

REGULAR BOARD MEETING
Elkhart Housing Authority
September 15, 2016

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, September 15, 2016 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: Cory White, Lefate Owens, Len Paff, Margaret Owens, and JeNeve Adams.

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

Audience members present: Pam Kurpgeweit, Elkhart's 6th District City Councilwoman.

❖ **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 — August

Commissioner Len Paff motioned to approve the minutes from the August 18, 2016 meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the August 18, 2016 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — August

Commissioner Lefate Owens motioned to approve the vouchers for August 2016. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the August 2016 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there was no reportable Human Resources Activity for the month of August, 2016.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported there is no work at this time.

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

Washington Gardens: Kim reported the planning stages for the security camera installations at Washington Gardens have been completed, and with the recommendation of Form Architecture and the retained security camera consultant, the project will be advertised for bid as soon as the funding becomes available. Kim announced quotes have been requested for the single roof replacement needed at Washington Gardens.

Waterfall High-Rise: Kim announced the interior door replacement project will be advertised for bid within the next 60 days and the lowest, most responsive bid will be presented to the board for approval.

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

COCC: Kim reported the Elkhart Housing Authority is still waiting for the new Safety & Security grant to be spread in LOCCS.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of July, showing HCV is at 96% occupancy.

- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 94 clients. Kim stated three new participants joined the program, four participants were terminated or withdrew from the program, and one participant completed the program. Kim announced 21 participants are disabled, 28 participants are enrolled in college or training programs, 47 participants are currently working, and 30 participants are currently earning escrow. Kim stated the FSS clients earned \$6,257.00 in escrow payments for August and the current escrow balance is \$87,169.00.
- **Public Housing:** Kim reported the occupancy rate for Public Housing is at 94.39% for the month of August and 92.16% for the fiscal year to date. Kim stated 103 applications were received in August. Kim reported there were 24 new admissions. Kim said there were 19 move-outs in August.
- **Maintenance:** Kim reported for the month of August there were 19 move-outs received and 15 completed. Kim announced there was a problem with the emergency work order report, so there are no numbers to represent that category in the August report. Kim went on to announce there are 444 tenant requests for work orders were received and 398 completed; and there were 38 annual inspections received and completed, totaling 451 completed work orders.
- **Financial Reports And Write-Offs:** Using the data from the cover sheet, Chris reported Rosedale High-Rise is showing a loss from operations of \$12,629.61. Chris stated when she adds the 1406 Capital Fund Program monies of \$71,000.00, Rosedale actually has a profit of \$58,370.39.

Chris reported Washington Gardens is showing a loss from operations of \$125,567.55. Chris stated when adding the \$250,000.00 Security and Safety Grant award money, Washington Gardens will have an estimated profit of \$124,432.45

Chris reported Waterfall High-Rise is showing a loss of \$31,514.15 from operations. Chris stated when she adds the 1406 Capital Fund Program monies for the Risers of \$60,000.00, Waterfall will have a profit of \$28,485.85. Chris reported Capital Fund Program monies will also be added for interior door replacements at a later date, after work begins.

Chris reported Scattered Sites is showing a loss from operations of \$48,291.57. Chris stated when she adds the 1406 Capital Fund Program monies for plumbing of \$28,000.00, and \$100,000.00 for bathroom remodels to Scattered Sites, they will still have an estimated profit of \$79,708.43.

Chris reported Riverside High-Rise is showing a loss from Operations of \$27,585.51. Chris stated when the Annualized Asset fee of \$14,700.00 is added back, Riverside High-Rise will have an estimated loss of \$12,885.51.

Chris reported the COCC is currently showing a profit of \$13,235.78 from operations. Chris stated when the Annualized Asset fee of \$14,700.00 is added back in, the COCC will have an estimated loss of \$1,464.22.

Chris reported Housing Choice Voucher has a \$62,136.32 profit from operations.

Kim asked if any Commissioners had questions they may want to ask about the September, 2016 Write-offs report. There were no questions or concerns on the September, 2016 Write-offs.

❖ **Old Business**

Discussion - Commissioner Moreno's Washington Gardens Update

Commissioner Jason Moreno was absent from today's meeting.

Exhibit D/Discussion – Julia Henry's Washington Gardens Update

Kim announced the Community Job and Resource Fair that Julia Henry, Washington Gardens Housing Manager, was working on will be held on Friday, September 30th from 1:00 PM to 4:00 PM at the Washington Gardens Community Center located at 315 Chapman Avenue, Elkhart Indiana. Commissioner Len Paff asked if there was any additional information on the proposed lending library Julia had mentioned at the previous

meeting. Kim mentioned Julia was out of the office this week, but perhaps Terry Walker, Public Housing, Director, could give an update on the lending library. Terry Walker reported she had no new information, but she would get an update when Julia Henry returned to the office. Commissioner Len Paff stated his wife had books she would like to donate to the library.

❖ **New Business**

Discussion - Audit September 13th-23rd, Possible Closeout September 22nd

Kim announced Auditors will be at the Elkhart Housing Authority September 13th through the 23rd. Kim stated the Auditors will have their closeout meeting, which the Commissioners are invited to attend, on September 22nd. Kim said he will inform Commissioners of the time as soon as he gets the information.

Discussion – Commissioner Training

Commissioner Cory White suggested training for all Commissioners. Commissioner White stated a new Commissioner could do a 3 or 4 hour training session in their first year and periodically update that training in subsequent years. Commissioner White asked for input and ideas from all board members present. Commissioner JeNeve Adams asked who would be responsible to see that all Commissioners follow through with their training. Commissioner Margaret Owens stated the board needed to have a private discussion on the idea, and it was agreed a general discussion would follow. Kim reported HUD has web trainings and he was looking into those for the Commissioners.

Exhibit E/ Resolution 16:07 ACOP Revisions Approval

Kim reported Resolution 16:07 is for the approval of multiple miscellaneous ACOP Revisions.

Commissioner Len Paff motioned to approve Resolution 16:07. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 16:07.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the September 15, 2016 Board of Commissioners' meeting adjourned at 5:07 PM.


Cory White, Commissioner
November 17, 2016


Kim Sindle, Executive Director