

**REGULAR BOARD MEETING
Elkhart Housing Authority
October 27, 2025**

The Board of Commissioners for the Housing Authority, City of Elkhart, met in regular attendance at 4:30 p.m. on Monday, October 27, 2025.

Board Members present: Willie Brown, Dan Boecher, Kristen Smole, Loria Mayes, Synthia Billings, Helenia Robinson, and Sandi Schreiber

Board Members present via dial-in: Helenia Robinson via Teams.

Staff members present: Alicia Kimble, Chrissy Krieger, Erik Mathavan, Jessica Brittain, Todd Fielder, Nekisha Roberson, Olesia Melnyk, Redginald Norris, Teri Ivory, and Morgan Gibson-Day.

Harris Law Firm Attorney present: Nick Snow

Audience members present: Barbara Shartar, Dave Longstreth

- ❖ **Audience Concerns:** Rosedale resident David Longstreth showed pictures of bedbug activity in his unit to the commissioners, attorney, executive director, and deputy director. The pictures showed the infestation that had been reported by various Rosedale residents and were addressed earlier in the meeting by Executive Director Marsha Parham-Green and Public Housing Director Alicia Kimble. Mr. Longstreth expressed frustration over the situation and stated that the roaches were eating his supper. He also showed pictures of his housekeeping, which showed a clean interior, free from clutter and debris.

Rosedale resident Barbara Shartar asked about inspections being conducted on a regular basis and why the infestation took so long to discover.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — September 18, 2025, Regular Meeting

All commissioners present voted to approve the September 18, 2025, meeting minutes.

September Financial Report

- **AMP 261- Rosedale**
Revenue \$309,566.00
Expenses \$415,771.00
YTD End of September – Loss - Improvement \$(25,205.00)
YTD Prior Month – August \$(44,413.00)

- **AMP 262 – Washington Gardens**
Revenue \$788,668.00
Expenses \$811,615.00
YTD End of September – Loss - Improvement \$(22,947.00)
YTD Prior Month – August \$(28,567.00)

- **AMP 263 – Waterfall**
Revenue \$490,317.00
Expenses \$484,776.00
YTD End of September – Profit - Improvement \$5,541.00
YTD Prior Month – August \$(25,871.00)

- **AMP 264 – Scattered Sites**
Revenue \$362,577.00
Expenses \$354,839.00
YTD End of September – Profit - Improvement \$7,738.00
YTD Prior Month – August \$(22,620.00)
- **AMP 267 – Riverside**
Revenue \$465,498.00
Expenses \$462,231.00
YTD End of September – Profit - Improvement \$3,267.00
YTD Prior Month - August \$(32,017.00)
- **Fund 110 – COCC**
Revenue \$1,270,761.00
Expenses \$1234,277.00
YTD End of September – Profit - Improvement \$36,484.00
YTD Prior Month – August \$(15,390.00)
- **Fund 800 – HCV**
Revenue \$426,773.00
Expenses \$471,660.00
YTD End of September – Loss - Improvement \$(44,660.00)
YTD Prior Month – August \$(74,790.00)

Updates from Marsha Parham-Green

Marsha informed the board that we are hoping to have a redefined website and logo for the EHA, and we are working with a company called Brooks Jeffery. She also informed the board that the agency did a cleanup, and Todd and his team were a significant part of that, and they helped us get rid of things that had been stored for many years. Marsha further addressed the ongoing complaints in our high rises, specifically Rosedale. She said that the team came up with a plan in June. She said that we solicited Griffen, and they came up with a very aggressive plan to address those specific areas of the building while treating the entire building as a whole. She said that Alicia and Erik have been monitoring their work and addressing what they can address. She said that this is a group effort and not just the housing authority. She said that resident services were working with the residents on housekeeping. She said that they will continue this plan not just at Rosedale but at the other high rises as well. Commissioner Smole asked if we would keep the high rises on a schedule once we get everything under control. Marsha stated that we will continue to do preventative maintenance with Griffen. She said that we also solicited Orkin to help since we need this to happen a little quicker than Griffen can do on their own.

