

REGULAR BOARD MEETING
Elkhart Housing Authority
October 21, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, October 21, 2021, virtually and via Conference call. **(No Quorum)**.

Board Members present: Kristen Smole, Margaret Owens and, Lefate Owens

Staff members present: Angelia Washington, Clarence Jones, Todd Fielder, Jessica Brittain, Teri Ivory, and Morgan Gibson

Audience members present: Sharon LeCount

- ❖ **Audience Concerns:** Sharon LeCount had a concern about constant cold air blowing through the building. Angelia informed her that this air comes from the air handler, and it is designed to provide ventilation throughout the building. Sharon stated that in previous years, she did not remember the air being this cold. Sharon also was concerned with a large pothole in the Riverside parking lot. Angelia informed her that the Elkhart Housing Authority would investigate this concern. She also informed Sharon that the Resident Council elections would be held on November 30.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — September 16, 2021, Regular Meeting**

- There was no approval of the September minutes due to there being no quorum.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — September 16, 2021**

- There was no approval of the September vouchers due to there being no quorum.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported 2 new hires, Candice Folie, (Receptionist), and Equilla Smith, (Recertification Specialist).

- **Comprehensive Improvements:**

- Scattered Sites:** The first phase of the HVAC replacement has begun and is expected to conclude by late October. Punchlist items are being finalized and there was a delay on door handles, the projected finished timeline was moved until the end of October.

The final phase of the bathroom remodel is expected to begin between November 8th and 15th.

Riverside Terrace: The elevator modernization project is continuing as scheduled.

Washington Gardens: Material for the playground renovations have been ordered and the equipment will be coming in late November. The start date of this project will be based on weather conditions.

Waterfall High-Rise: No work at this time

Rosedale High-Rise: No work at this time

COCC: We are still waiting for the FFY21 Emergency Safety & Security Grant award announcement. This grant opportunity was announced on September 17, 2020, with a submission deadline of June 2, 2021. The potential award for this grant is \$250,000.

We are also waiting for the award announcement of the Housing-related Hazards Capital Fund Program grant. This application was submitted on May 12, 2021 and has a potential award of \$1,028,474. An award from this grant would allow the Housing Authority City of Elkhart to completely replace all windows in all 98 Scattered Sites units.

- **Housing Choice Voucher Program:** Angelia reported for the month of September, 56 Annual Certifications were completed, 58 Interim Certifications Completed, 3 Unit transfers, 5 New Admissions and Absorbed Incoming Portabilities, 18 End of Participations, 7 Applications Remaining in Process, 656 Lease Ups on the last day of September and 90% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 54 participants in which 24 participants are currently employed, 3 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 3 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 11 participants are currently earning escrow, \$2,455 earned in escrow funds in September, and \$100,921.76 total current escrow balance.

Valerie Clason successfully graduated the FSS program this month. Valarie began her journey with us October 2016. Her primary goals included building her credit, budgeting and being mortgage ready. In addition to meeting her FSS goals, she was recently selected as a candidate to build a home through Habitat for Humanity.

- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of September is 97.03%, Washington Gardens Occupancy rate for the month of September is 96.90%, Waterfall Occupancy rate for the month of September is 96.80%, Scattered-Sites Occupancy rate for the month of August is 92.80% and Riverside's Occupancy rate for the month of September is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of September is 96.93%. She also stated that public housing received 118 applications, mailed 140 orientation letters, were processing 140 applications, approved 11 applications, denied 3 applications, and 93 applications were withdrawn. We received 18 homeless applications and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 11 move-outs in September.
- **Maintenance:** Angelia reported that 11 move-outs were received and 6 were completed, 11 emergency requests received and completed, 271 tenant requests received and 260 completed; and there were 50 annual inspections received and 23 completed, totaling 300 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of September, Rosedale high-rise earned \$32,185.00 in Revenue and \$16,490.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$30,495.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of September in the amount of \$18,180.00. The overall view for the year, Rosedale earned \$221,785.00 in Revenue and the expenses were \$266,0833.00. The net position YTD is \$(4,248.00).

Jessica announced for the month of September, Washington Gardens earned \$12,149.00 in Revenue and \$70,445.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had

\$56,918.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of September in the amount of \$25,676.00 The overall view for the year, Washington Gardens earned \$411,880.00 in Revenue and the expenses were \$427,306.00. The net position YTD is \$(15,426.00).

Jessica announced for the month of September, Waterfall high-rise earned \$32,673.00 in Revenue and \$22,517.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$32,574.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of September in the amount of \$22,616.00. The overall view for the year, Waterfall earned \$258,934.00 in Revenue and the expenses were \$203,103.00. The net position YTD is \$55,831.00.

Jessica announced for the month of September, Scattered Sites earned \$13,529.00 in Revenue and \$36,410.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$51,004.00 in Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of September in the amount of \$(1,065.00) The net position year to date is \$44,941.00.

Jessica announced for the month of September, Riverside high-rise earned \$34,549.00 in Revenue and \$22,328.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$37,557.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of September in the amount of \$19,320.00. The overall view for the year, Riverside earned 278,753.00 in Revenue and the expenses were \$225,050.00. The net position YTD is \$53,703.00.

Jessica announced for the month of September, COCC earned \$81,070.00 in Revenue. Jessica went on to say the COCC had \$105,133.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of September in the amount of (\$24,063.00). The overall view for the year, COCC earned \$502,830.00 and the expenses were \$682,875.00. The net position YTD is (\$180,045.00).

Jessica announced HCV had a loss for the month of September, in the amount of \$(381.20). The net position YTD is \$29,208.00.

❖ **Old Business:**

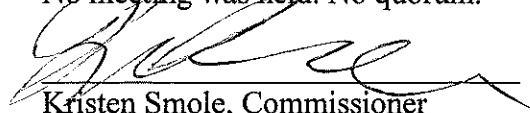
❖ **New Business:**


❖ **Handouts**

- NAHRO Monitor – August 31, 2021
- PHADA Advocate – August 18, 2021

❖ **Adjournment**

No meeting was held. No quorum.


Kristen Smole, Commissioner
November 23, 2021


Angelia Washington, Executive Director