

REGULAR BOARD MEETING
Elkhart Housing Authority
December 17, 2020

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, November 19, 2020 via Conference call.

Margaret Owens, Tamara Holmes, Kristen Smole, Dan Boecher and Sue Boedle

Staff members present: Angelia Washington, Mitch Craven, Todd Fielder, Clarence Jones, Jessica Brittain, Tracy Brown, Teri Ivory and Morgan Gibson

Audience members present:
No audience members present

- ❖ **Audience Concerns:** During the November 19, 2020, Board meeting, Councilwoman Tonda Hines asked for the number of Washington Gardens children attending the Washington Gardens program. Angelia informed the commissioners that she spoke with Dr. Kathy Guajardo, the Executive Director of the Head Start consortium and she informed her that we only have 9 families in the Washington Gardens Head Start program. Angelia informed the Board that Dr. Guajardo said that she has tried several outreach measures and continues to reach out to Washington Gardens' residents. Angelia has asked Dr. Guajardo to give information to the housing authority so that staff can also share that information with Washington Gardens families as they interact during their appointments. Angelia said that information will also be available to the public in the lobby.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — October 15, 2020 Regular Meeting**

- Commissioner Kristen Smole motioned to approve the minutes from the October 15, 2020 regular meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the October 15, 2020 regular meeting minutes.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — October 15, 2020**

- Commissioner Smole motioned to approve the vouchers for October 15, 2020 Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the October 15, 2020.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Angelia reported that Kenny Clark reached his 10-year milestone in October. She also reported 2 Promotions, Charmaine Scales (Washington Gardens Asset Manager) and Morgan Gibson (Administrative Assistant). Angelia went on to report, 2 new hires Tracy Brown, (Asset Manager) Tom Hughes, (General Maintenance Technician) and 3 ends of employment, Carla Rivera, Shawn Watson, and Tyrone McCray.

- **Comprehensive Improvements:**

- **Scattered Sites:** Phase V of the bathroom remodel continues and is expected to continue through the next 30 days.

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

- **Washington Gardens:** The final phase of the entry door replacement is nearly complete. The initial walkthrough was very successful, and we are looking forward to a very short project punch list.

- **Waterfall High-Rise:** The elevator replacement project is still projected to begin next month, however there was a short material delay. Otis is striving to begin demolition of the large car on November 16, 2020. An updated project timeline has been submitted, putting the completion of the large car at the end of March.

Angelia informed the Board that work has already begun at Waterfall. She has also requested that a timeline of progress be posted in the lobby as soon as possible to keep our resident's abreast of what is happening with the elevator replacement. Additional conversation took place and Commissioner Boecher asked Angelia if the small car was operating? Angelia stated that we have not had any problems with the small car and went on to state that once the technicians are in the building, they will be there daily to ensure the small car is running. Angelia also stated that the new motor will be delivered with the materials in case that car breaks down. Angelia said she anticipates work to start on November 30, 2020 and further stated that preliminary work has already began. Commissioner Boecher asked if the work was originally supposed to have started earlier. Angelia responded, yes, work was supposed to start November 16, 2020, but there was a material delay.

Rosedale High-Rise: No work at this time.

COCC: We have started the Annual Plan submission. We will be working on data and reports over the next month. The Plan will be on the December Board Meeting agenda for approval.

- **Housing Choice Voucher Program:** Angelia reported for the month of October 2020, 49 Annual Certifications Completed, 49 Interim Certifications Completed, 4 Unit transfers, 7 New Admissions and Absorbed Incoming Portability's, 6 End of Participations, 8 Applications Remaining in Process, 688 Lease Up on the last day of October and 95% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 58 participants in which 30 participants are currently employed, 4 participants are enrolled in GED/HSE education programs, 12 participants are attending college, 15 participants are disabled, 1 participant ported to another housing authority. 1 participant contract of participation ended (but goals were not met to graduate), 3 participants graduated, 18 participants are currently earning escrow, \$4,719 earned in escrow funds in October and \$105,708 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of October is 98.04%, Washington Gardens Occupancy rate for the month of October is 93.94%, Waterfall Occupancy rate for the month of October is 97.64%, Scattered-Sites Occupancy rate for the month of October is 100% and Riverside's Occupancy rate for the month of October is 98.64%. Angelia went on to say Public Housing's overall Occupancy rate for the month of October is 97.17%. Angelia stated for the month of October, public housing received 93 applications, 43 mailed orientation letters, 7 applications are in processing status, 11 applications were approved, 0 denied application, 30 withdrawn applications, 1 homeless application and 4 applications were approved and waiting. Angelia reported there were 5 new admissions and 9 move-outs for the month of October.

