

**REGULAR BOARD MEETING
Elkhart Housing Authority
May 21, 2020**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, May 21, 2020, via Conference call.

Commissioners present: JeNeva Adams, Lafate Owens Sr., Margaret Owens, Tamara Holmes, Kristen Smole, and Dan Boecher

Staff members present: Todd Fielder, Clarence Jones, Mitch Craven, Taresa Walker, Ann Washington, Christine Tack, Jessica Bouie, Becky Worth and Teri Ivory

Audience members present: No audience members present

Roll Call Commissioner JeNeva Adams called the meeting to order. Teri Ivory called roll to verify.

❖ **Audience Concerns:** None at this time

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — April 16, 2020 Regular Meeting

Commissioner Margaret Owens motioned to approve the minutes from the April 16, 2020 regular meeting. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the April 16, 2020 regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — April 16, 2020

Commissioner Margaret Owens motioned to approve the vouchers for April 16, 2020. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the April 16, 2020 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Ann reported 1 new hire, Anthony McNeary (General Maintenance Technician) and 1 Milestone, Executive Director, Terry Walker has been employed with the Elkhart Housing Authority for 35 years.

• **Comprehensive Improvements:**

Scattered Sites: Ann reported No work, at this

Riverside Terrace: Ann reported no work at this time

Washington Gardens: Ann reported the roofing project begun and workers have been installing barriers around their work area not only for resident safety from debris, but to maintain proper distancing.

We recently submitted and presented on a grant application to The Community Foundation of Elkhart County for funding to fully renovate the Washington Gardens Community Building. An award of \$187,000 was granted for the first phase of renovations. This will expand the Head Start program from 20 students to 40. Notice of the Grant Review Committee's decision was received on April 17, 2020

Waterfall High-Rise: Ann reported we are still waiting for HUD's determination on our FFY20 Emergency & Disaster Funding grant application. If awarded, this funding will be used to replace both elevators.

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

COCC: Ann reported we received our 2020 CFP funding and we will immediately start a new series of upgrades for our residents.

- **Housing Choice Voucher Program:** Ann reported for the month of April 2020 there were 59 Annual Certifications Completed, 110 Interim Certifications Completed, 4 Unit transfers, 1 New Admission(s) and Absorbed Incoming Portability's, 2 End of Participations, 25 Applications Remaining in Process, 710 Lease Up on the last day and 98% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Ann reported the Family Self Sufficiency program is currently serving 67 participants in which 36 participants are currently employed, 1 participant had enrolled in a Job Training program, 4 participants are enrolled in GED/HSE education programs. 14 participants are attending college, and 17 participants are disabled, and 13 participants are currently earning escrow, \$4,135 earned in escrow funds in April and \$93,532 total current escrow balance.
- **Public Housing:** Ann reported Rosedale's Occupancy rate for the month of April is 99.01%, Washington Gardens Occupancy rate for the month of April is 96.91%, Waterfall Occupancy rate for the month of April is 97.62%, Scattered-Sites Occupancy rate for the month of April is 98.98% and Riverside's Occupancy rate for the month of April is 99.32%. Ann went on to say Public Housing's overall Occupancy rate for the month of April 98.20%. Ann stated for the month of April Public Housing received 118 applications, 20 mailed orientation letters, 4 applications are in processing status, 14 applications were approved, 16 were denials, 12 withdrawn applications, 10 were homeless applications and 18 applications were approved and waiting. Ann reported there were 10 new admissions and 6 move outs for the month of April.
- **Maintenance:** Ann reported for the month of April there were 6 move-outs received and 6 were completed, 9 emergency requests received and completed, 150 tenant requests received and 150 completed; and there were 33 annual inspections received and 0 completed, totaling 198 completed work orders.
- **Financial Reports and Write-Offs:** Becky Worth announced for the month of March, Rosedale High-rise earned \$29,127 in Revenue and \$17,235 in Operating Subsidy Revenue. Becky Worth went on to say Rosedale High-Rise had \$33,391 in Expense without depreciation. Becky Worth reported Rosedale High-Rise had a profit year to date of \$60,190.

Becky Worth announced for the month of March Washington Gardens earned \$15,534 in Revenue and \$86,984 in Operating Subsidy Revenue. Becky Worth went on to say Washington Gardens had \$61,040 in Expense without depreciation. Becky Worth reported Washington Gardens had a profit year to date of \$241,357.

Becky Worth announced for the month of March, Waterfall High-Rise earned \$29,687 in Revenue and \$23,587 in Operating Subsidy Revenue. Becky Worth went on to say Waterfall High-rise had \$49,627 in Expense without depreciation. Becky Worth reported Waterfall High-Rise had a profit year to date of \$81,422.

Becky Worth announced for the month of March, Scattered Sites earned \$13,925 in Revenue and \$41,356 in Operating Subsidy Revenue. Becky Worth went on to say Scattered Sites had \$23,107 in Expense without depreciation. Becky Worth reported Scattered Sites had a profit year to date of \$219,936.

Becky Worth announced for the month of March, Riverside High-Rise earned \$36,495 in Revenue and \$23,112 in Operating Subsidy Revenue. Becky Worth went on to say Riverside High-Rise had \$27,543 in Expense without depreciation. Becky Worth reported Riverside High-Rise had a profit year to date of \$213,326.

Becky Worth announced for the month of March, COCC earned \$90,381 in Revenue. Becky Worth went on to say the COCC had \$109,592 in Expense without depreciation. Becky Worth reported COCC had a loss year to date of \$60,003.

Becky Worth announced HCV has a profit from Operations, year to date of \$183,496.

❖ Old Business

1. List of expenditures causing negative year to date total for the COCC for the month of February added to the Financials.
2. Information on how HUD arrives at PHA's scores will be delivered to Commissioners on May 22, 2020
3. Update on guest restrictions for Development
 - Following last month's Board Meeting notices went out to residents regarding the Elkhart Housing Authorities requirements for social distancing.
 - Managers are ensuring that the social distancing requirements are adhered to.
 - Residents are also calling in with names and apartment numbers of those they felt were attempting to ignore the policy. Ann states overall staff and residents are doing a great job with social distancing as much as possible.

❖ **New Business**

- **COVID-19 Reopening Considerations**

Governor Holcomb's back on track Indiana has professional offices projected to open on June 14. However, we will wait and follow the Boards guidance as far as opening procedures. Until then, we will continue to follow all safeguards as much as possible. In the meantime, Ann states that our agency has been trying to become more aware of best practices by communicating with other businesses and participating in conference calls with other Housing Authorities across Indiana.

Keeping safety in mind, the Elkhart Housing Authority has ordered portable sneeze guards to modify employee's personal work areas. Personal protective equipment has been ordered along with hand sanitizer stations and we are currently working with the Elkhart Police station to obtain thermometers.

Handouts

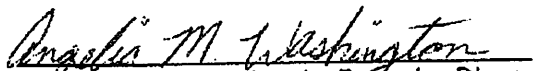
- NAHRO Monitor
Commissioner Adams encourages all Commissioners to take part in the trainings that are available.
- Family First Coronavirus Response Act (Cares Act)

❖ **Adjournment**

Commissioner Lefate Owens Sr. without any objections, declared the April 16, 2020 Board of Commissioners' meeting adjourned at 5:45pm.



Dan Boecher, Commissioner
June 18, 2020


Angelia Washington, Interim Executive Director