

**REGULAR BOARD MEETING
Elkhart Housing Authority
November 16, 2023**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, November 16, 2023.

Board Members present: Willie Brown, Tonda Hines, Dan Boecher, Kristen Smole, Helenia Robinson, and Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Clarence Jones, Todd Fielder, Erik Mathavan, Amy Gonzalez, Jessica Brittain, Teri Ivory, Eva Coleman, Samantha Caretti, Tasha Andrews, Cynthia Snowden, and Morgan Gibson-Day

Harris Law Firm Attorney present: Jewell Harris

Audience members present: Dennis Runner, Sharon LeCount

- ❖ **Audience Concerns:** Dennis Runner, a Riverside resident reported that he was continuing to experience a hostile environment at his building since he reported it to the commissioners at the last board meeting. Mr. Runner stated that there was an incident that occurred in the laundry room, and he has a video of the incident. He passed his phone around to the commissioners and Angelia so that they could see the video. Commissioner Brown stated that this is the second time that this issue has been brought to the Commissioners' attention. He asked Angelia if any steps were taken to resolve it. Angelia stated that the last complaint was part of ongoing complaints between Mr. Runner and other residents. She stated that other residents have called the EHA as well as the mayor's office stating that they were being threatened by Mr. Runner. She further stated that the manager is going to set up tenant conferences for lease violators, which is part of our policy. Tasha stated that she would begin scheduling conferences on Monday. Angelia stated that we do not know what precipitated the video, but the police were called. Mr. Runner stated that he called the police. Angelia informed the commissioners that the police did not make a report. She further stated that all residents deserve to live in a peaceful environment and these ongoing conflicts are causing stress for the residents as well as EHA employees. Mr. Runner denied the other residents' accusations and asked if he would be able to view the written statements. Angelia stated yes, that he would be able to view the statements during his tenant conference. Angelia informed the commissioners that all parties are spoken to on an individual basis, and we put them on notice to remind them of the lease requirements, not to disrupt other residents' peaceful enjoyment of their living environments. She further stated that if needed, we can bring residents together, if we do not feel like it would exacerbate the situation. Commissioner Brown asked Tasha if she had a tentative time that this meeting would take place. Tasha stated that she had him down for 10:30 on Monday.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — October 19, 2023, Regular Meeting**

- All commissioners present voted to approve the October 19, 2023, meeting minutes.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — October 19, 2023**

- All commissioners present voted to approve the October 19, 2023, vouchers.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported 3 new hires, Gisselle Hernandez, (HCV Homeownership Coordinator), Gilbert Ramon, (General Maintenance Technician), Phillip Lightner (Groundskeeper), and 1 milestone, Cordell Price- 40 years of service.
- **Comprehensive Improvements:**
 - Scattered Sites:** The maintenance team added the final remaining items to the new playground which include self-closing gate hinges, playground rules signage, and a trash can.
 - Riverside Terrace:** No work during this time.
 - Washington Gardens:** ServPro continued rehabilitation work of the 334-A Chapman Ave burn unit.
 - Waterfall High-Rise:** Yoder & Son Fencing finished the installation of the new perimeter fence. Brown & Brown commenced work to replace the exterior doors and framing.
 - Rosedale High-Rise:** Otis placed the small elevator out of service and commenced modernization upgrade work of the cab.
 - COCC:** No work during this time.
- **Housing Choice Voucher Program:** Angelia reported for the month of October, 60 Annual Certifications were completed, 63 Interim Certifications Completed, 2 Unit transfers, 12 New Admissions and Absorbed Incoming Portabilities, 5 End of Participations, 50 Applications Remaining in Process, 710 Lease Ups on the last day of September and 96% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 63 participants of which 40 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 1 participant is enrolled in a job training program, 6 participants are disabled or unable to work. 22 participants are currently earning escrow, \$8,846 earned in escrow funds in October, and \$156,815.23 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of October is 97%, Washington Gardens Occupancy rate for the month of October is 97%, Waterfall Occupancy rate for the month of October is 98%, Scattered-Sites Occupancy rate for the month of October is 94% and Riverside's Occupancy rate for the month of October is 98%. Angelia went on to say Public Housing's overall Occupancy rate for the month of October is 97%. She also stated that public housing received 166 applications, mailed 220 orientation letters, processed 120 applications, approved 23 applications, denied 8 applications, and 12 applications were withdrawn. We received 25 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 11 new admissions and 14 move-outs in October.
- **Maintenance:** Angelia reported that 14 move-outs were received and 9 were completed, 5 emergency requests received and completed, 317 tenant requests received and 303 were completed; and there were 31 annual inspections received and 27 completed, totaling 344 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of October, Rosedale high-rise earned \$25,749.00 in Revenue and \$21,503.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$29,770.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of October in the amount of \$17,482.00. The previous past due rent was \$8,599.00, and the current past due rent is \$8,832.00. The increase in past due rent is \$(233.00).

Jessica reported for the month of October, Washington Gardens earned \$13,527.00 in Revenue and \$87,659.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$105,062.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of October in the amount of \$(3,876.00). The previous past due rent was \$35,046.00 and the current past due rent is 32,905.00. The decrease in past due rent is \$2,141.00.

