

## REGULAR BOARD MEETING

Elkhart Housing Authority

September 21, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, September 21, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

**Commissioners present:** JeNeva Adams, Len Paff, Margaret Owens, Lefate Owens, Cory White, and Tamara Holmes.

**Staff members present:** Kim Sindle, Chris Kinnard, Christine Tack, Milton Banks, Mitch Craven, Ann Washington, Lori Bowers, Todd Fielder, Sylvia DeVincent, Latia Fullilove Jones, Jessica Bouie, Charlotte Pettis, Brian Grant, and Terry Staner.

**Audience members present:** Rosedale Resident Anthony Paul, City Councilman Brant Curry, and Tara Morris from the Minority Health Coalition of Elkhart.

### ❖ Roll Call

Commissioner JeNeva Adams called the meeting to order. Terry Staner called roll to verify.

### ❖ Audience Concerns

Anthony Paul (Rosedale High-Rise, Apt 311) stated he can no longer move furniture around for inspections. Mr. Paul said he is in poor health and he needs assistance from the Elkhart Housing Authority Maintenance staff to move his furniture out two feet from the wall for spraying inspections. Mr. Paul also stated he felt the Housing Authority should not go smoke free because he felt it was discrimination. Mr. Paul reported the parking at the back of the Rosedale building should be a loading zone, but the Housing Manager and Recertification Specialist are parking there. Mr. Paul went on to say there are pot holes in the alley and the parking lot that have not been repaired. Mr. Paul stated he would like a copy of the sign that is posted in the Rosedale High-rise lobby which states "11 PM is quiet time", and he does not want to pay the \$5.00 fee. Mr. Paul thanked everyone for listening.

Kim asked if he could address some of the issues brought up and the Board said yes. Kim stated the first issue was regarding the annual bug spraying inspection. Lori Bowers, Rosedale Housing Manager, reported once per year, residents are required to pull everything out of their cupboards and move furniture away from the walls in order to have their units inspected. Lori Bowers stated this is a good practice, helping to curb infestations. Kim asked Lori if we helped Mr. Paul move his furniture during a previous inspection. Lori stated the Elkhart Housing Authority has helped Mr. Paul in the past. Kim asked Lori to check into the Housing Authority helping Mr. Paul in the future. Commissioner Margaret Owens asked Kim to find a way to help the elderly during inspections. Kim said he was sure there would be something that could be done when assistance was needed.

Kim reported the smoking ban is mandatory, but there will be a Board meeting next month at Rosedale, giving residents a chance to speak out on the upcoming HUD smoking ban. Kim reported the parking situation is controlled by the Housing Managers of each building and they dictate where parking goes. Kim said he was not aware of any issues with moving in and parking, but the cameras could be looked at to determine if there was an issue at all.

Kim asked Milton Banks if the pot holes had been filled in just a couple months ago. Milton stated all pot holes had just been filled. Lori Bowers reported she had just drove down the back alley and all the pot holes had been patched. Kim announced the Housing Authority has a good report with the Street Department, Terry Staner calls with the pot hole locations and the Street Department usually patches the holes promptly.

Kim reported the posted curfew sign Mr. Paul wanted a copy of is posted in the lobby and Lori stated they are posted on the back of the unit doors when the tenants move in. Kim stated this curfew sign was a collaboration between the Resident Building Association and Housing Management, on what was best for the building. Lori stated the signs are directed towards Guests only, they are not intended for the tenants.

### ❖ Approval of Minutes

**Exhibit A — Approval of Meeting Minutes — August**

Commissioner Len Paff motioned to approve the minutes from the August 17, 2017 meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the August 17, 2017 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — August**

Commissioner Margaret Owens motioned to approve the vouchers for August 2017. Commissioner Cory White seconded the motion. All Commissioners present unanimously voted to approve the August 2017 Vouchers.

