

**REGULAR BOARD MEETING
Elkhart Housing Authority
August 16, 2018**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, August 16, 2018 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: JeNeva Adams, Len Paff, Lefate Owens, and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Mitch Craven, Ann Washington, Jessica Bouie, Latia Fullilove-Jones, Christine Tack, Kristen Borchert, Todd Fielder, Milton Banks and Lori Bowers.

Audience members present: Tara Morris.

❖ **Roll Call**

Commissioner JeNeva Adams called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — May 22, 2018 Special Meeting

Commissioner Lefate Owens motioned to approve the minutes from the May 22, 2018 Special Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the May 22, 2018 Special Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — July

Commissioner Len Paff motioned to approve the vouchers for July 2018. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the July 2018 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported there was one milestone in the month of July: Michael Jones has been with the agency for 5 years. Terry reported there was three new hires: Kristen Borchert, Kelly Hatcher, and Antonio Shavers-Porche.

- **Comprehensive Improvements:**

Scattered Sites: Terry reported Forum Architects has completed updating the project manual and drawing for Phase III of the bathroom remodel and is scheduled for public mid-summer. This phase will include 15 units near Baldwin and Conn.

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

Washington Gardens: Terry reported the entry door replacement project is in the board packet for approval. The lowest and most responsive bid was from Brown & Brown Contractors for the amount of \$420,438. This will completely replace the entry doors and frames for 100 apartments. With the exception of a very small amount of special unit types, all units will be receiving new security screen doors and frames

Waterfall High-Rise: Terry reported the next phase of domestic water risers replacement is in the board packet for approval. The lowest and most responsive bid was from Griffin Plumbing & Heating for the amount of \$256,256. This will replace water supply lines to 54 apartments.

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

COCC: Terry reported we are still waiting for the 2018 Emergency Safety and Security Grant award announcement. The WBST "Skycam" has been installed and is viewable 24/7 on the station web page.

- **Housing Choice Voucher Program:** Terry reported HCV leasing information is showing HCV is at 90% occupancy, which includes data through the end of November, 2017. Terry stated the Housing Choice Voucher Program has 652 vouchers out of the possible total of 727 leased up.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Public Housing Family Self Sufficiency program is currently serving 72 clients. Terry stated two participants enrolled in the program and one participant withdrew or were terminated from the program. Terry announced 17 participants are disabled, 5 participants are enrolled in college, 6 participants are working on High School Equivalency courses, 1 participants are enrolled in job training programs, 36 participants are currently working, and 18 participants are currently earning escrow. Terry stated the FSS clients earned \$4,041.00 in escrow payments for July, 2018 and the current escrow balance was \$77,226.24.
- **Public Housing:** Terry reported the over-all occupancy rate for Public Housing is at 94.29% for the month of July, 2018. Terry stated 51 applications were received. Terry reported there were 20 new admissions. Terry said there were 27 move-outs for the month of July and most were voluntary.
- **Maintenance:** Terry reported for the month of July there were 27 move-outs received and 10 completed, 2 emergency requests received and completed, 394 tenant requests for work orders were received and 357 completed; and there were 36 annual inspections received and completed, totaling 405 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard reported for the year end, Rosedale High-rise earned \$493,530.07 in Revenue and \$434,469.35 in Expenses. Chris Kinnard went on to say giving Rosedale High-rise a profit for the year end totaling \$59,060.72. Chris Kinnard stated Rosedale High-rise has an Operating Reserve of \$229,809.43. Chris Kinnard went on to say although revenue was down compared to budget, expense were kept in line to still make a profit at the end of the year.

Chris Kinnard reported for the year, Washington Gardens earned \$1,124,912.93 in Revenue and \$990,287.34 in Expenses. Chris Kinnard went on to say giving Washington Gardens a profit for the year end of \$134,625.59. Chris Kinnard stated Washington Gardens' Operating Reserves are in the negative at (\$250,084.88). Chris Kinnard went on to say revenue and expense were up compared to budget, but revenue was higher than expenses. Chris Kinnard stated Washington Gardens had a negative reserve at the beginning of the year at approximately \$435,000 and by the end of FYE 2018 has a negative reserve of approximately \$250,000. Chris Kinnard went on to say because of the negative EHA will be evaluating how much is need to make up the deficit in FYE 2019 and possibly moving reserves from another development to assist Washington Gardens. Chris Kinnard stated the biggest expense for Washington Gardens was unit turnaround.

