

REGULAR BOARD MEETING
Elkhart Housing Authority
March 27, 2025

The Board of Commissioners for the Housing Authority, City of Elkhart, met in regular attendance at 4:30 p.m. on Thursday, March 27, 2025.

Board Members present: Willie Brown, Kristen Smole, Loria Mayes, Dan Boecher, Helenia Robinson, and Cynthia Billings

Board Members present via dial-in: None.

Staff members present: Angelia Washington, Erik Mathavan, Todd Fielder, Julie Stebbins, Alicia Kimble, Nekisha Roberson, Tiphany Travet, Olesia Melnyk, Danielle Gilbert, Davan Newton, and Morgan Gibson-Day.

Harris Law Firm Attorney present: Jewell Harris

Audience members present: Desiree & Kenny Clark, Eunice DeMorrow, Linda Quick, Richard Nussbaum, Victoria Hayes, Sherry Detwiller, Dawn Miller, Annette Thompson, Helen Dunbar, Sharon LeCount, Andrea Kupetz, Tim Runner, Beverly Otis, Debra Webster, Ken Robinson, Brenda Harris, Jimmie Porter, Brenda Everette, Brenda Porter, Gary Burton, Janet Miller, Dan Gowen, Maria Schultz, James Walker, Pat Stuart, and Dennis Runner.

- ❖ **Audience Concerns:** Riverside resident Tim Runner stated that he has developed respiratory problems from dust, cigarette, and marijuana smoke that he's exposed to in the building.

Riverside Resident Beverly Otis stated that she has safety concerns due to the shootings and other residents propping the door for the homeless.

Riverside resident Jimmy Porter stated that he has no weather stripping and a high electric bill.

Riverside resident Ken Clark stated that he needs a new door and weather stripping. He said that late at night people push his buzzer continuously.

Riverside resident Annette Thompson stated that Riverside needed full-time security and a manager who was always on site.

Riverside resident Dawn Miller stated that a non-resident knocked on her door for over 15 minutes late at night.

Riverside resident Linda Quick stated that the heaters are outdated, and her light bill is excessive. She further stated that a security guard was beaten up and there are more homeless than residents at Riverside. She said that the homeless are coming in using laundry facilities and making the building dirty.

Riverside resident Sharon LeCount stated that her unit is always cold, and her light bill is too high.

Riverside resident Maria Schultz stated that she is moving out due to mold and the main sewer line always being clogged. She said that she has reported her concerns 4 times to maintenance. She further stated that her thermostat does not work and when she reported it, she was told to purchase one.

Riverside resident Debra Webster stated that the hallways are too cold, her thermostat needs replacing and her light bill is very high even though she is always cold.

Waterfall resident Ken Robinson stated that there are a lot of unauthorized animals living in the Waterfall building. He said that they move in without animals and after they have signed their leases, they bring in dogs. He further stated that staff is not informing the executive director when things are going wrong at the high rises. He said that things are being leaked from employees to other tenants. He also stated that when people get evicted, they don't leave, they go to other units or sleep in the TV room.

Riverside resident Grace Brubaker stated that the electric company cannot check the meters to verify their usage, her light bill is very high despite her being at work for the majority of the day. She also stated that evicted tenants are not leaving, they are moving in with other residents.

Riverside resident Sherry Detwiller stated that her light bill is very high, her door has gaps that allow cold air to blow through. She said that there are extreme changes in temperature in the hallways and it affects the temperature inside the unit. She also stated that she has white dust blowing out of her vent in the bathroom that covers everything in there.

Riverside resident Dan Gowen stated that he would like a refund for the CO2 smoke detector that he was charged \$100 for. He said that Riverside had no gas utilities, therefore, he does not need a carbon monoxide alarm. He said that the heat rises to his fourth-floor apartment but the heat in his unit has never worked, and his thermostat is broken. He agreed with the other residents about excessive dust coming from the vents.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — February 20, 2025, Regular Meeting

All commissioners present voted to approve the February 20, 2025, meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — February 20, 2025

All commissioners present voted to approve the February 20, 2025, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported one 5-year milestone for Morgan Gibson-Day (Administrative Assistant), one new hire, Augustus Alford (Custodian), and one end-of-employment, Deon Binion.

