

REGULAR BOARD MEETING
Elkhart Housing Authority
January 21, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, January 21, 2021 via Conference call.

Board Members present: Dan Boecher, Kristen Smole, Margaret Owens, Tamara Holmes, and Lefate Owens

Staff members present: Angelia Washington, Mitch Craven, Charlotte Pettis, Christine Tack, Clarence Jones, Todd fielder, Taresa Walker, Charmaine Scales, Jessica Brittain, Tracy Brown, Teri Ivory and Morgan Gibson.

Audience members present: Tonda Hines, Kwasi Butler

❖ **Audience Concerns:** None at this time

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — December 17, 2020 Regular Meeting

Commissioner Kristen Smole motioned to approve the minutes from the December 17, 2020 regular meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the December 17, 2020 regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — December 17, 2020

Commissioner Smole motioned to approve the vouchers for December 17, 2020 Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the December 17, 2020.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 new hire, McKenna McDonald, (Custodian) and 3 ends of employment, Milton Banks, McKenna McDonald, and Tom Hughes

- **Comprehensive Improvements:**

Scattered Sites: The most recent bathroom remodel is near completion. A final walkthrough is expected to be completed shortly.

Riverside Terrace: The plans for the elevator replacement have been completed and publication of the bidding opportunity has been scheduled for mid-January.

Washington Gardens: No work, at this time

Waterfall High-Rise: The elevator replacement project continues to be on schedule with the large car expected to be back in service in mid-to-late February.

Rosedale High-Rise: No work at this time.

COCC: The Annual plan will be submitted to the Field Office approval. The next step is to prepare Environmental Reviews for our 2021 CFP projects.

- **Housing Choice Voucher Program:** Angelia reported for the month of December 2020, 56 Annual Certifications Completed, 63 Interim Certifications Completed, 1 Unit transfers, 5 New Admissions and Absorbed Incoming Portability's, 5 End of Participations, 36 Applications Remaining in Process, 680 Lease Up on the last day of December and 94% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 61 participants in which 28 participants are currently employed, 4 participants are enrolled in GED/HSE education programs, 13 participants are attending college, 16 participants are disabled, 11 participants are currently earning escrow, \$2,573 earned in escrow funds in December and \$85,646.36 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of December is 97.06%, Washington Gardens Occupancy rate for the month of December is 97.47%, Waterfall Occupancy rate for the month of December is 96.85%, Scattered-Sites Occupancy rate for the month of December is 96.94% and Riverside's Occupancy rate for the month of December is 98.64%. Angelia went on to say Public Housing's overall Occupancy rate for the month of December is 97.47%. Angelia stated for the month of December, public housing received 93 applications, 18 mailed orientation letters, 9 applications are in processing status, 4 applications were approved, 0 denied applications, 12 withdrawn applications, 6 homeless applications and 0 applications were approved and waiting. Angelia reported there were 13 new admissions and 10 move-outs for the month of December.
- **Maintenance:** Angelia reported for the month of December, there were 10 move-outs received and 10 were completed, 5 emergency requests received and completed, 359 tenant requests received and 352 completed; and there were 38 annual inspections received and 20 completed, totaling 387 completed work orders.
- **Financials and Write Offs:** Jessica Brittain announced for the month of December, Rosedale high-rise earned \$27,768.57 in Revenue and \$153,061.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$55,149.89 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit year to date of \$17,360.69.

Jessica announced for the month of December Washington Gardens earned \$13,164.22 in Revenue and \$763,379.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$67,827.22 in Expense without depreciation. Jessica reported Washington Gardens had a profit year to date of \$123,746.50.

Jessica announced for the month of December, Waterfall high-rise earned \$29,902.93 in Revenue and \$165,771.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$72,526.90 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss year to date of \$56,502.45.

Jessica announced for the month of December, Scattered Sites earned \$14,986.37 in Revenue and \$375,904.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$68,924.32 in Expense without depreciation. Jessica reported Scattered Sites had a profit year to date of \$153,587.47.

Jessica announced for the month of December, Riverside high-rise earned \$36,658.19 in Revenue and \$194,645.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$58,259.01 in Expense without depreciation. Jessica reported Riverside high-rise had a profit year to date of \$151,257.76.

Jessica announced for the month of December, COCC earned \$140,427.67 in Revenue. Jessica went on to say the COCC had \$132,042.14 in Expense without depreciation. Jessica reported COCC had a loss year to date of \$119,270.03.

Jessica announced HCV has a profit from Operations, year to date of \$670,868.33 (Yearly amount includes shortfall CARES grant of 525,259 for HCV vouchers).