Jessica reported for the month of October, Waterfall high-rise earned \$34,157.00 in Revenue and \$27,669.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$42,135.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of October in the amount of \$19,691.00. The previous past due rent is \$11,270.00 and the current past due rent is \$9,602.00. The decrease in past due rent is \$1,668.00.

Jessica reported for the month of October, Scattered Sites earned \$7,496.00 in Revenue and \$36,34.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$51,707.00 in Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of October in the amount of \$(7,847.00). The previous past due rent was \$23,508.00 and the current past due rent is \$22,940.00. The decrease in past due rent is \$568.00.

Jessica reported for the month of October, Riverside high-rise earned \$33,823.00 in Revenue and \$29,759.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$40,783.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of October in the amount of \$22,799.00. The previous past due rent is \$(1,113.00), and the current past due rent is \$(1,008.00). The credit in past due rent is \$105.00.

Jessica reported for the month of October, COCC earned \$123,264.00 in Revenue. Jessica went on to say the COCC had \$131,637.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of October in the amount of \$8,373.00.

Jessica reported HCV had a profit for the month of October, in the amount of \$8,143.00. The net position YTD is \$258,442.00.

❖ **Old Business:**

• **Elkhart Thrive/Washington Gardens Redevelopment**

Angelia stated that she has spoken with HUD, and they have given the green light to make plans. She said that HUD also sent her funding information and advice on applying for a competitive grant for a transformation plan for choice neighborhoods. She said that they would like to see what the plan will look like with the stakeholders in the community and what type of impact the redevelopment of Washington Gardens will have on people, neighborhoods, and schools. She stated that she met with Maryanne Cusato from the Notre Dame School of Architecture, two architects, and a development consultant and they advised her that education is of the utmost importance. She said that she was told that the first step would be to create a request for quotes for partnerships. She stated that she hopes to have a partnership with the City of Elkhart, Elkhart Community Schools, and the Elkhart County Foundation. She further stated that she hopes to have a meeting to determine who those stakeholders should be so that we can send out the request for quotes and get those people involved. She said that they would like to see a comprehensive plan along with the grant application. She said that the grant amount is \$500,000 and that would be just to develop the transformation plan. She said that this money would go toward things like resident surveys, planning coordinators, and market studies. Angelia asked the board to continue to advocate for this with their connections. She

said that she would work on a request for a partnership draft over the next several weeks and email it to everyone. Commissioner Hines asked who would write the grant. Angelia stated that they all could contribute to the grant writing, or they could hire a grant writer. Commissioner Smole informed Angelia that she would be willing to go with her and that she would never be alone in this. Commissioner Hines suggested allowing residents to sit on the committee. Angelia informed Commissioner Robinson that she did share her concern about reducing the unit sizes and they said this would be an opportunity to enlarge the size of the units.

❖ **New Business:**

• **Commissioner Training**

Angelia reminded the commissioners that they have a membership with NAHRO (National Association of Housing and Redevelopment Officials), and they are hosting a short and convenient virtual training on December 7 from 1:30-3:00 PM. She asked the commissioners to let Morgan know if they can attend by November 27 so that she can register them. Commissioners Brown, Smole, Hines, Boecher, and Billings stated that they could attend. Commissioner Robinson stated that if there is a recording that she can access then she will be able to attend also. Angelia informed the commissioners that HUD Exchange also has commissioner training that they can access at their leisure at HUD.gov and there are several different sessions in the series.

• **Audit**

Angelia informed the commissioners that there was only one significant finding in public housing, and we have put a plan in place to address the corrections. She said that there were some deficiencies with the resident files and recertifications. She said we had to be sure that those residents were eligible to continue to live in our units. She said that Clarence has been working diligently with managers to be sure that we rectify the concern.

• **Executive Session**

Angelia requested an executive session to finalize her contract. Commissioner Boecher asked why we needed an additional meeting. Commissioner Smole asked Attorney Harris if Angelia's contract could be voted on in a nonpublic meeting. Attorney Harris said no. Commissioner Smole suggested taking a week to read and look over the contract and if there were further negotiations needed, we could have an executive session before the December board meeting. Commissioner Brown asked the commissioners to look at the contract this weekend and if they would like to call a special meeting, everyone can touch base on Monday. Commissioner Hines asked if we could move the December board meeting up. All of the commissioners agreed to move the next board meeting date to December 14 instead of December 21.

• **Resolution 23:14 – A Resolution Adopting Operating Budget Revision for Fiscal Year Ending March 31, 2024**

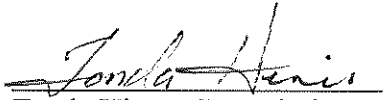
Angelia reminded the commissioners that HUD allows housing authorities to submit a revised budget midway through the year. Jessica stated that she included the previous form that Commissioner Boecher signed last year for reference along with the resolution. She said that she highlighted the lines that changed this time. Commissioner Smole asked Jessica if there were any substantial changes that she would like to speak about. Jessica stated that one in particular was interest on CD investments and bank statements and that went up quite a bit. She further stated that when she first started the interest rates were around 0.2% but now, they are 5%. She said that the other major expense that was included was a truck for the maintenance department. She said that all the other changes were minor.

All commissioners present voted to approve resolution 23:14.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the November 16, 2023, Board of Commissioners' meeting adjourned at 5:18 P.M.



Tonda Hines, Commissioner
December 14, 2023



Angelia Washington, Executive Director