- **Comprehensive Improvements:**

Scattered Sites: ElectriCorpe replaced the outlet receptacles specified with GFCI receptacles to comply with NSPIRE guidelines.

Riverside Terrace: ElectriCorpe replaced the outlet receptacles specified with GFCI receptacles and replaced all outdated smoke detectors with new 10-year-life, sealed, tamper-resistant smoke detectors to comply with the latest NSPIRE guidelines.

Washington Gardens: No work at this time.

Waterfall High-Rise: Schwartz Electric completed testing of the new fire panel upgrade and the system is now in production. Removal of the old system is in progress.

ElectriCorpe replaced the outlet receptacles specified with GFCI receptacles to comply with NSPIRE guidelines.

Rosedale High-Rise: ElectriCorpe replaced the outlet receptacles specified with GFCI receptacles to comply with NSPIRE guidelines.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of February, 33 Annual Certifications were completed, 58 Interim Certifications Completed, 2 Unit transfers, 4 New Admissions and Absorbed Incoming Portabilities, 4 End of Participations, 19 Applications Remaining in Process, 679 Lease Ups on the last day of February and 92% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 53 participants of which 33 participants are currently employed, 4 participants are attending college, 5 participants are disabled or unable to work, 15 participants are currently earning escrow, \$6,221 earned in escrow funds in February, and \$173,655.69 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of February is 97%, Washington Gardens Occupancy rate for the month of February is 100%, Waterfall Occupancy rate for the month of February is 98%, Scattered-Sites Occupancy rate for the month of February is 98% and Riverside's Occupancy rate for the month of February is 98%. Angelia went on to say Public Housing's overall Occupancy rate for the month of February is 98%. She also stated that public housing received 97 applications, mailed 70 orientation letters, processed 23 applications, approved 20 applications, denied three applications, and 37 applications were withdrawn. We received no homeless applications, and 20 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 10 move-outs in February.
- **Maintenance:** Angelia reported that 10 move-outs were received and 8 were completed, 9 emergency requests were received and completed, 554 tenant requests were received, and 546 were completed; and there were 43 annual inspections received and completed, totaling 606 completed work orders.
- **Financials and Write-Offs:** Julie stated that for the month of February HCV, and COCC had a loss in operations in the amount of \$413,585. She said the fiscal year to date would be from April 1, 2024, to February 2025, and HCV had a net loss of \$99,000. Commissioner Boecher informed Julie that his spreadsheet contained different information. Julie informed Commissioner Boecher that his copy was updated by Rick. They both determined that the financials in the packet were incorrect. Commissioner Boecher requested that Rick date the financial reports. Commissioner Brown asked that a correction be made to the minutes. Julie said that the updated change for the month of February is a net loss of \$259,335. She said for April 1, 2024-February 2025, HCV had a net loss of \$99,000. She said that COCC had an increase in operating revenue in the amount of 281,000. AMP 261 (Rosedale) increased in operating revenue in the amount of \$116,000, and Washington Gardens decreased in operating revenue in the amount of \$114,000. She said that Waterfall had a decrease in operating revenue in the amount of \$64,000. She said that Scattered Sites had a decrease in operating revenue in the amount of \$27,000 and Riverside had a decrease in operating revenue in the amount of \$128,000. Julie said that all 5 AMPs including HCV and COCC year to date decreased in net position in the amount of \$266,500. Commissioner Smole requested that fee accountant Rick Schwartz attend the next board meeting in person. Angelia said that she would ask him.

