

**REGULAR BOARD MEETING
Elkhart Housing Authority
March 18, 2021**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, March 18, 2021 via Conference call.

Board Members present: JeNeva Adams, Dan Boecher, Lefate Owens, Margaret Owens, Kristen Smole

Staff members present: Angelia Washington, Christine Tack, Todd Fielder, Clarence Jones, Mitch Craven, Jessica Brittain, Charmaine Scales, Chrissy Krieger, Taresa Walker, Teri Ivory and Morgan Gibson

Audience members present: Tonda Hines, Kwasi Butler

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — February 18, 2021 Regular Meeting

Commissioner Kristen Smole motioned to approve the minutes from the February 18, 2021 regular meeting. Commissioner Dan Boecher seconded the motion. All Commissioners present unanimously voted to approve the February 18, 2021 regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — February 18, 2021

Commissioner Smole motioned to approve the vouchers for February 18, 2021 regular meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the February 18, 2021 vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 0 new hires and 3 ends of employment, Brian Grant, Walter Holmes, and Jordan Six-Williams

- **Comprehensive Improvements:**

Scattered Sites: Plans to completely replace the HVAC systems of up to 50 homes are currently being developed. Work is expected to begin late Spring to early Summer.

Commissioner Boecher asked Angelia if we received a grant to fund the HVAC replacement in Scattered sites. Angelia stated it was funded through Comprehensive Improvements.

Riverside Terrace: The bid opening for the elevator modernization project took place on February 9, 2021 and is in the board packet for approval. Additionally, preparations are being made to add automatic door openers to the west entrance.

Washington Gardens: No work, at this time

Waterfall High-Rise: Testing for the large car has been completed and a request for a State inspection has been submitted. The new large elevator will return to service immediately following approval from the State of Indiana. The work on the small car will immediately follow, with a targeted completion date of the last week of May. Angelia stated the state inspector has already

inspected the large elevator. It has been open to our residents and the public for 2 weeks. She stated work on the small elevator has started and a new completion date of June 8, 2021 is anticipated.

Rosedale High-Rise: No work at this time.

COCC: The Environmental Reviews for scheduled CFP projects have been completed. We are currently waiting on approval from the city and state. As soon as approval is received, notification will be sent to the HUD Field Office.

- **Housing Choice Voucher Program:** Angelia reported for the month of February, 46 Annual Certifications Completed, 52 Interim Certifications Completed, 1 Unit transfer, 9 New Admissions and Absorbed Incoming Portability's, 3 End of Participations, 3 Applications Remaining in Process, 690 Lease Up on the last day of January and 95% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 61 participants in which 33 participants are currently employed, 6 participants are enrolled in GED/HSE education programs, 10 participants are attending college, 3 participants are enrolled in job training programs, 15 participants are disabled or unable to work. 13 participants are currently earning escrow, \$3,157 earned in escrow funds in February and \$91,212 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of February is 97.06%, Washington Gardens Occupancy rate for the month of February is 94.95%, Waterfall Occupancy rate for the month of February is 94.49%, Scattered-Sites Occupancy rate for the month of February is 100% and Riverside's Occupancy rate for the month of February is 95.24%. Angelia went on to say Public Housing's overall Occupancy rate for the month of February is 95.98%. Angelia stated for the month of February, public housing received 127 applications, 36 mailed orientation letters, 9 applications are in processing status, 7 applications were approved, 3 denied applications, 15 withdrawn applications, 11 homeless applications and 7 applications were approved and waiting. Angelia reported there were 5 new admissions and 9 move-outs for the month of February.

Commissioner Boecher asked Angelia if Riverside Terrace was our strongest property as far as occupancy. Angelia responded yes, normally it is. Commissioner Boecher stated he had never seen a situation where we had 6 units to lease and no one leasing. Angelia stated to Commissioner Boecher that the issue right now is with the turn around time. Since being short staffed, she stated, we have expanded our contract and contracted out those services as of February so you should see that number increase by March. Commissioner Boecher stated these units say they are ready to lease so it is not about turn around time. He stated he is not sure he understands. Angelia states we just increased the orientations because we were not able to meet in person. We had been doing individual orientation meetings. Since we have been working from home, we have been hosting orientations virtually or over the phone. We have not been able to get as many people moved in but now that we are back in the office, those orientations will increase. Clarence Jones stated we have had a lot of residents who have passed away. It is an unusually high number, but we are following HUD guidelines to get these units leased as soon as possible. Commissioner Boecher stated he understood, and he imagined that it would improve to some extent by next month. Clarence agreed he wants to keep our percentages as high as possible especially at the start of a new fiscal year. Angelia stated we did discuss this in our occupancy meeting and decided to increase our orientations so we can get people into these units. Clarence stated over the next few days they will have orientation for 60 people. Angelia stated we have gone back to the in-person meetings so that we can increase our numbers. Commissioner Lefate Owens asked how many deaths there had been. Angelia stated 6. He asked her if anything is done for the families of the deceased, such as condolences or flowers. Angelia stated this is something that has been discussed recently and we are going to start sending sympathy cards to the families of our

deceased residents. She further stated that flowers would be a disallowed expense by HUD. We want our residents' families to know that we do care about them and we are sorry for their loss.

