

REGULAR BOARD MEETING  
Elkhart Housing Authority  
December 11, 2025

The Board of Commissioners for the Housing Authority, City of Elkhart, met in regular attendance at 4:30 p.m. on Monday, December 11, 2025.

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

**Board Members present via dial-in:** None

**Staff members present:** Erik Mathavan, Alicia Kimble, Todd Fielder, Jessica Brittain, Chrissy Krieger, Teri Ivory, and Morgan Gibson-Day.

**Harris Law Firm Attorney present:** Nick Snow

**Audience members present:** Dennis Runner, Sharon LeCount

- ❖ **Audience Concerns:** A public housing resident asked about the waiting list and whether or not you are told your exact placement on the list. Sharon LeCount from Riverside stated that her heat has been getting worse in her apartment for the last three years. She said that she had to leave her heat on all day to warm up her kitchen. Ms. LeCount stated that she was there for her friend, Dennis Runner, who has been harassed ever since he got his dog. She said that they have had issues with a tenant who has two dogs that he never leashes. She said that his dogs had run up to her dogs, and once when that happened, it led to a tragic ending. She said that this resident has been allowed to ride his motorcycle through the building, and it scares a lot of the dogs, and he has never been required to leash his dog. Ms. LeCount's third complaint was about the parking lot at Riverside being in terrible shape. She said that she and other residents used to park across the street while the lot was cleared, and she does not know why they stopped doing that. Dennis Runner agreed that the snow mounds have turned to ice between the cars, making the parking lot difficult to navigate. He said that the sidewalks are terrible, too. He said he believes that the custodians are doing the best that they can, but they may need more help.

Mr. Runner explained to the board that he wanted them to see a letter that he received from the EHA, which was a notice of a tenant conference. He said that the letter stated that if he did not attend the conference, he would receive a lease violation. He said that he explained that he had another appointment with the VA, and they told him he could reschedule. He said that the letter is threatening and makes a person think that they have to be able to make the appointment. Mr. Runner suggested that the letter be rewritten. Erik said that he would follow up. Mr. Runner further stated that he received that letter because a tenant accused his dog of biting him. He said that he asked who the complaint was from but was told that they could not tell him that. He said that no police report was ever filed. Mr. Runner stated that he simply wanted to be left alone.

Sharon LeCount asked if Riverside would be getting air conditioning. Commissioner Smole informed her that the EHA would follow up with her regarding her question.

- ❖ **Approval of Minutes**  
**Exhibit A — Approval of Meeting Minutes — November 10, 2025, Regular Meeting**  
All commissioners present voted to approve the November 10, 2025, meeting minutes.

**November Financial Report**

- AMP 261 – Rosedale

Revenue \$463,250.00  
 Expenses \$489,441.00  
**YTD End of October – Loss \$(26,191.00)**  
 YTD Prior Month – September \$(25,205.00)

- **AMP 262 – Washington Gardens**

Revenue \$938,338.00  
 Expenses \$955,432.00  
**YTD End of October – Loss – Improvement \$(17,094.00)**  
 YTD Prior Month – September \$(22,947.00)

- **AMP 263 – Waterfall**

Revenue \$586,203.00  
 Expenses \$576,881.00  
**YTD End of October – Gain – Improvement \$9,332.00**  
 YTD Prior Month – September \$ 5,541.00

- **AMP 264 – Scattered Sites**

Revenue \$436,593.00  
 Expenses \$402,261.00  
**YTD End of October – Gain – Improvement \$34,332.00**  
 YTD Prior Month – September \$7,738.00

- **AMP 267 – Riverside**

Revenue \$562,391.00  
 Expenses \$547,127.00  
**YTD End of October – Gain – Improvement \$15,264.00**  
 YTD Prior Month – September \$3,267.00

- **FUND 110 – COCC**

Revenue \$1,482,080.00  
 Expenses \$1,494,015.00  
**YTD End of October – Loss \$(11,935.00)**  
 YTD Prior Month – September \$36,484.00

- **FUND 800 – HCV**

Revenue \$492,064.00  
 Expenses \$549,647.00  
**YTD End of October – Loss \$(57,583.00)**  
 YTD Prior Month – September

