to restart the process, she said that they inadvertently omitted mandatory HUD forms from the packets that were distributed. She said she hopes to have the proposals returned by the August board meeting. Commissioner Smole stated that she thinks it would be best if they got it done as soon as possible because it has been difficult to find legal services. Angelia stated that they will send the request for the HUD forms to the same three attorneys that originally responded. Commissioner Smole asked if you must legally repost it. Angelia stated no. Commissioner Smole asked if we could have that info by the July board meeting. Angelia stated that she would try.

• **REAC**

Angelia stated that she was notified by the HUD Indianapolis field office that they will need to reinspect Washington Gardens due to the score it received prior to the COVID-19 pandemic. She said that this consists of a HUD inspector coming out to assess the property. Commissioner Smole requested an old report from Angelia so that the commissioners can see the differences between the old and new reports. Angelia stated yes and she will also send her the current REAC scores for all the properties.

Commissioner Billings asked about the status of the parking lot repaving at Riverside. Angelia stated that we have only completed our independent cost estimates. She said that this project has not been bid out yet. She said we have other projects ahead of this one, but it will be next in line. Erik stated that he ran the numbers, and he only needs to talk to Angelia about it. Angelia stated that it is a top priority. Commissioner Smole asked to be provided with an update next month. Commissioner Billings also asked Angelia about getting a copy of the ACOP. Angelia stated that she emailed everyone a copy. Commissioner Smole said she received a copy, but it went to her spam folder. She said she thinks that happened because it was such a large file.

Angelia asked Commissioner Billings to check her spam folder and if she has not received it, she will send it again.

- **Board Training**

Angelia stated that she spoke with former HUD official Sieg and she has agreed to come to town to facilitate board training during the last week of August. She said she is meeting with her on Monday to discuss when she would like to come. She said it is more expensive to travel on the weekends and she does not want the commissioners to have to give up their weekends. Commissioner Smole asked Angelia to inform her as soon as she had the dates so she can make arrangements. Angelia said she would try to schedule it on a Thursday and Friday.

- **ACOP Policy**

Angelia asked if everyone received a copy of the ACOP policy and if anyone had any questions or concerns about it. Commissioner Boecher asked Angelia when she sent it out. She stated that she sent it after the last board meeting. He informed Angelia that he checked his spam folder, however, he did not receive a copy of the ACOP policy. Angelia stated that she will resend it. Commissioner Smole suggested sending it in two parts. Angelia said she would send everyone a zip file.

- ❖ **New Business:**

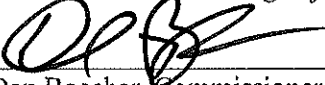
- **Goodwill**

Angelia informed the commissioners that she attached a flyer with the board packet about the Goodwill event that was held at the EHA. She said the purpose of this event was to educate people in the community about services that they might not be aware of. She said we had a good turnout. She stated that Heart City Health Center participated, and the fire department brought their safe house for the kids to explore. She said that we look forward to our continued partnership with Goodwill and the other community agencies. Commissioner Smole said she heard great things and that the EHA were great hosts. She congratulated all staff that assisted with the event.

- ❖ **Handouts: None**

- ❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the June 23, 2022, Board of Commissioners' meeting adjourned at 4:57 P.M.

  
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Dan Boecher, Commissioner  
July 21, 2022

  
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Angelia M. Washington, Executive Director