

REGULAR BOARD MEETING
Elkhart Housing Authority
August 18, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, August 18, 2022, in person and via Conference call.

Board Members present: Dan Boecher, Lefate Owens, Helenia Robinson, and Synthia Billings

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Erik Mathavan, and Morgan Gibson

Harris Law Firm Attorney present: Tramel Raggs

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — July 21, 2022, Regular Meeting

All Commissioners present unanimously voted to approve the July 21, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — July 21, 2022

All Commissioners present unanimously voted to approve the July 21, 2022, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 new hire, Brian Hochstetler, (General Maintenance Tech), and one leave of absence, Teri Ivory, (Human Resources Generalist).

- **Comprehensive Improvements:**

Scattered Sites: ServPro continued work on burn unit 1307 Moffat Lane with a target completion date of mid-October pending timely delivery of the new windows.

Riverside Terrace: No work, during this time. Sealed bids for the parking lot pavement project are due by Thursday, August 18, 2022.

Washington Gardens: No work, during this time.

Waterfall High-Rise: No work, during this time

Rosedale High-Rise: ServPro continued work on burn unit #608 with a target completion date of early to mid-October pending timely delivery of the new window.

COCC: No work, during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of July, 49 Annual Certifications were completed, 50 Interim Certifications Completed, 2 Unit transfers, 12 New Admissions and

Absorbed Incoming Portabilities, 9 End of Participations, 20 Applications Remaining in Process, 641 Lease Ups on the last day of July and 88% Lease-Up Percentage.

- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 59 participants of which 30 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 5 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 9 participants are currently earning escrow, \$8,758 earned in escrow funds in July, and \$101,232.18 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of July is 96.00%, Washington Gardens Occupancy rate for the month of July is 99.48%, Waterfall Occupancy rate for the month of July is 97.62%, Scattered-Sites Occupancy rate for the month of July is 96.94% and Riverside's Occupancy rate for the month of July is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of July is 97.74%. She also stated that public housing received 174 applications, mailed 200 orientation letters, were processing 74 applications, approved 13 applications, denied 4 applications, and 120 applications were withdrawn. We received 5 homeless applications, and 9 application(s) were approved and waiting for an available unit. Angelia reported there were 10 new admissions and 9 move-outs in July.
- **Maintenance:** Angelia reported that 9 move-outs were received and 7 was completed, 3 emergency requests received and completed, 375 tenant requests received and 367 completed; and there were 25 annual inspections received and 10 completed, totaling 387 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of July, Rosedale high-rise earned \$29,731.00 in Revenue and \$18,051.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$45,799.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of July in the amount of \$1,983.00. The previous past due rent was \$2,001, and the current past due rent is \$840. The decrease in past due rent is \$1,161.

Jessica announced for the month of July, Washington Gardens earned \$20,167.00 in Revenue and \$86,565.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$201,768.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of July in the amount of \$95,036.00. The previous past due rent is \$11,079 and the current past due rent is \$10,457. The decrease in past due rent is \$622.

Jessica announced for the month of July, Waterfall high-rise earned \$31,973.00 in Revenue and \$22,980.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$48,845.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of July in the amount of \$6,108.00. The previous past due rent is \$8,276 and the current past due rent is \$12,537. The increase in past due rent is \$4,261.

Jessica announced for the month of July, Scattered Sites earned \$14,092.00 in Revenue and \$42,003.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$32,089.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of July in the amount of \$24,006.00. The previous past due rent was \$6,947 and the current past due rent is \$8,647. The increase in past due rent is \$1,700.

Jessica announced for the month of July, Riverside high-rise earned \$34,325.00 in Revenue and \$22,986.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$51,133.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of

July in the amount of \$6,178.00. The previous past due rent is \$440, and the current past due rent is \$3,119. The decrease in past due rent is \$2,679.

Jessica announced for the month of July, COCC earned \$102,064.00 in Revenue. Jessica went on to say the COCC had \$108,298.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of July in the amount of \$6,234.00.

Jessica announced HCV had a loss for the month of July, in the amount of \$7,095.00. The net position YTD is \$(3,387).

❖ **Old Business:**

• **Board Training**

Angelia informed the commissioners that we will be having board training on Monday, August 29th from 1-4 and on Tuesday, August 30th from 9-4. She explained the importance of this training and she informed the commissioners that board members from the South Bend and Michigan City Housing Authorities would be in attendance. She stated that she would forward the agenda as soon as possible.

• **Resolution 22:09-A Resolution to Award the Contract for Playground Replacement at Scattered Sites**

Commissioner Boecher asked Angelia to inform him, moving forward, of any capital projects we may be looking at during the annual plan discussions at the start of the fiscal year. Angelia stated that the playground is in the approved Annual Plan, but she said she will be sure to initiate follow-up discussions moving forward. All commissioners present unanimously voted to approve resolution 22:09.

❖ **New Business:**

• **Washington Gardens REAC Inspection**

Angelia stated that she was contacted by a HUD REAC inspector to complete the inspection for Washington Gardens. She said that the inspection is scheduled for September 6th and 7th. She stated that the last time Washington Gardens was inspected was in 2020. She stated that due to the Washington Gardens score received in 2020, they were supposed to reinspect in 2021 but everything was shut down due to COVID. Angelia stated that she does not foresee any problems with the upcoming inspection. She said that staff has been doing visual inspections and public housing and maintenance have joined together to do pre-inspections and any deficiencies they find, they address immediately. She informed the commissioners that all tenants will receive a notice for the inspection, but the HUD inspector only chooses certain units and these units are unknown until they arrive at Washington Gardens.

• **Attorney Tramel Raggs**

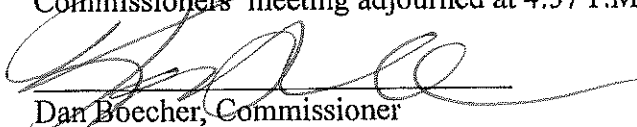
Commissioner Boecher asked Attorney Raggs what his role was at the board meetings. Mr. Raggs informed everyone that he is here to answer any legal questions the board might have and also to chime in on anything that the Executive Director may ask for. He stated that since this is his first board meeting at the EHA, he will generate a memo to all commissioners discussing certain procedures under Indiana law. He said that generally he is not expected to say anything because a public meeting is usually operational, and his role is legal. He said he is there to make sure the EHA is compliant with Indiana law and to answer any legal questions that come up. Mr. Raggs stated that no one else would be able to view the memos sent by the attorney unless the EHA released these documents due to attorney-client privilege. He informed Angelia that she would be his contact for the board, and he will copy her on all emails sent to the board unless they ask him not to. Angelia asked Mr. Raggs if he would like a copy of our board packet every month. He stated yes, he would prefer one if something were to come up or he needs to ask a question about a new


policy. Angelia extended Mr. Raggs an invitation to the upcoming board training, and he said a representative of his firm would be there as requested.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the August 18, 2022, Board of Commissioners' meeting adjourned at 4:57 P.M.


Dan Boecher, Commissioner
September 15, 2022


Angelia Washington, Executive Director

