

**REGULAR BOARD MEETING
Elkhart Housing Authority
September 17, 2020**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, September 17, 2020 via Conference call.

Commissioners present: JeNeva Adams, Dan Boecher Margaret Owens, Tamara Holmes, Kristen Smole, Lefate Owens

Staff members present: Angelia Washington, Mitch Craven, Taresa Walker, Morgan Gibson and Teri Ivory.

Audience members present: Pastor Kellie Henning's

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

❖ **Audience Concerns:**

Pastor Kellie Henning's – Concerned about her lease being broken at the community center at Scattered Housing. She felt there was not a conversation with her regarding the Housing Authorities decision to break the lease with Impact One Church and wanted to know the reason and what would be going in place of Impact One. Angelia Washington stated that the Housing Authority acting within their rights in terminating the lease by giving proper notice based on the terms of the lease. Angelia also informed Pastor Henning's what program would be going in, in replacement of Impact One. Pastor Henning's feels the Housing Authority did not go about terminating her lease appropriately but feels her questions are now answered.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — August 20, 2020 Regular Meeting

Commissioner Kristen Smole motioned to approve the minutes from the August 20, 2020 regular meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the August 20, 2020 regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — August 20, 2020

Commissioner Lefate Owens motioned to approve the vouchers for August 20, 2020 Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the August 20, 2020.

❖ **Executive Director's Report**

Updates since last Board Meeting

Angelia has been in communication with the Mayor's office regarding the need for a new board member. She will follow-up with Mayor Robinson's office before the next Board meeting.

Angelia also reports that she has been in contact with the Mayor's office in regards to the Waterfall elevators. She feels supported by him and reports that they have come up with an emergency preparedness plan in the event that the elevators go down again before they are replaced.

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 promotion, Teri Ivory (Human Resource Generalist) and 1 Rehire, Milton Banks (Custodian), end of employment, Eddie Franco (Custodian), terminated for violation of company policy and Becky Worth (Finance), terminated for violation of company policy.

- **Comprehensive Improvements:**

- Scattered Sites:** Angelia reported due to a material delay, the start of the next phase of the bathroom renovation will not be until early October.

- Riverside Terrace:** Angelia reported no work at this time

Washington Gardens: Angelia reported the renovations to the community building and Head Start is expected to move back in and begin classes in early to mid-September.

Bids for the final phase of the entry door replacement program were received in early August. Brown & Brown Construction was the lowest bidder, at \$75,700. The final phase will replace front and rear entry doors and security screen doors for the remaining sixteen units. Work is expected to begin in early October and be completed in just a few short weeks.

Waterfall High-Rise: The elevator modernization continues, as scheduled. The material is expected to arrive in mid-November and work to replace the large elevator will begin immediately. Each elevator will take approximately 12-14 weeks to fully replace. Once the material has arrived, we will be able to provide a more detailed timeline to the residents and board.

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

COCC: Angelia reported we are exploring our options to maximize CFP funds made available by the successful emergency grant application and hope to bring a significant development to the board shortly. We are excited to announce that our application to the FFY20 Emergency and Disaster Grant was successful. HUD awarded us \$518,000 to aid in the elevator renovations at Waterfall High-Rise.

- **Housing Choice Voucher Program:** Angelia reported for the month of August 2020 there were 61 Annual Certifications Completed, 41 Interim Certifications Completed, 5 Unit transfers, 3 New Admission(s) and Absorbed Incoming Portability's, 7 End of Participations, 25 Applications Remaining in Process, 694 Lease Up on the last day and 95% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 63 participants in which 30 participants are currently employed, 4 participants are enrolled in GED/HSE education programs. 14 participants are attending college, and 15 participants are disabled, and 18 participants are currently earning escrow, \$4,615 earned in escrow funds in August and \$106,546 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of August is 99.02%, Washington Gardens Occupancy rate for the month of August is 96.97%, Waterfall Occupancy rate for the month of August is 98.43%, Scattered-Sites Occupancy rate for the month of August is 98.98% and Riverside's Occupancy rate for the month of August is 99.32%. Angelia went on to say Public Housing's overall Occupancy rate for the month of August is 98.36%. Angelia stated for the month of August Public Housing received 128 applications, 10 mailed orientation letters, 4 applications are in processing status, 7 applications were approved, 1 denied application, 6 withdrawn applications, 10 were homeless applications and 1 applications was approved and waiting. Angelia reported there were 7 new admissions and 6 move-outs for the month of August.
 - Commissioner Boecher wanted to know how we stood as far as tenants who are behind due to the moratorium on evictions. Angelia states HUD has extended the moratorium on evictions until the end of the year. Angelia went on to report that we have at least 70 residents who are behind in rent with at least 20 who are severely behind.
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- **Maintenance:** Angelia reported for the month of August there were 6 move-outs received and 4 were completed, 4 emergency requests received and completed, 210 tenant requests received and 201 completed; and there were 42 annual inspections received and 0 completed, totaling 211 completed work orders.
- **Financials and Write Offs:**
Chris Kinnard announced that Rosdale's receipts for FYE 2020 were \$644,013.32 in Revenue and \$530,231.57 in expenses. Chris Kinnard reported Washington Gardens had a profit for FYE 2020 of \$113,781.65.

Chris Kinnard announced that Washington Gardens receipts for FYE 2020 were \$1,398,019.89 in Revenue and \$1,008,026.05 in expenses. Chris Kinnard reported Washington Gardens had a profit for FYE 2020 of \$389,993.84.

Chris Kinnard announced that Waterfall receipts for FYE 2020 were \$806,750.73 in Revenue and \$685,526.28 in expenses. Chris Kinnard reported Waterfall had a profit for FYE 2020 of \$121,224.45.

Chris Kinnard announced that Scattered Sites receipts for FYE 2020 were \$724,202.84 in Revenue and \$432,097.15 in expenses. Chris Kinnard reported Washington Gardens had a profit for FYE 2020 of \$242,105.69.

Chris Kinnard announced that Riverside receipts for FYE 2020 were \$876,516.94 in Revenue and \$569,956.76 in expenses. Chris Kinnard reported Washington Gardens had a profit for FYE 2020 of \$306,560.18.

Chris Kinnard announced that COCC receipts for FYE 2020 were \$1,562,471.58 in Revenue and \$1,641,213.94 in expenses. Chris Kinnard reported Washington Gardens had a loss for FYE 2020 of \$(75,742.36).

Chris Kinnard announced HCV has a profit from Operations, year to date of \$70,364.34.

❖ **Old Business**

- None at this time

❖ **New Business**

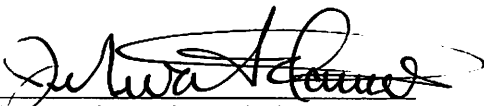
- None at this time

❖ **Handouts**

- PHADA Advocate

❖ **Old Business**

Commissioner JeNeva Adams without any objections, declared the August 20, 2020 Board of Commissioners' meeting adjourned at 5:07P.M.



JeNeva Adams, Commissioner
October 17, 2020



Angelia Washington, Interim Executive Director