❖ **Executive Director's Report**

**Exhibit C — Executive Director's Report**

- **Human Resources:** Kim reported there were three milestones in August: Kathy Burgess, Finance Bookkeeper, 10 years of service; Milton Banks, Maintenance Director, 30 years of service; and Alina Al-Shawi, Finance Accounting Assistant, 10 years of service. Kim stated there were two promotions in August: Charlotte Pettis was promoted to Asset Property Manager of Waterfall and Riverside High-rises, and Clarissa Jackson was promoted to Maintenance Clerk. Kim reported there were three new hires in the month of August: Shawntae Haywood was hired in as an Exterminator Assistant, Tiara Peoples was hired in as the Rosedale and Scattered Sites Recertification Specialist, and Christine Krieger hired in part-time for the HCV Clerk position. .
  
- **Comprehensive Improvements:**
  - Scattered Sites:** Kim reported the remaining twenty bathrooms on Malcolm Drive are scheduled for remodeling in late 2017.
  
  - Riverside Terrace:** Kim reported there is no work at this time.
  
  - Washington Gardens:** Kim reported the entry door replacement project is in the board packet for approval. Kim stated the lowest bid was from Brown & Brown Contractors for the amount of \$249,800.00 Kim said this will completely replace the entry doors and frames for 72 apartments, along with new security screen doors and frames.
  
  - Waterfall High-Rise:** Kim reported the most recent domestic water line replacement currently under construction should be completed within the next 30 days. Kim stated the bidding opportunity to replace all hallway and unit breaker panels is scheduled for October 13, 2017.
  
  - Rosedale High-Rise:** Kim reported there is no work at this time.
  
  - COCC:** Kim reported the funds for the Capital Fund Program have been released and all projects will begin soon.
  
- **Housing Choice Voucher Program:** Kim reported HCV leasing information is showing HCV is at 92% occupancy, which includes data through the end of July. Kim stated the Housing Choice Voucher Program has 673 vouchers out of the possible total of 727 leased up.
  
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 100 clients. Kim stated four participants withdrew or were terminated from the program. Kim announced 25 participants are disabled, 13 participants are enrolled in college, 10 participants are working on High School Equivalency courses, 4 participants are enrolled in job training programs, 56 participants are currently working, and 29 participants are currently earning escrow. Kim stated the FSS clients earned \$6,327.00 in escrow payments for August and the current escrow balance is \$103,065.00.
  
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 93.99% for the month of August. Kim stated 46 applications were received. Kim reported there were 26 new admissions. Kim said there were 19 move-outs for the month of August.

- **Maintenance:** Kim reported for the month of August there were 19 move-outs received and 11 completed, no emergency requests received and completed, 372 tenant requests for work orders were received and 326 completed; and there were 38 annual inspections received and completed, totaling 375 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard stated she just wanted to remind Commissioners she will no longer list depreciation on the summary sheet, per Fee Accountant suggestion and due to her own previous experience working with Financials. Chris Kinnard announced for the month of July, Rosedale High-rise earned \$22,010.90 in Revenue and \$15,867.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$31,071.99 in Expense without depreciation, giving Rosedale High-rise a profit for the month of July totaling \$6,805.91. Chris Kinnard reported Rosedale High-rise had a profit for the year, up to July, of \$4,166.86.

Chris Kinnard reported for the month of July, Washington Gardens earned \$13,598.12 in Revenue and \$69,559.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$90,901.89 in Expense without depreciation, giving Washington Gardens a loss for the month of July totaling \$7,744.77. Chris Kinnard reported Washington Gardens had a profit for the year, up to July, of \$12,878.96.

Chris Kinnard announced for the month of July, Waterfall High-rise earned \$28,019.19 in Revenue and \$18,882.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$36,447.64 in Expense without depreciation, giving Waterfall High-rise a profit for the month of July totaling \$10,453.55. Chris Kinnard reported Waterfall High rise had a profit for the year, up to July, of \$24,540.71.

Chris Kinnard reported for the month of July, Scattered Sites earned \$8,352.76 in Revenue and \$33,349.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$32,751.48 in Expense without depreciation, giving Scattered Sites a profit for the month of July totaling \$8,950.28. Chris Kinnard reported Scattered Sites had a profit for the year, up to July, of \$26,310.56.

Chris Kinnard announced for the month of July, Riverside High-rise earned \$30,570.65 in Revenue and \$11,882.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$34,531.49 in Expense without depreciation, giving Riverside High-rise a profit for the month of July totaling \$7,921.16. Chris Kinnard reported Riverside High-rise had a profit for the year, up to July, of \$17,667.79.