Exhibit C — Department Directors' Reports

- **Human Resources:** Teri stated that for September, the EHA had 33 total employees, 32 full-time, one part-time, three vacancies, two new hires, and two retirements. **Vacancy Comments:** 1 Custodian open position, 1 General Maintenance Technician, 1 HVAC Specialist, 1 Groundskeeper, 1 Recertification Specialist (New hire starting 10/15/25), 1 Resident Services Coordinator (New hire starting on 10/20/25), 1 Asset Property Manager (Newly added position). **Retirement Comments:** HVAC – Terry Waugh retired 9/26/2025 and Cordell Price retired 10/30/2025. **Recruitment and Retention Challenges:** Declining positions following accepting, no call, no shows, no driver's license, and not able to be covered under insurance due to suspension or other driving offenses. **Training and Development:** 10/20 NAHRO's Emerging L.E.A.D.ership Program Cohort 3 Session 2. **Community Outreach and Partnership:** Toys for Tots EHA drive, Agency Clean out underway.

- **Comprehensive Improvements:**

Scattered Sites: Kitchen Modernization – Exhaust Fan & Kitchen Cabinetry replacement, New Range Hood Installation – Alliance is putting together the final specs to bid out, most likely over the course of three phases, starting with Banneker Heights.

Jetting and Camera Work of Toilet Plumbing – Jetting and camera work at Banneker Heights is Complete. Griffin P&H to schedule the remaining 60 Scattered Sites single-family units.

Concrete Parking Lot ADA Ramps – 3 parking lot ADA ramps have been added to the Banneker Heights Parking Lot.

Riverside Terrace: ElectriCorpe completed 5 of the 11 resident unit electrical panel upgrades, as well as completed 66 of the 77 resident unit LED lighting upgrades scheduled for the fiscal year.

Alliance is working on putting together specs for the replacement of USPS mailboxes that will also provide for large parcel storage.

Backup Generator Replacement – Work scheduled to commence mid-October.

Washington Gardens: No work during this time.

Waterfall High-Rise: Shambaugh & Son continues to work on the retrofit of the fire sprinkler system throughout the building. They are currently working on the third-floor piping of the common hallway.

Bidding of the Stairwell Heating Units (one for each stairwell) to support the fire sprinkler system throughout the building. They are currently working on the third-floor piping of the common hallway.

Waterfall Offices Security Upgrade – scheduled to commence the 2nd week of October, slight delay due to the backorder on the windows.

Backup Generator Replacement – work scheduled to commence the third week in October.

Rosedale High-Rise: Basement Piping Replacement – EJ White commenced work the week of 9/22 with a 5–6-week completion date.

Award of 2025 CFP Emergency Safety & Security Grant – Housing Agency awarded \$235,850 to Replace the perimeter fence and gates, replace the exterior doors and locks, and install 23 additional cameras throughout the building, including stairwells.

COCC: COCC Modernization – Contractors contacted to provide estimates to modernize the boardroom, replace carpeting, and update the exterior brick.

- **Housing Choice Voucher Program:** Chrissy reported for September, 50 Annual Certifications were completed, 78 Interim Certifications were completed, 3 Unit transfers, 2 New Admissions and Absorbed Incoming Portabilities, 5 End of Participations, 1 Application Remaining in Process, 659 Lease Ups on the last day of September, and 89% Lease-Up Percentage. **The previous month's lease-up percentage: 88% The waitlist is closed.**

- **Family Self Sufficiency Programs:** Chrissy reported that the Family Self Sufficiency program is currently serving 58 participants, of which 36 participants are currently employed, 8 participants are attending college, 4 participants are disabled or unable to work, 21 participants are currently earning escrow, \$7,292 earned in escrow funds in September, and \$176,166.00 total current escrow balance.
- **Public Housing:** Alicia reported that Rosedale's Occupancy rate for the month of September is 97%, Washington Gardens' Occupancy rate for the month of September is 96%, Waterfall Occupancy rate for the month of September is 94%, Scattered-Sites Occupancy rate for the month of September is 100% and Riverside's Occupancy rate for the month of September is 99%. Alicia went on to say that Public Housing's overall Occupancy rate for the month of August is 97%. She also stated that public housing received zero applications, mailed 80 orientation letters, processed zero applications, approved 0 applications, denied 0 applications, and no applications were withdrawn. **The waitlist is closed.** We received no homeless applications, and no application(s) were approved and waiting for an available unit. Alicia reported that there were 6 new admissions and 8 move-outs in September.

