

REGULAR BOARD MEETING
Elkhart Housing Authority
September 21, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, September 21, 2023.

Board Members present: Tonda Hines, Helenia Robinson, and Synthia Billings
Board Members present via dial-in: Willie Brown

Staff members present: Angelia Washington, Clarence Jones, Todd Fielder, Erik Mathavan, Amy Gonzalez, Jessica Brittain, Teri Ivory, Eva Coleman, Samantha Caretti, Tasha Andrews, Tiphany Travet, and Morgan Gibson-Day

Harris Law Firm Attorney present: Jewell Harris

Audience members present: Daniel Gill, Linda Quick and Sally Boreum

- ❖ **Audience Concerns:** Daniel Gill stated that he applied for housing through the EHA and had been on the waiting list for 5 months when he was told that he'd reached the top. He stated that he inquired several times but was treated rudely over the phone. He stated that he made a complaint to Clarence Jones, and he was asked to submit the complaint in writing. He said that Clarence did not respond to his request that everything be documented in writing. He further stated that Clarence had the intake specialist call him after he indicated that he would not speak over the phone due to his disability. He said that an appointment was made for 11:00 but when he arrived, the receptionist told him that his appointment was at 10:00 and he would need to reschedule. Mr. Gill stated that the appointment was rescheduled for 2:00 that same day and he met with Clarence and Sh'Rhea. He said he asked Clarence if he could record the meeting and he refused. Mr. Gill stated that he is asking for accountability and transparency. Attorney Harris informed Mr. Gill that he is not aware of everything that he is describing but he will speak with the executive director to get an account of everything that has happened so far, and he will communicate with him afterward.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — July 27, 2023, Regular Meeting**

- All commissioners present voted to approve the July 27, 2023, meeting minutes. Commissioner Brown voted to approve the July 27, 2023, meeting minutes via FaceTime.

- Approval of Meeting Minutes- August 17, 2023, Regular Meeting**

- All commissioners present voted to approve the August 17, 2023, meeting minutes. Commissioner Brown voted to approve the August 17, 2023, meeting minutes via FaceTime.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — July 27, 2023**

- All commissioners present voted to approve the July 27, 2023, vouchers. Commissioner Brown voted to approve the July 27, 2023, vouchers via FaceTime.

- Approval of Vouchers- August 17, 2023**

- All commissioners present voted to approve the August 17, 2023, vouchers. Commissioner Brown voted to approve the August 17, 2023, vouchers via FaceTime.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported 2 new hires, Cynthia Snowden, (Recertification Specialist), and Michelle Thomas, (HCV Homeownership Coordinator), 1 rehire, Eva Coleman, and 1 end of employment, John Garnett.

- **Comprehensive Improvements:**

Scattered Sites: Yoder and Son Fencing completed work on the playground to patch the fence and install the entry gates and locks. Forum Architects completed the final inspection of the playground with only minor action items for the contractors to address.

Riverside Terrace: No work during this time.

Washington Gardens: ServPro continued rehabilitation work of the 334-A Chapman Ave burn unit.

Waterfall High-Rise: No work during this time.

Rosedale High-Rise: Johnson Controls continued work on the Elevator Modernization project to determine the needs and requirements of a new fire alarm panel. A contract was signed with Johnson Controls to upgrade the fire alarm panel which will allow for the remaining integration of the elevator smoke detectors, heat sensors, and pull stations located throughout the building.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of August, 54 Annual Certifications were completed, 53 Interim Certifications Completed, no Unit transfers, 12 New Admissions and Absorbed Incoming Portabilities, 7 End of Participations, 65 Applications Remaining in Process, 702 Lease Ups on the last day of August and 95% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 63 participants of which 40 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 2 participants are enrolled in job training programs, 7 participants are disabled or unable to work. 19 participants are currently earning escrow, \$6,027 earned in escrow funds in August, and \$136,596.62 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of August is 98%, Washington Gardens Occupancy rate for the month of August is 98%, Waterfall Occupancy rate for the month of August is 97%, Scattered-Sites Occupancy rate for the month of August is 99% and Riverside's Occupancy rate for the month of August is 97%. Angelia went on to say Public Housing's overall Occupancy rate for the month of August is 98%. She also stated that public housing received 142 applications, mailed 280 orientation letters, processed 110 applications, approved 25 applications, denied 5 applications, and 60 applications were withdrawn. We received 30 homeless applications, and 25 application(s) were approved and waiting for an available unit. Angelia reported there were 12 new admissions and 10 move-outs in August.
- **Maintenance:** Angelia reported that 10 move-outs were received and 8 were completed, 7 emergency requests received and completed, 424 tenant requests received and 421 were completed; and there were 38 annual inspections received and 29 completed, totaling 465 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of August, Rosedale high-rise earned \$27,116.00 in Revenue and \$22,073.00 in Operating Subsidy Revenue. Jessica went on to say

Rosedale high-rise had \$43,321.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of August in the amount of \$5,868.00. The previous past due rent was \$4,345.00, and the current past due rent is \$6,515.00. The increase in past due rent is \$(2,170.00).

Jessica reported for the month of August, Washington Gardens earned \$17,084.00 in Revenue and \$89,982.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$143,998.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of August in the amount of \$36,932.00. The previous past due rent was \$32,628.00 and the current past due rent is 36,563.00. The increase in past due rent is \$3,935.00.