Chris Kinnard announced for the year end, Waterfall High-rise earned \$624,624.87 in Revenue and \$614,747.44 in Expenses Chris Kinnard went on to say giving Waterfall High-rise a profit for the year end totaling \$9,877.43. Chris Kinnard stated Waterfall High-rise has an Operating Reserve of \$158,876.95. Chris Kinnard stated the revenue and expenses were up compared to budget, but revenue was higher than expenses. This allowed the development to have a profit at the end of the year. Chris Kinnard went on to say some of the biggest expenses for Waterfall were Elevator Repair, Plumbing and Shower repairs/replace; to assist with some of these expense, EHA is looking to CFP monies to repair the remaining risers at this development.

Chris Kinnard reported for the year end, Scattered Sites earned \$566,285.33 in Revenue and \$474,504.47 in Expenses. Chris Kinnard went on to say giving Scattered Sites a profit for the year end totaling \$91,780.86. Chris Kinnard stated Scattered Sites has an Operating Reserve of \$440,265.44. Chris Kinnard went on to say Revenue and expenses were up compared to budget, but revenue was higher than expenses. This allowed the development to have a profit at the end of the year. Chris Kinnard stated some of the biggest expenses for Scattered Sites were Heating & Cooling, Plumbing, and Unit Turnaround.

Chris Kinnard announced for the year end, Riverside High-rise earned \$534,559.36 in Revenue and \$475,299.87 in Expenses. Chris Kinnard went on to say Riverside High-rise ended in a profit of \$59,259.49. Chris Kinnard stated Riverside has an Operating Reserve of \$828,611.80. Chris Kinnard reported although revenue was down compared to budget, expenses were kept in line to still make a profit at the end of the year.

Chris Kinnard reported for the year end, COCC earned \$1,358,884.91 in Revenue. Chris stated the COCC had \$1,507,838.56 in Expense without depreciation, giving the COCC a loss of \$169,654.31 for the year end. Chris Kinnard announced the COCC has an Operating Reserve of \$1,395,540.25. Chris Kinnard stated revenue was down by Fee for Service and Asset Management Fee. The Fee for Service is down because EHA is having a hard time filing maintenance positions. Asset Management Fee is down because of Washington Gardens being in the negative reserve which means there is no excess cash for that development and EHA can't take the fee without excess cash being available. Chris Kinnard stated expenses were maintained for the amount of Revenue EHA was bringing in to the COCC.

Chris Kinnard announced HCV has a loss from Operations, for the year end, of \$7,860.26. Chris Kinnard reported the admin reserves are \$194,342.86.

Chris Kinnard reported for the month of June, Rosedale High-rise earned \$28,694.91 in Revenue and \$15,755.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$44,456.02 in Expense without depreciation, giving Rosedale High-rise a loss for the month of June totaling \$6.11. Chris Kinnard reported for the first quarter, Rosedale High-rise earned \$82,221.21 in Revenue and \$50,134.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$113,317.83 in Expense with depreciation, giving Rosedale High-rise a profit for the first quarter totaling \$19,037.38 Chris Kinnard stated Rosedale High-rise has an Operating Reserve of \$261,785.83.

Chris Kinnard reported for the month of June, Washington Gardens earned \$27,049.10 in Revenue and \$71,454.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$65,774.63 in Expense without depreciation, giving Washington Gardens a profit for the month of June totaling \$32,728.47. Chris Kinnard reported for the first quarter, Washington Gardens earned \$72,262.14 in Revenue and \$215,603.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$223,801.87, giving Washington Gardens a profit for the first quarter totaling \$64,063.27. Chris Kinnard stated Washington Gardens has an Operating Reserve of \$103,791.52.

Chris Kinnard reported for the month of June, Waterfall High-rise earned \$33,505.05 in Revenue and \$18,926.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$40,217.33 in Expense without depreciation, giving Rosedale High-rise a profit for the month of June totaling \$12,213.72. Chris Kinnard reported for the first quarter, Waterfall High-rise earned \$97,592.12 in Revenue and \$60,693.0 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$138,813.73 in Expense with depreciation, giving Waterfall High-rise a profit for the first quarter totaling \$19,471.39. Chris Kinnard stated Waterfall High-rise has an Operating Reserve of \$181,210.09.