Alicia stated that the treatment plans that are being done are effective, and she has been monitoring them. She said that they will be conducting tenant meetings, and Griffen will be working with all of the tenants and training them on how to keep pests out of their units. She said that when you spray a unit, there is continued treatment that needs to be done. Commissioner Smole said that the plan is to keep tenants in the loop so that they know that they have been heard. Marsha said that it is important to get the education piece from the professionals and add information to the move-in packet. She said that we can provide tips like how pests love dog food, and if you have some sitting out, they will be attracted to that. She said that this is a partnership because they can treat the problem all day, but if there is something that is attracting them back, it could be a never-ending battle. Alicia added that she did not want tenants to be afraid to report that they are having a pest issue because we cannot help with the issue if we do not know about it. Commissioner Smole asked how long it takes before they get inside a unit once a resident has called for help. Marsha said that as long as it is not a weekend, we are in constant communication with pest control, and they report it through the department. Alicia said that they do not wait, and once the information is provided to us, we send an email to the company right away.

- **Maintenance:** Todd reported that 8 move-outs were received and completed, 14 emergency requests were received and completed, 825 tenant requests were received, and 815 were completed; and there were 39 annual inspections received and completed, totaling 876 completed work orders.
- Marsha informed the board that there were changes made to the employee handbook, and she has included those changes in the board packet. She said that this effort was led by the directors who met at least 3-4 times. She said that the policies had not been updated in several years. Commissioner Schreiber asked about the time and attendance policy that had to be approved by commissioners. Marsha explained that it would be for 2026. She said that the staff would like to have the entire week off for Christmas, and that is something that the board would have to approve. Commissioner Billings asked about the bereavement policy and if it included immediate family members. Teri explained that it would include parents, siblings, stepparents, etc. Marsha added that employees have other leave that they can take if they wish to attend a funeral for a friend or a more distant family member. Commissioner Billings asked about changing the director's leave notice from 60 days to 30 days and whether this would be enough time to train a new employee. Marsha said that she wants others to be trained at the director's level so that operations never stop. She said that this had been a challenge in the past, but now they are building a succession plan across the agency, not just at the executive level. It was determined by the attorney and the board that the EHA did not need a resolution for the personnel policy because it is not monetary and does not have a financial impact. The board voted to rescind resolution 25:17.

❖ **Old Business: None**

❖ **New Business:**

- **Resolution 25:17 – A Resolution to Supplement and Amend the Elkhart Housing Authority Personnel Policy**

The board unanimously voted to rescind this resolution.

- **Resolution 25:18 – A Resolution Approving an Amendment to the Interlocal Agreement Between the Elkhart Housing Authority and the Housing Authority of South Bend**

All commissioners present voted to approve Resolution 25:18.

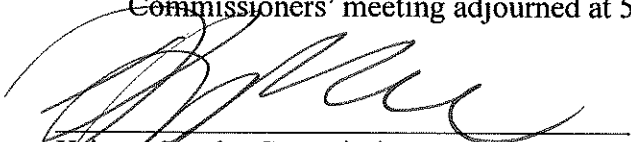

- **Resolution 25:19 – A Resolution Approving an Amendment for Professional Consulting Services Between the Elkhart Housing Authority and Marsha Parham-Green.**

All commissioners present voted to approve Resolution 25:19.

❖ **Handouts: None**

❖ **Adjournment**

Commissioner Kristen Smole, without any objections, declared October 27, 2025, Board of Commissioners' meeting adjourned at 5:12 P.M.


Kristen Smole, Commissioner
November 10, 2025,
Marsha Parham-Green, Transition Consultant
November 10, 2025