Angelia informed the Commissioner's that the Elkhart Housing Authority has offered accommodations to residents at Waterfall high-rise who have expressed the need for reasonable accommodations due to problems with the elevators. Residents have been transferred to lower floors or other units outside of the Waterfall high-rise.

- **Maintenance:** Angelia reported for the month of October, there were 9 move-outs received and 7 were completed, 1 emergency requests received and completed, 349 tenant requests received and 340 completed; and there were 45 annual inspections received and 20 completed, totaling 368 completed work orders.
- **Financials and Write Offs:** Jessica Brittain announced for the month of October, Rosedale high-rise earned \$29,022 in Revenue and \$57,084 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$58,576.15 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit year to date of \$42,108.57.

Jessica announced for the month of October Washington Gardens earned \$11,933.65 in Revenue and \$283,129 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$91,762.14 in Expense without depreciation. Jessica reported Washington Gardens had a profit year to date of \$203,833.21. Jessica announced for the month of October, Waterfall high-rise earned \$27,104.87 in Revenue and \$65,640 in

Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$55,586.01 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss year to date of \$13,133.37.

Jessica announced for the month of October, Scattered Sites earned \$11,578.66 in Revenue and \$139,212 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$30,402.52 in Expense without depreciation. Jessica reported Scattered Sites had a profit year to date of \$49,866.53.

Jessica announced for the month of October, Riverside high-rise earned \$37,625.04 in Revenue and \$73,637 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$43,680.59 in Expense without depreciation. Jessica reported Riverside high-rise had a profit year to date of \$152,618.41.

Jessica announced for the month of October, COCC earned \$114,911.80 in Revenue. Jessica went on to say the COCC had \$143,725.89 in Expense without depreciation. Jessica reported COCC had a loss year to date of \$127,405.41.

Jessica announced HCV has a profit from Operations, year to date of \$842,811.60 (Yearly amount includes shortfall CARES grant of 525,259 for HCV vouchers).

❖ **Old Business**

- Angelia informed the commissioners that we had our first finance subcommittee meeting, and it went well. Jessica has already been able to implement some of the reporting measures that were requested at the subcommittee meeting. Commissioner Boecher went on to inform the commissioners that it was a good meeting and very informative.
- Angelia apologized to commissioners about a schedule conflict which caused a need for the 5-Year Plan that they were invited to attend to be rescheduled. She informed the commissioners that a special meeting can take place to review the 5- year plan before it is included in December's meeting if they would like. Commissioner Boecher suggested the annual 5- year plan draft be sent or emailed to them for review prior to December's Board meeting. He stated that if a meeting was needed after the review of the annual 5-year plan then one can be scheduled first week of December.

❖ **New Business**

- Angelia announced that due to the critical level of COVID-19 in the community and stricter restrictions that may be imposed following the Elkhart County's Health Department's report Friday, November 20, contingent on the anticipated Elkhart County Health Department's report on Friday, November 20, 2020, she has decided to close the agency to the public at the end of business on Wednesday, November 25. Commissioner Margaret Owens asked Angelia what we are doing in the high-rises to make sure the residents remain safe? Angelia states that the precautions that were put in place during the first shut down continue to be in place. We will continue limiting the number of guests who are visiting the high-rises. At this time Angelia reports that property managers will remain at their perspective properties since they can practice social distancing and the property managers are making sure residents are wearing their masks in common areas. Angelia reported we will follow all new guidelines that may be issued November 20, 2020.

❖ **Handouts**

- NAHRO
- PHADA Advocate (October 28, 2020)

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the November 19, 2020 Board of Commissioners' meeting adjourned at 5:04 P.M.



Dan Boecher, Commissioner
December 17, 2020



Angelia M. Washington, Interim Executive Director