❖ **Old Business:**

- **501 (C) 3**

Attorney Harris stated that 501 (C) 3 is an affiliate or instrumentality of a public housing authority and the board had questions about what it could be used for. Commissioner Boecher asked Attorney Harris what the benefit for the Elkhart Housing Authority (EHA) would be. Attorney Harris said that all public housing authorities across the country are in the process of forming not-for-profit entities, some are even forming multiple not-for-profit affiliates or instrumentalities. He said that the reason for that is to move away from public housing and go towards more mixed development and vouchers but not traditional public housing. He said that the idea would be to have subsidized housing blend in seamlessly within the community in a way that is different from what it is now. He said that the not-for-profit allows the agency to partner with for-profit entities to access funding that may be available through the state to develop new properties. Attorney Harris said that you don't have that flexibility with traditional public housing. He said your not-for-profit allows you to take some of the strain off your public housing funding and be more creative. Commissioner Boecher asked if we could use our instrumentality for the same purpose in theory. Attorney Harris said yes, they could.

Commissioner Boecher said that he would like to be able to develop a plan, whether it's with ECHC or a different instrumentality. He said that we have 501 (C) 3 status with ECHC right now and if we wanted to use this status to apply for these things then we could do that. Attorney Harris said yes, most housing authorities get a development consultant, and that person lets them know what opportunities are available to them right now, particularly in their state. He said that CVR & Associates is a big development consultant in the area, and they would analyze what funding the housing authority has, how the 501 (C) 3 has been set up, if any components needed to be added to it and give suggestions on what to look for on the horizon. He said that they give housing authorities guidance on how to get started using that not-for-profit. Attorney Harris said that affiliates differ from instrumentalities in the way that they are truly separate and not controlled by a public housing authority. He said that an affiliate can participate in the public procurement process, issue vouchers from the agency, and serve as a self-sustaining entity that is not an instrumentality of the board, and they can participate in different types of development as opposed to the instrumentality which is the alter ego of the public housing authority. Commissioner Smole asked if they were held to 501 (C) 3 governance or if there was still a procurement process. Attorney Harris stated that typically your instrumentality will follow all of the formalities of a public housing authority, and it is just an alter ego of that entity. He said that all of the things that the commissioners adhere to as a public board, the 501 (C) 3, will adhere to also. He said if the board was to use their affiliate, it would not have to meet those same requirements.

Attorney Harris further stated that if the board wanted to do some more homework on this, he could reach out to some entities and see if they could provide the board with a presentation. He said that he thinks that this is the best next step so that the board can determine how they want to move forward. He said that companies do not charge for this service, it is part of their industry to meet the board and their executive director to explain what they do. Attorney Harris offered to make the initial contacts and share them with the board and the executive director. The commissioners agreed to let Attorney Harris take the lead.

❖ **New Business:**

- **Resolution 25:03 – A Resolution Amending the HCV Utility Allowance**

Amy stated that they change the HCV utility allowance yearly and they base it on IHCD's energy study. She said that any time there is an increase or a decrease that is 10% or more, the utility allowance is adjusted to reflect the rate change, and this will be applied at the household's next annual re-examination. All commissioners present voted to approve resolution 25:03.

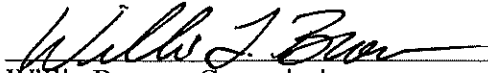
- **Resolution 25:04 – A Resolution to Award the Contract for Replacement of Backup Generator at Riverside High Rise & Waterfall High Rise**

Erik stated that they received a couple of bids and R. Yoder came through with the lowest bid at \$330,975. Commissioner Boecher asked Erik what the funding source was for this project. Erik stated that it was split between the 2023 and 2024 CFP grants. All commissioners present agreed to approve resolution 25:04.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Willie Brown, without any objections, declared the March 27, 2025, Board of Commissioners' meeting adjourned at 5:17 P.M.



Willie Brown, Commissioner
April 24, 2025

Angelia Washington, Executive Director
April 24, 2025