

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**March 16, 2017**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, March 16, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

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

**Staff members present:** Kim Sindle, Chris Kinnard, Terry Walker, Milton Banks, Mitch Craven, Ann Washington, Lori Bowers, MariAnn Reese, Todd Fielder, and Terry Staner.

**Audience members present:** There were no audience members present.

❖ **Roll Call**

Commissioner Cory White called the meeting to order. Terry Staner called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

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

Commissioner JeNeva Adams motioned to approve the minutes from the January 19, 2017 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the January 19, 2017 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — February**

Commissioner Len Paff motioned to approve the vouchers for February 2017. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the February 2017 Vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Kim reported there was one new hire, Michael Spann, for COCC Maintenance Groundskeeper. Kim stated there was one voluntary separation. Kim announced there was one staff member that reached an important milestone in the month of February, Mitchell Craven, Director of Comprehensive Improvements, has reached his 15 years of service milestone.

- **Comprehensive Improvements:**

**Scattered Sites:** Kim reported the bathroom remodel is nearing completion, but there have been a few delays so the project will not finish up until next week. Kim stated there has been an overwhelming response from Tenants on how well they like the updated bathrooms.

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

**Washington Gardens:** Kim reported the security camera installation is a couple of weeks behind. Kim stated all the wiring has been done and the boxes are in. Kim said the Housing Authority is waiting for the cameras to arrive. Kim stated he hoped the project would be complete before the end of March.

**Waterfall High-Rise:** Kim reported the interior door replacement is going along well. Kim stated all the door frames are up, but the doors have not come in yet.

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

**COCC:** Kim reported it has been confirmed the Annual Plan has been received by the Field Office and pending approval. Kim stated the Environmental Reviews for the Capital Fund Projects have been

completed. Kim said approvals from the City and State have been received and a complete packet has been sent to the Field Office. Kim reported the 2017 HUD Emergency Safety & Security Grant has been announced. Kim said the application is nearly complete and is expected to be ready for submission prior to the April 3 deadline. Kim stated the Grant will be used primarily for the Malcolm Drive area and the Housing Authority will install cameras if we get the Grant.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of January, is showing HCV is at 94% occupancy.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 108 clients. Kim stated four new participants joined the program, no participants withdrew from the program, one participant was terminated from the program, one participant graduated by incoming out of the program, one participant graduated by purchasing a home, one participant ported out to Mishawaka, and one participant completed their five year program. Kim announced 28 participants are disabled, 20 participants are enrolled in college or training programs, 59 participants are currently working, and 32 participants are currently earning escrow. Kim stated the FSS clients earned \$7,595.00 in escrow payments for February and the current escrow balance on February 28, 2017 is \$99,186.00.
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 95% for the month of February. Kim stated 63 applications were received in February. Kim reported there were 20 new admissions. Kim said there were 16 move-outs in February.

Kim reported the Housing Authority is having a hard time hiring new staff members for the short-handed Maintenance department. Kim said participants are hired, but when they are sent for their drug screening, they do not pass it. Kim reported the RV companies are in a hiring frenzy and they are taking all available workers. Kim announced with the heavy move-out season coming up, his remedy to the situation is hiring two Contractors to complete all move-outs, giving maintenance time to do all other jobs. Kim stated this is the strategy the Housing Authority is going to implement and he hopes it relieves the situation. Kim said Maintenance was down four people and just had another person fall and break his ankle and he will be out eight weeks, leaving the Housing Authority down five employees. Commissioner Margaret Owens asked what positions were open. Kim reported the positions of General Maintenance and Lawn Care are open, General Maintenance starts at \$13.50 hour and Lawn Care starts at \$10.31 hour.

- **Maintenance:** Kim reported for the month of February there were 16 move-outs received and 14 completed, 5 emergencies received and completed, 311 tenant requests for work orders were received and 260 completed; and there were 38 annual inspections received and completed, totaling 317 completed work orders.
- **Financial Reports And Write-Offs:** Using the data from the cover sheet, Chris Kinnard reported Rosedale High-Rise is showing a loss from operations of \$119215.52. Chris Kinnard stated when she adds the 1406 Monies of \$135,000.00, Rosedale actually has an estimated profit of \$15,784.48.

Chris Kinnard reported Washington Gardens is showing a loss from operations of \$159,377.59. Chris Kinnard stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$90,622.41.

Chris Kinnard reported Waterfall High-Rise is showing a loss of \$100,212.22 from operations. Chris Kinnard stated when she adds the Capital Fund Program monies for the Risers of \$60,000.00 and Door Replacement for \$150,000.00, Waterfall will have an estimated profit of \$109,787.78. Kim announced this profit will go into the Reserves.

Chris Kinnard reported Scattered Sites is showing a loss from operations of \$133,160.88. Chris Kinnard stated when she adds the Capital Fund Program monies for Plumbing of \$28,000.00 and Bathroom Remodel for \$153,000.00, to Scattered Sites, they will still have an estimated profit of \$47,839.12.

Chris Kinnard reported Riverside High-Rise is showing a loss from Operations of \$252,679.44. Chris Kinnard stated when she adds Reserves in the amount of \$253,000.00, Riverside High-Rise will have an estimated profit of \$320.56.