**Exhibit C — Department Directors' Reports**

- **Human Resources:** Teri stated that for November, the EHA had 36 total employees, 36 full-time, 0 part-time, four vacancies, two new hires, and no retirements. **Vacancy Comments:** 1 Custodian open position, 1 General Maintenance Technician, 1 HVAC Specialist, 1 Groundskeeper, 1 Recertification Specialist, and A/R Clerk (New Position) reporting to the Director of Finance. **Retirement Comments:** 3 General Maintenance Technicians, 1 HVAC Specialist, and A/R Clerk. **Recruitment and Retention Challenges:** no call, no shows, no driver's license or suspended license, voluntary quit following beginning employment. **Training and Development:** Deputy Director – NAHRO's Emerging "L.E.A.D." ership Program in January. Finance – NAHRO's Emerging "L.E.A.D." ership Program, classes will be ongoing. HCV – HCV SEMAP Training, HCV Financial Management, FSS Coalition Meeting (FSS Coordinators). HR – Anti-Bullying and Harassment training, NAHRO's

Emerging “L.E.A.D.”ership Program. **Community Outreach and Partnership:** Toys for Tots EHA drive, Indiana FSS Coalition in Kokomo. Commissioner Billings asked if there was a recent salary study done for maintenance. Teri said yes, we have done several in the last few years. Commissioner Billings asked if there had been any recent adjustments. Teri said no, but that will be done with Marsha.

Erik said that we will also be applying for the Ross SC Grant, and it is fully funded to have a service coordinator, but for the LIPH side. Right now, we have one on the HCV side, and it would fully support that program. Jessica stated that she also applied for Jobs for Now Grant, which pays the salary, but it also offers incentive checks to the residents.

- **Comprehensive Improvements:**

**Scattered Sites:** Kitchen Modernization – Exhaust Fan & Kitchen Cabinetry replacement, New Range Hood Installation – Bid complete, resolution pending.

Jetting and Camera Work of Toilet Plumbing – Jetting and camera work completed at Banneker Heights and North side units. Griffen P&H is working to complete the remaining 10 units on the West Side.

**Riverside Terrace:** ElectriCorpe completed 6 of the 11 resident unit electrical panel upgrades, as well as 82 of the 103 resident unit LED lighting upgrades scheduled for the fiscal year.

New USPS mailboxes, which will include large parcel storage – **Bid complete, Alliance Architecture working to validate submittals and possibly obtain additional estimates prior to providing a letter of documentation.**

Backup Generator Replacement – R Yoder construction is undergoing work to replace the generator set to be delivered on December 5, 2025.

Riverside Kitchen Upgrade Phase III (Final phase to complete floors 6 and 7) **Bid Complete, resolution pending.**

**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 fourth-floor interior of each unit.

Stairwell Heating units (one for each stairwell) – Bid complete. Work to commence during the second week of December.

Waterfall Offices Security Upgrade – underway, work scheduled to be completed by December 19.

Backup Generator Replacement – work scheduled to commence late December, post Riverside generator install.

**Rosedale High-Rise:** Basement Piping Replacement – Work is complete, final inspection of deliverables pending.

**COCC: COCC Modernization** – A total of four estimates were provided, and final contractor selection is pending. Teri explained to the board that the EHA will have a gray color scheme. She said that we will have lighter colored walls with grays and light grays. She said that the flooring would be a wood plank look with various colors of gray in the flooring.

- **Housing Choice Voucher Program:** Chrissy reported for November, 50 Annual Certifications were completed, 70 Interim Certifications were completed, 5 Unit transfers, 0 New Admissions and Absorbed Incoming Portabilities, 4 End of Participations, 0 Applications Remaining in Process, 626 Lease Ups on the last day of November, and 85% Lease-Up Percentage. **The previous month's lease-up percentage: 87%. The waitlist is closed.** Commissioner Smole asked Chrissy why our percentage rate was going down. Chrissy stated that the waiting list is closed, so we have a lot of people porting out, and those get absorbed, and that comes off our books. Chrissy explained that she is supposed to do the two-year tool with HUD in the next couple of weeks. She said that she hopes to receive some direction on opening up the waiting list again so they can issue more vouchers.
- **Family Self Sufficiency Programs:** Chrissy reported that the Family Self Sufficiency program is currently serving 68 participants, of which 43 participants are currently employed, 10 participants are attending college, 4 participants are disabled or unable to work, 21 participants are currently earning escrow, \$7,120 earned in escrow funds in November, and \$146,152.54 total current escrow balance.
- **Public Housing:** Alicia reported that Rosedale's Occupancy rate for the month of November is 98%, Washington Gardens' Occupancy rate for the month of November is 97%, Waterfall Occupancy rate for the month of November is 98%, Scattered-Sites Occupancy rate for the month of November is 100% and Riverside's Occupancy rate for the month of November is 99%. Alicia went on to say that Public Housing's overall Occupancy rate for the month of November is 98%. She also stated that public housing received zero applications, mailed 50 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 5 move-outs in November.

