

REGULAR BOARD MEETING
Elkhart Housing Authority
June 20, 2019

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, June 20, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

Commissioners present: Lefate Owens, Margaret Owens, Tonda Hines, Len Paff and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Ann Washington, Jessica Bouie, Christine Tack, Mitchell Craven, Charlotte Pettis, Todd Fielder, Charmaine Scales and Carla Rivera

Audience members present:

❖ **Roll Call**

Commissioner Tonda Hines called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

Donald Brown reports concerns. Donald lives in Goshen, IN and owns three properties, two on Monroe St. Elkhart IN and 1 address not mentioned. Mr. Brown witnessed a Washington Garden Residents grandchild fighting other girls who may or may not be Washington Garden residents on June 18, 2019, at approximately 7:30-8:30p. The fight resulted in a 15 and 17 year female going to jail. Mr. Brown is concerned with there not being a faster way to deescalate the situation, children being told by cops they are banned from the property for 1 year, children being talked to by cops with no consenting adult present and children being taken to jail in handcuffs and questioned with no consenting adult present.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — May 16, 2019 Regular Meeting

Commissioner Margaret Owens motioned to approve the minutes from the May 16, 2019 Regular Meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the May 16, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — May

Commissioner Margaret Owens motioned to approve the vouchers for May 2019. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the May 2019 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported change of position for Jessica Bouie from Administrative Assistant to Asset Manager of Washington Gardens. Terry reported there were 1 new hire Charmaine Scales. Terry went on to say there were 3 separations from the Elkhart Housing Authority Latassia Miller, Kristen Borchert and Jonathan Carmona.

- **Comprehensive Improvements:**

Scattered Sites: Terry reported the planning stages for the next round of bathroom remodels has begun. Work is expected to start late summer/early fall.

Riverside Terrace: No work at this time.

Washington Gardens: Terry reported the roofing project is proceeding as expected, with only minor scheduling delays due to rain.

We are excited & proud to announce a new tentative partnership with Heat Start of Elkhart & St. Joseph counties. Plans for a brand new Head Start program are being developed to start classes on August 20, 2019, in the Washington Gardens community building. The closest Head Start program was previously located at Mary Beck Elementary. This new location would allow residents another option, much closer to

their homes. Over the summer, there is expected to be interior renovations, along with a much needed renovation of the connected playground. The most recent enrollment event in the community building took applications from 40 families. The Community Foundation of Elkhart County is also excited about this development and is looking forward to aiding in current, and future, renovations.

Waterfall High-Rise: Terry reported recently, an overall evaluation of the elevator machinery was conducted by a licensed elevator inspector & consultant. To avoid over taxing the small car as soon as possible. A new driver for the large car has been ordered and is expected to be installed early next week. Additionally, total modernization of both cars was recommended.

Elevator evaluations have been conducted and a new elevator service company has been selected. We are hopeful that this new vendor will solve many of our issues.

Rosedale High-Rise: Terry reported no work at this time.

COCC: Terry reported all Housing Authority, City of Elkhart insurance policies have been renewed and are in force, with continued savings on Workers Compensation.

Out application for the 2019 Safety & Security Grant has been submitted. Awardees are selected on a lottery basis, if awarded project planning will begin immediately.

- **Housing Choice Voucher Program:** Terry reported for the month of May 2019 there were 57 Annual Certifications Completed, 68 Interim Certifications Completed, 7 Unit transfers, 6 New Admissions and Absorbed Incoming Portabilities, 10 End of Participations, 28 Applications Remaining in Process, 680 Lease Up on the Last Day and has 94% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 71 participants in which 43 participants are currently employed, 3 participants have enrolled in Job Training programs with Goodwill Industries, 9 participants are enrolled in continuing education programs for HSE/GED, 5 participants are enrolled in continuing education programs with Colleges and 16 participants are disabled, 24 participants are currently earning escrow, \$7,020 earned in escrow funds in June and \$99,608 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of May is 99.01%, Washington Garden Occupancy rate for the month of May is 93.81%, Waterfall Occupancy rate for the month of May is 99.21%, Scattered-Sites Occupancy rate for the month of May is 97.96% and Riverside Occupancy rate for the month of May is 99.32%. Terry went on to say Public Housing's overall Occupancy rate for the month of May 97.45%. Terry stated for the month of May Public Housing received 83 applications, 65 mailed interview letters, 30 applications are in processing status, 19 applications were approved, 6 were denials, 33 were withdrawn, 0 were domestic violence applications and 3 were homeless applications. Terry reported there were 20 new admissions and 14 move outs for the month of May.
- **Maintenance:** Terry reported for the month of May there were 14 move-outs received and 12 were completed, 4 emergency requests received and completed, 331 tenant requests for work orders were received and 327 completed; and there were 32 annual inspections received and completed, totaling 375 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of April, Rosedale High-rise earned \$27,482.57 in Revenue and \$14,097.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$38,112.61 in Expense without depreciation. Chris Kinnard reported Rosedale High-rise had a profit year to date of \$3,466.96.

Chris Kinnard announced for the month of April Washington Gardens earned \$22,213.40 in Revenue and \$68,376.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$72,926.82 in Expense without depreciation. Chris Kinnard reported Washington Gardens had a profit year to date of \$17,662.58.

Chris Kinnard announced for the month of April, Waterfall High-rise earned \$32,825.70 in Revenue and \$16,723.50 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$46,583.15 in Expense without depreciation. Chris Kinnard reported Waterfall High-rise had a profit year to date of \$2,966.05.

Chris Kinnard announced for the month of April, Scattered Sites earned \$10,969.76 in Revenue and \$34,528.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$33,858.40 in Expense without depreciation. Chris Kinnard reported Scattered Sites had a profit year to date of \$11,639.36.

Chris Kinnard announced for the month of May, Riverside High-rise earned \$29,794.36 in Revenue and \$12,54.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$40,752.91 in Expense without depreciation. Chris Kinnard reported Riverside High-rise had a profit year to date of \$1,585.45.

Chris Kinnard announced for the month of March, COCC earned \$102,567.11 in Revenue. Chris Kinnard went on to say COCC had \$0.00 in Expense without depreciation.. Chris Kinnard reported COCC had a loss year to date of (\$2,429.13).

Chris Kinnard announced HCV has a profit from Operations, year to date of \$23,565.90.

❖ **Old Business**

Elkhart Housing Authority By-Laws Update

Terry Walker reported office of attorney looking for resolutions, submit a clean by-laws

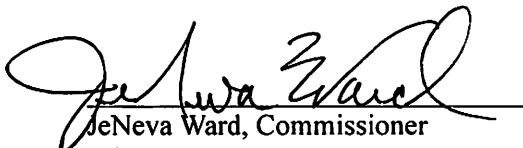
❖ **New Business**

❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner Tonda Hines without any objections, declared the June 20, 2019 Board of Commissioners' meeting adjourned at 5:26 PM.


JeNeve Ward, Commissioner
July 18, 2019


Terry Walker, Executive Director