Commissioner Cory White asked how much Riverside had in Reserves. Chris Kinnard reported approximately \$600,000.00. Commissioner Cory White stated he thought Riverside was a high performer and wanted to know what happened. Chris Kinnard reported Public Housing had a Company calculate Tenant Utility Allowances and the Contractor gave too much in Utilities, in the amount of \$50,000.00, to Riverside Tenants. Chris went on to report the second reason for the downturn is due to a loss of cash found during the Audit. Chris Kinnard stated a Fee Accountant was hired and he told us where the Reserves had to go. Commissioner Margaret Owens asked where the money was lost at Chris Kinnard reported technically the Housing Authority never had it, Journal Entries completed made it look as if the Housing Authority had the money, but the monies were never in property Reserves.

Kim went on to explain, during the recent audit closeout which Commissioners White and Paff attended, it was revealed by the auditor that our previous Finance Director made multiple errors in her mathematical calculations which affected retained earnings (Reserves). Kim stated this was also discussed in the copy of the annual audit all Commissioners received from the auditor. Kim reported no fraud or theft was identified by the auditor, only calculation errors which resulted in the misstatement of retained earnings at the developments and COCC. It appeared on paper that we had more in our retained earning accounts (Reserves) than we actually had. The auditor recommended we hire a fee accountant to review the accounts in question and recommend the proper solution to bring our retained earnings back into agreement with our financial statement.

Kim reported a fee accountant was hired to review the accounts in question. Kim stated the fee accountant reported it appeared the previous Finance Director was attempting to correct these mathematical errors, but was unable to resolve the matter in a timely fashion. Kim went on to say the fee accountant made the proper adjustments to bring the Housing Authority back into agreement with our financial statements. Kim reported in order to resolve this matter the Housing Authority had to use money from the Reserve accounts to balance the accounts, resolving the finding.

Chris Kinnard reported the COCC is currently showing a loss of \$182,287.78 from operations. Chris Kinnard stated when the 1406 Monies of \$59,063.80 and Reserves totaling 123,500.00, is added back in, the COCC will have an estimated profit of \$276.02.

Chris Kinnard reported Housing Choice Voucher has an \$116,493.43 profit from operations.

Kim asked if any Commissioners had questions they may want to ask about the March, 2017 Write-offs report. There were no questions or concerns on the March Write-offs.

#### ❖ Old Business

##### Exhibit D /Discussion – PIH 2017-03 HUD Guidance For Smoke Free Policy

Kim reported the special PIH Notice regarding Public Housing Smoke-Free Policies is for the Commissioner's review. Kim stated the final regulation has not been sent out and the new Administration has put all potential legislation on hold for the time being. Kim said the Notice states all PHA's will have 18 months to implement their smoke-free policies, which will give the Commissioners time to consider what they want stated in the Elkhart Housing Authority policy. Kim stated a good example would be whether or not Commissioners want to ban smoking on the property completely or maybe create a smoking area somewhere on the property. Kim suggested Commissioners read the Notice carefully and consider the path they would like the Housing Authority to take. Commissioner Cory White asked if the Housing Authorities insurance company offered any rate discounts. Kim asked Mitch Craven, Director of Comprehensive Improvements, if the insurance company offered any rate discounts, Mitch stated he did not know off-hand, but would check into it. Kim reported if a gazebo was built for smoking, the Elkhart Housing Authority would have to build it and be responsible for it. Commissioner Margaret Owens asked where the funding would come from. Kim stated each property of the Housing Authority would have to supply all funding to build and maintain their own gazebo for smoking. Commissioner Cory White asked if the additional police patrols the Housing Authority pays for could be used

to enforce Housing Authority rules. Kim said he thought so, they work for the Housing Authority as an independent contractor.

❖ **New Business**

**Discussion – Verbal Resignation Of Commissioner Denita Dudley**

Kim announced Commissioner Denita Dudley has resigned as Resident Commissioner of the City of Elkhart Housing Authority Board of Commissioners due to health issues. Kim reported the Housing Authority is currently in the process of looking for a replacement.

**Exhibit E /Discussion – PHAS Score Report**

Kim announced the Elkhart Housing Authority received a score of 76, out of a possible 100, on the Public Housing Assessment System Score Report, or PHAS Score Report. Kim stated a score of 76 points designates the Elkhart Housing Authority as a Standard Performer.

**Exhibit F /Discussion – SEMAP Score Report**

Kim reported the Housing Choice Voucher program of the Elkhart Housing Authority received a score of 140 points out of a possible 135 points on their Section Eight Management Assessment Program Report, or SEMAP Report, ranking the Housing Choice Voucher program as a High Performer.

**Exhibit G /Resolution 17:05 – FYE 2018 Proposed Annual Budget Approval**

Kim reported Resolution 17:05 is for the approval of the FYE 2018 Proposed Annual Budget.


Commissioner Margaret Owens motioned to approve Resolution 17:05. Commissioner Jason Moreno seconded the motion. All commissioners present unanimously voted to approve Resolution 17:05.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor
- Saving America's Public Housing

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the March 16, 2017 Board of Commissioners' meeting adjourned at 5:04 PM.

  
JeNeve Adams, Commissioner  
April 20, 2017

  
Kim Sindle, Executive Director