Alicia explained to the board that the waiting list needed to be purged but they have so many applicants that it shuts down their system when they try. She said that they had been working with Chris (I.T.) to navigate that. Alicia said that she hopes that this will be easier on the new system. Commissioner Smole asked Alicia if there was anything they could do to support her with auditing the list, whether that be hiring someone to go through the list. Alicia stated that she and her team planned to use a couple of days to go through the list and get letters sent out. She said that the letter needed to be changed to reflect new information. She said that she did give Chris the new letter to add to the system so that when those letters come back, we have the most accurate information. She said that for applicants who want to stay on the list, they can check a box and submit new information, or they can check a box stating that they are no longer interested. She said that the system is built to generate those letters, but because there are so many, they would need to go in and generate them by hand. She said that they wanted to at least send half the letters out prior to the new system, but it would take a lot of manpower. Alicia further stated that having a wait list that only goes back two years would be much more manageable. Commissioner Robinson asked if it would be beneficial to include in the letter that the application will be valid for a certain amount of time, so they will know when they need to reapply. Alicia said that they do inform the applicant to update their information if anything changes. She agreed with Commissioner Robinson and said that it would be good to start that once the new system is in place. Commissioner Robinson suggested a kiosk for applicants to submit applications online. Erik stated that they are working with Chris to see if they can get something resolved through Ten Mast. Commissioner Boecher asked Erik when he thought Yardi would be fully implemented. Erik said he believed it would be around May.

- **Maintenance:** Todd reported that 5 move-outs were received and 5 were completed, 6 emergency requests were received and completed, 315 tenant requests were received, and 305 were completed and there were 31 annual inspections received and completed, totaling 346 completed work orders.

❖ **Old Business:**

- **Washington Gardens Redevelopment RFQ**  
The board tabled this discussion until January.
- **Budget Revision Resolution**  
All commissioners present voted to approve resolution 25:21.

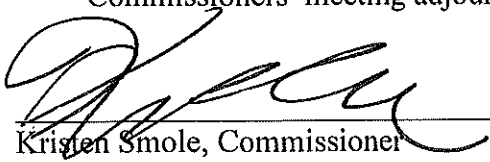
❖ **New Business:**

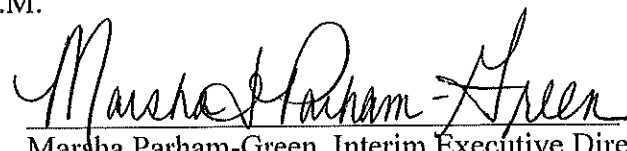
- **Resolution 25:22 – A Resolution to Award the Contract for Replacement of Kitchen Cabinets, Countertops, Plumbing & Range Vents at Riverside Phase III**  
All commissioners present voted to approve resolution 25:22.
- **Resolution 25:23 – A Resolution to Award the Contract for Replacement of Kitchen Cabinets, Countertops & Exhaust Fans at Banneker Heights**  
All commissioners present voted to approve resolution 25:23
- **Resolution 25:24 – A Resolution to Approve the Annual Agency Plan**  
All commissioners present voted to approve resolution 25:24
- **Resolution 25:25 – A Resolution to Approve the Contract with Brooks-Jeffreys for Website and Logo Redesign**  
Attorney Snow stated that there is an amount of money that is allocated in the budget for next year for this. He said he did not figure out where in the budget it was, so he just left the amount blank. Commissioner Billings stated that it would have been nice to have the residents involved with the website and logo redesign. Commissioner Smole informed Commissioner Billings that residents can still be involved. She said this resolution is about choosing the firm to do the redesign. Commissioner Smole suggested that Commissioner Billings speak with Marsha. Commissioner Smole asked Erik to pass this along to Marsha about residents possibly helping with marketing materials and the new website redesign. All commissioners present voted to amend resolution 25:25, not to exceed the budget for 2026. All commissioners present voted to approve resolution 25:25.

❖ **Handouts: None**

❖ **Adjournment**

Commissioner Kristen Smole, without any objections, declared December 11, 2025, Board of Commissioners' meeting adjourned at 5:20 P.M.

  
\_\_\_\_\_  
Kristen Smole, Commissioner  
January 15, 2026,

  
\_\_\_\_\_  
Marsha Parham-Green, Interim Executive Director  
January 15, 2026