

**SPECIAL BOARD MEETING  
Elkhart Housing Authority  
August 29, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in Special attendance at 4:30 PM on Thursday August 29, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

**Commissioners present:** Len Paff, Margaret Owens, Tamara Holmes and Tonda Hines JeNeve Adams (*Co-Chair, Tonda Hines presided over the special meeting as Chair, JeNeve Adams arrived after resolutions were voted on and meeting was concluding*).

**Staff members present:** Chris Kinnard, Christine Tack, Mitch Craven, Todd Fielder, Ann Washington, Teri Ivory.

❖ **Roll Call**

Commissioner Tonda Hines called the meeting to order. Teri Ivory called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — July 18, 2019 Regular Meeting**

Commissioner Tonda Hines motioned to approve the minutes from the July 18, 2019, Regular Meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the July 18, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — July**

Commissioner Margaret Owens motioned to approve the vouchers for July 2019. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the July 18, 2019 Vouchers.

❖ **New Business**

**Resolution 19:07 - Resolution to Approve Elevator Service Contract**

Tonda Hines reported Resolution 19:07 is for the approval of the Elevator Service Contract. Commissioner Margaret Owens motioned to approve Resolution 19:07. Commissioner Len Paff Seconded the motion.

**Resolution 19:08 – Resolution to Extend General Maintenance Service/Vacant Services Contract**

Tonda Hines reported Resolution 19:08 is for the approval to extend the General maintenance Service/Vacant Unit Service contract. Commissioner Margaret Owens motioned to approve Resolution 19:08. Commissioner Tamara Holmes Seconded the motion.

**Resolution 19:09 – Resolution to Grant Right of Easement to the City of Elkhart, Indiana**

Tonda Hines reported Resolution 19:09 to Grant Right of Easement to the City of Elkhart, Indiana. Commissioner Margaret Owens motioned to approve Resolution 19:09. Commissioner Len Paff Seconded the motion.

**Resolution 19:10 – Resolution to award the contract for Bathroom Remodel Phase II to Scattered Sites**

Tonda Hines reported Resolution 19:10 to award the contract for Bathroom Remodel Phase II to Scattered Sites. Commissioner Margaret Owens motioned to approve Resolution 19:09. Commissioner Tamara Holmes Seconded the motion.

**Board of Commissioner Funeral Leave Proposal**

Commissioner Tonda Hines votes that no new business is listed before adjournment of today's Special Board meeting so a moment of silence can be taken for Terry Walker and her family. It was then discussed about a change in practice for employees to be able to attend a co-workers family funeral. It was proposed that any employee wanting to attend funeral services be given 2 hours to attend the service. The proposal was tabled at this time as more investigation was needed.

❖ **Adjourn**

Commissioner Tonda Hines without any objections, declared the August 29, 2019 Special Board of Commissioners' meeting adjourned at 4:47PM.



JeNeve Adams, Commissioner

October 17, 2019



Terry Walker, Executive Director