❖ **Old Business:** Angelia stated she got new information regarding past due rents. She contacted Church Community Services Financial Director, Vonda Horst. Angelia stated she explained to Vonda that many of our tenants were unable to be helped with the Community Block Grant funds, as they were unable to prove they had COVID-19. Vonda suggested that Angelia have our tenants contact Church Community Services again and they will work with them on an individual basis. Angelia further stated she hopes this will allow us to get caught up on some of our past due rents and delinquent balances.

❖ **New Business:** Commissioner Boecher stated, per an informal conversation with Clarence Thomas, Tolson Center Task Force, asked if the EHA would entertain a parking lot use agreement. This would be in support of the Tolson Center expansion. Commissioner Boecher stated, he informed Clarence that he would bring this up at the next Board meeting. Commissioner Boecher further stated that he wanted the EHA to support the new Tolson Center without harming tenant services. He asked if anyone else had any thoughts. Angelia stated Tolson Center visitors have always utilized our parking lot. She asked Commissioner Boecher if Clarence requested to restructure the EHA's parking lot. Commissioner Boecher responded no. and that he informed Clarence to contact her via email.

Commissioner Margaret Owens asked Commissioner Boecher about meeting in person as discussed in the last Board meeting as she would like to speak to the Board. She asked if an executive session is needed. Commissioner Boecher explained that the use of Executive meetings is only for personnel matters and buying property. Commissioner Boecher told Commissioner Margaret Owens she was welcome to bring up anything she would like to discuss at this time. She declined and said she would like an Executive session. Commissioner Boecher asked if anyone had anything else to say about the Tolson Center. There were no further questions from the Commissioners.

- Councilwoman Tonda Hines said she is not on the Tolson Center Board nor Task Force. However, she shared that the City of Elkhart has been in talks about possibly relocating the Elkhart Housing Authority. Commissioner Boecher stated that he would consider anything to support the cause but wants to ensure that tenant services are not disrupted. Commissioner Boecher stated that the Tolson Center Committee would have to contact Angelia Washington or JeNeva Adams to set up a meeting to discuss options. Councilwoman Hines asked if all the positions on the Board were filled. Angelia responded yes. Commissioner Margaret Owens asked Angelia if we carried a proxy when we had seven Board members before. Angelia responded she spoke with the mayor; she is unclear if a decision was made. Further conversation took place and Commissioner Boecher concluded that as far as meeting in person, our numbers are going in the right direction. He further stated he hopes that we can meet in person as soon as possible and we will continue to see how things progress.
- **Audit:** Angelia stated that our annual audit is currently being conducted. She asked our Auditor to attend tonight's meeting. Angelia informed the Board that Kwasi has worked with housing authorities all around the country for over 15 years. Angelia stated that Kwasi is available to give a status update on our current audit and answer any questions the Board may pose. Kwasi stated there is one other way to have an Executive session and that would be with your auditor when the final report is presented. Kwasi further stated that the auditor works for the Board. When the final report is completed, he will ask for an Executive session with the Board to discuss the audit. Kwasi stated an Executive session will be offered but the Board does not have to accept. Kwasi went on to say the

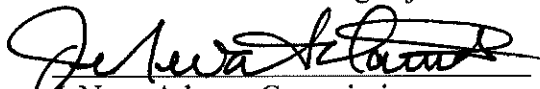
meeting is usually offered if there is something that needs to be discussed. Kwasi stated that he has finished the field work and there are no preliminary findings or major issues to report. He said everything appears to be clean and we will receive an unmodified opinion as we have had in past years. Kwasi further explained the program the single audit focused on this year was HCV and there were no issues of non-compliance found. Kwasi stated programs are rotated every other year so that all programs are touched within two years. He concluded that this year's rotation was HCV and there were no issues with non-compliance with the tenant files, inspections, or re-inspections. Kwasi stated he hopes to have a draft to everyone by the end of the month. Commissioner Boecher asked Kwasi when they would be able to discuss the audit. He responded he plans to have a draft sent to management by the end of the month. He further stated finance and the Executive Director would review the draft. Once all three agree, Finance and the Executive Director would send it to the Board for review. He explained once the Board has viewed it, he will show up for another scheduled Board meeting in February. Kwasi said by that time the Board should have received the report and he can formally present the report to the Board at the February meeting. Kwasi stated he would go over the highlights and if anyone has any questions they can ask at that time.

❖ **Handouts**

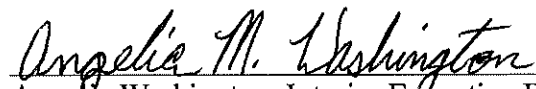
- NAHRO Monitor (December 15, 2020)
- PHADA Advocate (December 23, 2020 & January 20, 2021)

❖ **Adjournment**

Commissioner Dan Boecher, without any objections, declared the January 21, 2021 Board of Commissioners' meeting adjourned at 5:06 P.M.



JeNeve Adams, Commissioner
February 18, 2021



Angela Washington, Interim Executive Director