- **Maintenance:** Angelia reported for the month of February, there were 9 move-outs received and 6 were completed, 20 emergency requests received and completed, 267 tenant requests received and 259 completed; and there were 36 annual inspections received and 0 completed, totaling 285 completed work orders.
- **Financials and Write Offs:** Jessica Brittain announced for the month of February, Rosedale high-rise earned \$24,833.39 in Revenue and \$185,431.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$38,480.26 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit year to date of \$17,964.38.

Jessica announced for the month of February Washington Gardens earned \$12,419.17 in Revenue and \$912,711.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$113,235.90 in Expense without depreciation. Jessica reported Washington Gardens had a profit year to date of \$130,405.16.

Jessica announced for the month of February, Waterfall high-rise earned \$30,960.64 in Revenue and \$203,550.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$67,058.02 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss year to date of \$83,768.73.

Jessica announced for the month of February, Scattered Sites earned \$9,524.38 in Revenue and \$448,307.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$42,770.08 in Expense without depreciation. Jessica reported Scattered Sites had a profit year to date of \$153,834.85.

Jessica announced for the month of February, Riverside high-rise earned \$33,982.88 in Revenue and \$236,449.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$43,705.49 in Expense without depreciation. Jessica reported Riverside high-rise had a profit year to date of \$179,124.04.

Jessica announced for the month of January, COCC earned \$166,579.30 in Revenue. Jessica went on to say the COCC had \$124,643.75 in Expense without depreciation. Jessica reported the COCC had a loss year to date of \$114,752.12.

Jessica announced HCV has a profit from Operations for the month of February of \$23,977.60. A profit year to date of \$718,528.00.

❖ **Old Business:**

- **Annual Audit Report**

Kwasi Butler stated we received an unqualified opinion on the financial statements, documents, financial data statements and the schedule of federal expenditures. He stated an unqualified opinion is a clean opinion and is the highest you can receive. There were no modifications, errors, significant deficiencies, or material weaknesses found. Furthermore, there were no issues, errors, or problems, Kwasi stated. This includes the financial statements, single audit, uniform guidance, and government operating standards. He stated for the year end the EHA had about \$16.2 million in total assets which is about \$1.5 million or 10% more than the previous year. The two major line items that increased were cash and accounts receivable. Liabilities for the EHA were \$465,000 and that was an increase of about \$79,000 since last year. He stated the

increase in liabilities for businesses are normal. The net assets increased by \$1.5 million or 10%. There was also an increase in cash and revenue. Kwasi states investments, capital assets and unrestricted assets increased. He also stated total revenues for 2020 were \$10.4 million which is an increase of roughly a half million dollars from the prior year. Kwasi went on to state the main increase in revenue came from the operating grant. He stated we received about 710,000 more this year than the prior year. Some of that came from the capital portion of the operating grant. Tenant revenues did decline by about \$115,000. It went from \$1.5 million to \$1.4 million, so not a significant drop. Expenses increased by \$200,000 from \$8.8 million to \$9 million. This increase was from the housing assistance payments which increased by about \$250,000 by itself. Kwasi stated that concludes the financial part of the audit. He stated he would move on to the single audit. The EHA spent a total of \$8.1 million in federal funds, and it was spent through a breakdown of four programs. He stated the low rent program spent about \$1.9 million. Total funding from the capital fund was about \$1.6 million, HCV \$4.6 million and about \$54,000 in loss. He stated that programs they deemed as major this year are LIPH, Indian housing and the Public Housing Capital Fund. The single audit review concentrated on those two programs. In 2020 HCV was audited and will be audited again in 2022. Kwasi stated they rotate the two because we are low risk auditees. He stated the last part of the report is just required communications describing the auditor's legal responsibilities.

- **Agency Reopening**

Angelia stated she opened the agency to the public on March 15. Prior to that, staff worked from home.