Chris Kinnard reported for the month of July, COCC earned \$105,203.19 in Revenue. Chris stated the COCC had \$111,818.52 in Expense without depreciation, giving the COCC a loss of \$6,615.33 for the month of July. Chris Kinnard announced the COCC had a profit for the year, up to July, of \$7,486.67.

Chris Kinnard announced HCV has a profit from Operations, for the month of July, of \$34.60.

Kim asked the Commissioners if there were any questions on the Write-offs report for the September 2017 Board Report, which includes all move outs prior to July 31, 2017. There were no questions on Write-offs.

#### ❖ **Old Business**

##### **Exhibit D/Discussion - Safety And Security Grant**

Kim announced the Elkhart Housing Authority did not receive a Safety and Security grant award for 2018. Kim stated the Housing Authority would try again next year.

##### **Exhibit E/Discussion - No Smoking Policy**

Kim reported the Board meeting rotation at the High-rises starts next month. Kim stated this is when the newly formed No-Smoking Policy Committee will be needed. Kim said he asked Terry Walker to create an outline to follow, which is included in the packet. Kim said, referring to the outline, some steps have been taken. Kim reported there was a great meeting with the Resident Advisory Board, the Minority Health Coalition, and the American Lung Association. Kim announced there will be a meeting held on October 10<sup>th</sup> at 6:00 PM that the volunteer Commissioners (Jason Moreno, Tamara Holmes, and Margaret Owens) for the No-Smoking Policy Committee should attend, in order to gather information to present to the Board of Commissioners for their October 19<sup>th</sup> meeting. Kim stated the Board will also have to make a decision on whether or not to include

ENDS (Electronic Nicotine Delivery Systems) in the No-Smoking Policy. Kim reported HUD has left this decision up to the Housing Authority on whether or not to ban the product. At this point, Kim introduced Tara Morris of the Minority Health Coalition. Tara Morris stated she is encouraging the Elkhart Housing Authority to ban ENDS based on the facts that are presented in the brochure in the Board packet.

**Discussion - Staff Outing**

Kim reported there will be a Staff Outing scheduled for October 13<sup>th</sup> at 11:00 AM, located at 610 CR 15, at Break Free Escapes. Kim said he has a sign-up sheet, if any Board members plan on attending please sign-up today. Kim stated Charlie's Butcher Block will be supplying lunch boxes for all who attend.

❖ **New Business**

**Exhibit F/Resolution 17:12 – WG Door Replacement Approval**

Kim reported Resolution 17:12 is for the approval of the Washington Gardens' Door Replacement Project.

Commissioner Margaret Owens motioned to approve Resolution 17:12. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 17:12.

**Exhibit G/Resolution 17:11 – Emergency Transfer Amend Approval**

Kim reported Resolution 17:11 is for the approval of the ACOP Emergency Transfer Amend.

Commissioner Margaret Owens motioned to approve Resolution 17:11. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to approve Resolution 17:11.

**Exhibit H/Resolution 17:13 – HCV Admin Plan Updates Approval**

Kim reported Resolution 17:13 is for the approval of the HCV Admin Plan Updates.

Commissioner Lefate Owens motioned to approve Resolution 17:13. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:13.

**Miscellaneous/Discussion – Second Interview For Deputy Director Position**


Commissioner JeNeva Adams thanked Human Resource Manager, Ann Washington, for her help with the interview process. Commissioner JeNeva Adams reported there are two candidates that are moving forward and a second round of interviews will be scheduled. Commissioner JeNeva Adams announced there will be a second interview for the Deputy Director Position on September 28, 2017 at 4:30 PM in the Board Room at the Elkhart Housing Authority. Commissioners JeNeva Adams, Margaret Owens, Lefate Owens, Len Paff, and Tamara Holmes all agreed to show for the interviews. Commissioner JeNeva Adams stated there will be a presentation of the interview information at the Board of Commissioners meeting on October 19th and the Board will vote then for the person who will fill the Deputy Director position.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeva Adams, without any objections, declared the September 21, 2017 Board of Commissioners' meeting adjourned at 5:13 PM.



JeNeva Adams, Commissioner  
October 19, 2017



Kim Sindle, Executive Director