

**REGULAR BOARD MEETING
Elkhart Housing Authority
February 21, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, February 21, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

Commissioners present: JeNeva Ward, Lefate Owens, Tonda Hines, Vicki Fireline and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Ann Washington, Jessica Bouie, Carla Rivera, Christine Tack, Kristen Borchert, Charlotte Pettis, Mitchell Craven and Taresa Walker

Audience members present: Pam Kurpqewit

❖ **Roll Call**

Commissioner Lefate Owens called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — January 10, 2019 Regular Meeting

Commissioner Tonda Hines motioned to approve the minutes from the January 10, 2019 Regular Meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the January 10, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — January

Commissioner Lefate Owens motioned to approve the vouchers for January 2019. Commissioner Tonda Hines seconded the motion. All Commissioners present unanimously voted to approve the January 2019 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported there was one new hire: Salina Brown and there were three employment separations from the agency for the month of January.
- **Comprehensive Improvements:**
 - Scattered Sites:** Terry reported the most recent phase of bathroom renovations is nearing its end. Final walk through is expected within the next. Residents seem to be very excited about the finished product. Photos attached.

Riverside Terrace: Terry reported there is no work at this time.

Washington Gardens: Terry reported the entry door project has concluded and the final punch list is still being completed. The residents appear to be very pleased with the upgrade. Terry went on to say the first phase of the roof replace project is in the board packet for approval. The lowest and most responsive bid was from Slatile Roofing & Restoration for the amount of \$411,420. This will fully replace 17 aging roofs and add gutter screens and covered conductor heads, to prevent blockage. Work is not expected to begin until mid-summer.

Waterfall High-Rise: Terry reported there is no work at this time.

Rosedale High-Rise: Terry reported there is no work at this time.

COCC: Terry reported the annual plan has been submitted to Field Office and we are still waiting for approval. Environmental reviews for CFP projects have been submitted to the City. When approved, we will send to Field Office.

- **Housing Choice Voucher Program:** Terry reported for the month of January 2019 there were 58 Annual Certifications completed, 58 Interim Certifications completed, 5 unit transfers completed, 5 new admission and absorbed incoming portabilities, 5 end of participations for the month, 38 applications remaining in process, 675 lease up on the first day of the month and HCV was at 93% leased up for the month of January.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 67 participants in which 41 participants are currently employed, 3 participants terminated assistance, 3 participants have enrolled in Job Training programs, 2 participants are enrolled in continuing education programs for HSE/GED, 4 participants are enrolled in continuing education programs with Colleges and 16 participants are disabled. Terry went on to say there is \$6,200 earned in escrow funds this month and \$80,277 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of January is 98.02%, Washington Garden Occupancy rated for the month of January is 94.85%, Waterfall Occupancy rate for the month of January is 97.62%, Scattered-Sites Occupancy rate for the month of January is 96.94% and Riverside Occupancy rate for the month of January is 98.64%. Terry went on to say Public Housing's overall Occupancy rate for the month of January is 97.00%. Terry stated for the month of January Public Housing received 66 applications, 55 mailed interview letters, 33 applications are in processing status, 35 applications were approved, 17 were denials, 62 were withdrawn, 2 were domestic violence applications and 2 were homeless applications. Terry reported there were 11 new admissions and 12 move outs for the month of January.
- **Maintenance:** Terry reported for the month of January there were 12 move-outs received and 6 were completed, 11 emergency requests received and completed, 415 tenant requests for work orders were received and 407 completed; and there were 36 annual inspections received and completed, totaling 460 completed work orders.
- **Financial Reports and Write-Offs:** Chris Kinnard announced for the month of December, Rosedale High-rise earned \$31,001.65 in Revenue and \$17,967.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$37,331.46 in Expense without depreciation, giving December High-rise a profit for the month of December totaling \$11,637.19. Chris Kinnard reported Rosedale High-rise had a profit for the third quarter of \$56,909.68.

Chris Kinnard announced for the month of December, Washington Gardens earned \$21,907.50 in Revenue and \$81,487.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$84,229.11 in Expense without depreciation, giving Washington Gardens a profit for the month of December totaling \$19,165.39. Chris Kinnard reported Washington Gardens had a profit for the third quarter of \$173,001.55.

Chris Kinnard announced for the month of December, Waterfall High-rise earned \$31,837.11 in Revenue and \$21,583.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$57,912.24 in Expense without depreciation, giving Waterfall High-rise a loss for the month of December totaling \$4,492.13. Chris Kinnard reported Waterfall High-rise had a profit for the third quarter of \$45,214.39.

Chris Kinnard announced for the month of December, Scattered Sites earned \$12,525.77 in Revenue and \$40,545.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$39,798.38 in Expense without depreciation, giving Scattered Sites a profit for the month of December totaling \$13,272.39. Chris Kinnard reported Scattered Sites had a profit for the third quarter of \$118,200.36.

Chris Kinnard announced for the month of December, Riverside High-rise earned \$36,056.24 in Revenue and \$17,431.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$49,745.26 in Expense without depreciation, giving Riverside High-rise a profit for the month of December totaling \$3,741.98. Chris Kinnard reported Riverside High-rise had a profit for the third quarter of \$115,972.44.

Chris Kinnard announced for the month of December, COCC earned \$106,988.67 in Revenue. Chris Kinnard went on to say COCC had \$129,126.30 in Expense without depreciation, giving COCC a loss for the month of December totaling \$22,137.63. Chris Kinnard reported COCC had a loss for the third quarter of \$103,066.59.

Chris Kinnard announced HCV has a profit from Operations of \$13,818.85.

❖ **Old Business**

Nothing at this time.

❖ **New Business**

Exhibit D/Resolution 19:01 – Reroofing Resolution

Terry Walker reported Resolution 19:01 is for the approval of Reroofing of Individual Buildings at Washington Gardens.

Commissioner Lefate Owens motioned to approved Resolution 19:01. Commissioner Tonda Hines seconded the motion. All commissioners present unanimously voted to approve Resolution 19:01.

Budget FYE 2020-Discussion

Chris Kinnard reported she handed out a draft of the budget for FYE 2020. Chris went on to say it is very important that we have a quorum for next month to approve the budget and if do not have a quorum we will have to call a Special Meeting specifically to have the budget for FYE 2020 approved. Chris stated she broke down the budget by each AMP and this gives the commissioners a chance to look over the draft and be able to ask questions in regards to the budget so next month is not the first month each commissioner is seeing the budget.

❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeva Adams without any objections, declared the February 21, 2019 Board of Commissioners' meeting adjourned at 5:23 PM.


JeNeva Ward, Commissioner

March 28, 2019


Terry Walker, Executive Director