Jessica reported for the month of August, Waterfall high-rise earned \$27,894.00 in Revenue and \$27,670.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$50,232.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of August in the amount of \$5,332.00. The previous past due rent is \$5,669.00 and the current past due rent is \$7,195.00. The increase in past due rent is \$(1,526.00).

Jessica reported for the month of August, Scattered Sites earned \$6,383.00 in Revenue and \$37,328.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$70,397.00 in Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of August in the amount of \$(26,686.00). The previous past due rent was \$15,307.00 and the current past due rent is \$23,329.00. The increase in past due rent is \$(8,022).

Jessica reported for the month of August, Riverside high-rise earned \$35,632.00 in Revenue and \$30,548.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$62,197.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of August in the amount of \$3,983.00. The previous past due rent is \$(1,460.00), and the current past due rent is \$(737.00). The increase in past due rent is \$(723.00).

Jessica reported for the month of August, COCC earned \$173,704.00 in Revenue. Jessica went on to say the COCC had \$164,252.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of July in the amount of \$9,452.00.

Jessica reported HCV had a profit for the month of August, in the amount of \$7,439.00. The net position YTD is \$214,494.00.

❖ **Old Business:**

• **East Chicago Housing Authority Tour**

Angelia stated that she had previously spoken with the commissioners about the EHA's instrumentality and the ability to utilize it to address more affordable housing needs in the city of Elkhart. She stated that the lack of affordable housing is one of the biggest crises in America. Angelia thanked the board for allowing her to attend her last training in Washington DC. She said that it is nice to get together with other executive directors, network with them, and hear some of the issues that they are dealing with and some of the innovative ideas that they've come up with. She further stated that East Chicago Housing Authority has an instrumentality which is their Managed East Chicago Housing Association in which they buy multifamily units throughout the city, and they take those into their portfolio as a way to extend more affordable housing to low-income families. Angelia said that she was invited to shadow the executive director to learn more about redevelopment. She informed the commissioners that she would like to start having meetings soon to discuss our instrumentality which is the Elkhart Community Housing Corporation. She said that we own several vacant lots that we can possibly build more affordable housing on. She said that she hoped that they could start meeting soon to discuss plans to move forward with the Elkhart Community Housing Corporation's

instrumentality. Commissioner Hines suggested that Angelia have a plan and some ideas that she can share with them at that time. Attorney Harris stated that he works with Managed East Chicago Housing and one of the biggest factors is for your instrumentality to immediately focus on building the creditworthiness of that entity because generally, they are dormant. He further stated that taking advantage of what your instrumentality can do is difficult without cash in hand or creditworthiness. He said there are some creative things you can do with the instrumentality and housing authority to boost that and the organization that Angelia mentioned actually serves as the landlord for the housing authority and that was a way for them to immediately start building up their credit by showing a stream of income with the housing authority paying rent to the instrumentality. Commissioner Hines stated that they should work alongside the Chamber of Commerce, the city, Notre Dame, and the redevelopment commission so that the efforts are collaborative, and they will know what they are doing so that we are not overlapping.

❖ **New Business:**

• **Dog Incident at Riverside**

Angelia informed the commissioners that when she returned from training, she was informed about a dog situation over at Riverside that she had just spoken to Attorney Harris about. She said that she wants to speak to Fair Housing to see what exactly they can do to address some of the ongoing dog concerns that they've had. Angelia explained to the commissioners that there was a resident's dog that killed another resident's dog. She said that the EHA must do its due diligence in investigating. She stated that at a recent fair housing training, she was informed that we can't prohibit residents from bringing in pets who have the propensity to harm. She said that they are investigating the incident and they hope to get a meeting with Fair Housing soon. She apologized to Sally Boreum and Linda Quick, who are Riverside residents, who came to the meeting today. Ms. Boreum asked Angelia why the resident was allowed to bring the dog back into the building. Attorney Harris assured Ms. Boreum that he would speak to the executive director after this meeting, and they would come up with a game plan on how to address the incident.

Commissioner Brown asked Angelia how things were going with Adrian Riley at the substation. Angelia said things were great and we are planning some community events with Mr. Riley and the Washington Gardens property manager, Samantha.


• **Resolution 23:12 – A Resolution Amending the Voucher Payment Standard**

Amy stated that annually they review the fair market rent and HUD publishes it toward the end of the year. She said that the voucher payment standard is between 90-110% of what the fair market rent is. She said that the purpose of changing it annually is to allow more affordability for our tenants as the rent continues to go up in our area. All commissioners present voted to approve resolution 23:12. Commissioner Brown voted to approve resolution 23:12 via FaceTime.

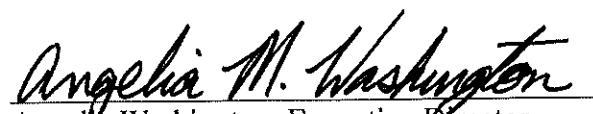
❖ **Handouts: None**

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the September 21, 2023, Board of Commissioners' meeting adjourned at 5:08 P.M.



Willie Brown, Commissioner
October 19, 2023



Angelia Washington, Executive Director
10-19-23