

REGULAR BOARD MEETING  
Elkhart Housing Authority  
July 27, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, July 27, 2023.

**Board Members present:** Willie Brown, Tonda Hines, Dan Boecher, Kristen Smole, and Synthia Billings  
**Board Members present via dial-in:** None

**Staff members present:** Angelia Washington, Clarence Jones, Erik Mathavan, Todd Fielder, Jessica Brittain, Amy Gonzalez Tasha Andrews, and Tiphany Travet,

**Harris Law Firm Attorney present:** Jewell Harris via dial-in

**Audience members present:** None

- ❖ **Audience Concerns:** Tiffany asked when it comes to the eviction process as it refers to criminal activity, is there any distinct definition of criminal activity. She asked if it was a one-and-done or a build-up of violations. Angelia informed Tiffany that it depends on the individual case. She said a one-and-done would be if a person is convicted of meth manufacturing or any type of sexual predator activity and everyone else would be heard on an individual basis.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — June 15, 2023, Regular Meeting**

- Commissioners Brown, Hines, Boecher, Smole, and Billings unanimously voted to approve the June 15, 2023, board minutes.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — June 15, 2023**

- Commissioners Brown, Hines, Boecher, Smole, and Billings unanimously voted to approve the June 15, 2023, vouchers.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported 2 new hires, Sasso O'Brien, (Exterminator), and Tiffany Sanders, (Custodian), 4 youth summer hires, Iyana Brooks, Dereon Brown, and Kayshawna Frazier, and 2 ends of employment, Eva Coleman, and Tamika Jones.

- **Comprehensive Improvements:**

- Scattered Sites:** Robert Henry continued work on the playground modernization project. The proper base with the required ADA slope is complete and the installation of the playground equipment commenced.

- Riverside Terrace:** No work during this time.

- Washington Gardens:** ServPro continued rehabilitation work of the 334-A Chapman Ave burn unit.

Jessica reported for the month of June, Scattered Sites earned \$18,822.00 in Revenue and \$90,110.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$56,883.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of June in the amount of \$52,049.00. The previous past due rent was \$19,792.00 and the current past due rent is \$18,621.00. The decrease in past due rent is \$1,171.

Jessica reported for the month of June, Riverside high-rise earned \$40,786.00 in Revenue and \$107,409.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$73,649.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of June in the amount of \$74,546.00. The previous past due rent is \$(1,219), and the current past due rent is \$(5,133). The decrease in past due rent is \$3,914.67.

Jessica reported for the month of June, COCC earned \$166,069.00 in Revenue. Jessica went on to say the COCC had \$183,170.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of June in the amount of \$17,101.00.

Jessica reported HCV had a loss for the month of June, in the amount of \$24,149.00. The net position YTD is \$219,279.00.

❖ **Old Business:**

• **PHAS Score**

Angelia stated that we received a standard performer classification from HUD on our PHAS score. She stated that following the meeting, the HUD field office notified her, Commissioner Brown, and the mayor of the need to take action on how they will address receiving the late presumptive failure score. Angelia further stated that she included a copy of the draft she typed up and she asked if the board had an opportunity to review it. She said she believes the letter is ready to go unless any commissioners have any input on how they would like to see things handled. Commissioners Brown and Boecher stated that they were okay with the letter as is.

• **Hammond and East Chicago Indiana Redevelopment Tour**

Angelia informed the commissioners that she canceled the meeting with the Hammond and East Chicago executive directors due to not having enough commissioners to attend the meeting. She said that we will have to reschedule this for another time to see how we would like to move forward with the Elkhart Community Housing Corporation instrumentality and see how it would benefit us as far as developing more affordable housing.

❖ **New Business:**

• **Preliminary Audit findings**

Angelia stated that our audit concluded earlier this month and there was a close-out meeting that Commissioners Brown and Hines attended. She stated that overall, we are doing well and have had no preliminary findings except with public housing which the auditor will have completed by September. She said that there were serious and significant findings with the public housing files and each file the auditor asked to sample had a deficiency so we will need to take corrective action. Angelia informed the commissioners that this is something we are working on internally and she wanted to make them aware. She said the auditor will be submitting the audit in September, which is three months ahead of the deadline, that way if the audit is rejected, he has enough time to make corrections. She explained to the commissioners that is what happened before with the late presumptive failure score due to our former auditor being non-responsive. Commissioners Brown and Hines added that the new auditor is great, and he explained everything in great detail.


She said that it was eye-opening to see the number of people taking advantage of public housing. She said she shared their attendance policy with the EHA to reinforce being an advocate for the school district by helping families recognize that being late and having numerous absences is not in the best interest of the student. Angelia stated that it is important for her to encourage families to obtain financial stability so that when those children become adults, they won't have to rely on assisted housing, and she said that she believes the best way to do that is through academic achievement.

Commissioner Brown announced that the Executive Session would be directly after the August 17, 2023, board meeting. Attorney Harris stated that this Executive Session is being held to address personnel matters. He asked the board to contact him with any questions.

❖ **Handouts:** None

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the July 27, 2023, Board of Commissioners' meeting adjourned at 5:01 P.M.

  
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Willie Brown, Commissioner  
August 17, 2023

  
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Angelia Washington, Executive Director