Chris Kinnard reported for the month of June, Scattered Sites earned \$13,248.42 in Revenue and \$35,553.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$42,377.57 in Expense without depreciation, giving Scattered Sites a profit for the month of June totaling \$6,423.85. Chris Kinnard reported for the first quarter, Scattered Sites earned \$38,147.42 in Revenue and \$114,290.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$105,544.71 in Expense with depreciation, giving Scattered Site a profit for the first quarter totaling \$46,892.71. Chris Kinnard stated Scattered Sites has an Operating Reserve of \$475,915.25.

Chris Kinnard reported for the month of June, Riverside High-rise earned \$35,035.53 in Revenue and \$15,284.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$38,218.98 in Expense without depreciation, giving Riverside High-rise a profit for the month of June totaling \$12,101.55. Chris Kinnard reported for the first quarter, Waterfall High-rise earned \$103,396.98 in Revenue and \$62,495.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$114,828.41 in Expense with depreciation, giving Waterfall High-rise a profit for the first quarter totaling \$51,063.57. Chris Kinnard stated Riverside High-rise has an Operating Reserve of \$574,770.62.

Chris Kinnard reported for the month of June, COCC earned \$99,884.29 in Revenue. Chris Kinnard went on to say COCC had \$107,887.31 in Expense without depreciation, giving COCC a loss for the month of June totaling \$8,003.02. Chris Kinnard reported for the first quarter, COCC earned \$303,939.27 in Revenue from Operations. Chris Kinnard went on to say COCC had \$313,661.33 in Expense with depreciation, giving COCC a loss for the first quarter totaling \$9,722.06. Chris Kinnard stated COCC has an Operating Reserve of \$1,376,238.41.

Chris Kinnard announced HCV has a loss from Operations, for the year end, of \$7,105.48.

❖ **Old Business**

Nothing At This Time

❖ **New Business**

Exhibit D/Discussion – Proposed Location And Design For Smoking Shelters

Mitch Craven reported for COCC smoke shelter we will be taking one of the parking space that is tucked in the corner and install the parking shelter. Mitch went on to say for Rosedale the smoke shelter will be place on the cement patio area in the back. Mitch stated for Waterfall smoke shelter that a cement slab was required and that has already been poured and is ready to go and is right off of the sidewalk. Mitch went on to say for Riverside smoke shelter will be placed down the sidewalk in the front of the building.

Exhibit E/Resolution 18:07 – HCV Utility Allowance Change Approval

Terry Walker reported Resolution 18:07 is for the approval of HCV Utility Allowance Change.

Commissioner Lefate Owens motioned to approved Resolution 18:07. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 18:07.

Exhibit F/Resolution 18:08 – Phase II (Entry and Security Doors WG)

Terry Walker reported Resolution 18:08 is for the approval of Phase II (Entry and Security Doors WG).

Commissioner Len Paff motioned to approved Resolution 18:08. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 18:08.

Exhibit G/Resolution 18:09 – Phase II (Plumbing Modifications WF)

Terry Walker reported Resolution 18:09 is for the approval of Phase II (Plumbing Modification WF).

Commissioner Lefate Owens motioned to approved Resolution 18:09. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 18:09.

Exhibit H/Resolution 18:10 – Repayment Policy

Terry Walker reported Resolution 18:10 is for the approval of Repayment Policy.

Commissioner Tamara Holmes motioned to approved Resolution 18:10. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 18:10.

Exhibit I/Resolution 18:11 – HCV Administrative Plan

Terry Walker reported Resolution 18:11 is for the approval of HCV Administrative Plan.

Commissioner Len Paff motioned to approved Resolution 18:11. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 18:11.

Discussion/Auditor's Dates To Be Announced

Terry Walker reported we are working with our auditor's and have already sent information to them, but we do not have date when they will be on site. Chris Kinnard reported the auditor's now do a soft close.

Discussion/Smoke Free Progress

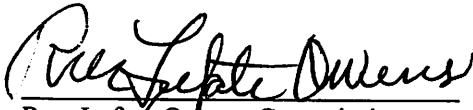
Terry Walker reported we are still working with our residents in regards to smoke-free. Terry Walker went on to say we had an excellent training for smoke-free with HUD and it was encouraged to continue working with the residents such as health fairs, meeting, and another celebration for a year anniversary. Terry Walker stated so far we have one resident has a friend that doesn't like where the smoke shelter will be place, but other than that this is the only issue we are having.

❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeva Ward, without any objections, declared the August 16, 2018 Board of Commissioners' meeting adjourned at 5:39 PM.



Rev. Lefate Owens, Commissioner
October 18, 2018



Terry Walker, Executive Director