- **Commissioners**

Angelia stated she had contacted the Mayor's office last week about Sue Beadle and Tamara Holmes whose commission has expired. She stated she has not received a response from the Mayor's office yet. She further stated she would continue to try to reach out to him to fill the seats so that we may have a quorum.

- **Development Opportunities Meeting**

Angelia stated she has been unable to reach Eric Trotter though she has left messages. George Byers is no longer with the City of Elkhart. Dana Bennett is the new Director of Development. Angelia stated she was able to speak with her and Dana has promised to schedule a meeting with EHA as soon as possible. Commissioner Boecher stated he has read some things on the 2040 plan and there is quite a bit in there about neighborhood development. He stated he is interested in seeing the EHA involved in those discussions. When the strategic planning is being done, we will have an opportunity to contribute also. Councilwoman Tonda Hines stated we want to make sure we stay on top of things with the City so that we can be a part of those conversations. Councilwoman Hines stated she voiced her concerns and supports the EHA being a part of the conversations recognizing that their plan is more on the scale of not just public housing or subsidized housing but the EHA needs to be at the table when those plans are being discussed for other housing projects throughout the city. She stated that if you do not hear from Dana in a couple of weeks, she would suggest making your presence known to make sure the EHA is part of the plan. Commissioner Boecher asked Councilwoman Hines if Dana Bennett is in fact the contact person. Councilwoman Hines responded yes; she would go through Dana. She is working directly with Shelley Moore and the same group from the 2040 plan. She stated she is learning more about that since being back on the council. She does know that next year is crucial for the planning part of it. Their timeline does speak to working with other entities and organizations within the city however she stated she does see the EHA could be overlooked on the planning part. Commissioner Boecher stated the EHA is put in a public housing box with that being our main service. We do want to discover other opportunities, that is something we have talked about for months. He stated he would leave it up to staff and

Angelia to make sure our interest is noted. Councilwoman Hines stated it would be nice to have an EHA liaison, it would not have to necessarily be Angelia or upper management, maybe a board member or a commissioner to be in the loop so that they will not forget. Commissioner Smole stated she spoke with the Mayor before the meeting, and he is looking for ways to make that collaboration happen. He did mention that Dana is our new point of contact for the EHA, and he is thinking about how those relationships would work. She stated we should follow up and stay on top of things.

❖ **New Business:**

• **Resolution 21:03: To Award the Contract for Elevator Modernization for Riverside Terrace**

Commissioner Boecher motioned to approve, and Commissioner Smole seconded. Commissioner Boecher stated his only comment is that this is a half million-dollar contract, and we have 1 bid. He asked if we have documented our efforts to solicit more than 1 bid for this project. Angelia responded yes; we are required to document it as a sole source contract. Commissioner Boecher stated he did not have any reservations if our documentation is in order. The Board unanimously motioned to approve resolution 21:03.

• **COVID-19 Vaccination Site**

Angelia stated that the EHA will be partnering with the Indiana Department of Health to host a COVID-19 vaccination site. She stated she has agreed to allow the Indiana Department of Health to use the EHA to help administer the vaccinations next week on March 23-25. Angelia stated this is something we want to do for our community. Commissioner JeNeva Adams asked if our residents had been notified. Angelia responded yes, we will get those fliers on everyone's door and it is also posted to our website.

• **Executive Session**

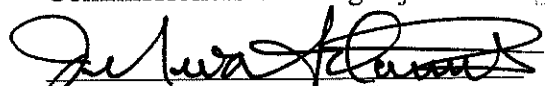
Commissioner Adams stated the Board had an executive session and the Commissioner's would like to remove the interim title from Angelia Washington and make her the permanent Executive Director. She stated we are putting this on the table for the Commissioner's to respond. Commissioner Boecher motioned to approve Angelia Washington as Executive Director and Commissioner Lefate Owens seconded. The Board unanimously motioned to approve removing the interim title from Angelia Washington, making her permanent Executive Director of the Elkhart Housing Authority. Angelia thanked everyone for their vote of confidence. She hopes to make the lives of our residents better. Commissioner Adams stated that she appreciates the good work that Angelia is doing, and she would like her to keep doing what she has been and if there is anything she needs, she has support from the Board of Commissioner's.


❖ **Handouts**

- NAHRO Monitor (February 28, 2021 & March 15, 2021)
- PHADA Advocate (March 3, 2021, March 17, 2021 & February 17, 2021)

❖ **Adjournment**

Commissioner JeNeva Adams, without any objections, declared the March 18, 2021 Board of Commissioners' meeting adjourned at 5:38 P.M.


JeNeva Adams, Commissioner
April 15, 2021


Angelia M. Washington, Executive Director