

REGULAR BOARD MEETING
Elkhart Housing Authority
October 19, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, October 19, 2017 at the Elkhart Housing Authorities Rosedale High-Rise, located at 501 W. Indiana Avenue, Elkhart IN.

Commissioners present: JeNeva Adams, Len Paff, Margaret Owens, Lefate Owens, Cory White, Jason Moreno, and Tamara Holmes.

Staff members present: Kim Sindle, Chris Kinnard, Christine Tack, Milton Banks, Mitch Craven, Terry Walker, Ann Washington, Lori Bowers, Todd Fielder, Sylvia DeVincent, Latia Fullilove Jones, Jessica Bouie, Charlotte Pettis, Brian Grant, Jaqueline Williams, Shawntae Haywood, and Terry Staner.

Audience members present: Rosedale Residents: Anthony Paul (Apt 311), Jessica Thomas-Wagers (414), Brenda Clayborne (305), Clarence Jackson (204), Lynell Dobbs (513), Robin Santiago (601), April Terry (401), Sharon Remy (213), Sandra Strukel (209), Rachel Morgan (216), Nicole Adrion (312), Timothy Good (509), Wanda Sherrod (307), George Bode (617), Brenda Harris (610), Willie Henderson (605), Iris Bates (514), Eddie Hunt (613), Sherree Rogers (420), Charles Frando (320), and Noah Snell (609). Scattered Site Resident Contina Bloch, Elkhart City Councilmen Brent Curry and Dwight Fish, Tara Morris (Minority Health Coalition of Elkhart), Johnny Thomas, Trina Jackson, Arvis Dawson (previous City Councilman), Marty Delong, Tonda Hines (Elkhart Community Schools), Martha Irving (St James Church), Louis Mayes, Barbara Main, and H Davis.

❖ **Roll Call**

Commissioner JeNeva Adams called the meeting to order. Terry Staner called roll to verify.

❖ **Audience Concerns**

Resident Timothy Good (Apt 509), stated he believes HUD's smoking policy violates 3 Constitutional Amendments: the first, the tenth, and the fourteenth. Timothy Good went on to say he believes the eleventh Amendment gives Residents the right to privacy. Timothy asked about medical marijuana use. Kim Sindle said it is prohibited because it is against Federal Law.

Resident Robin Santiago (Apt 601), stated this has been a law for almost two years. Robin said the government is trying to stop Residents from smoking on Federal property or any public property, they are not trying to make us quit smoking. Robin Santiago said the Housing Authority is only going by what HUD says. Robin went on to say this law is nationwide and she thinks the Elkhart Housing Authority is one of the last Housing Authorities to comply to the law. Kim Sindle stated smokers are not a protected class. Kim said the Federal Government passed this law, and HUD's Housing Authorities have to abide by it because they are Federal properties. Kim announced the Elkhart Housing Authority will have to implement the non-smoking program.

Resident Wanda Sherrod (Apt 307) stated she believes smoking makes her happy. Wanda said when there is nothing to do she can light a cigarette and smoke, it is comforting. Wanda asked why create a rule that a tenant cannot keep, because she cannot go outside in the winter time to smoke.

Willie Henderson (Apt 605) stated the water in the Rosedale building is terrible and needs to be fixed.

April Terry (Apt 402) asked if there was a way for the Board to provide a shelter from the weather for the smokers at all properties.

Patricia Evans (Apt 411) said she is planning on quitting smoking.

Anthony Paul (Apt 311) stated the U.S. government wants to go smoke free, but he does not think they can do that because 10% of the population smokes. Anthony stated his other issues were the pot holes in the alley behind the Rosedale building, and in the circle in the front of the building, the posted sign Quiet Time after 11:00 PM, and the Housing Manager has a Do Not Disturb sign on her office door, which he thought she was there to help the Residents, not shut them out.

Tonda Hines (employee of Elkhart Community Schools), Arvis Dawson (previous City Councilman), Tara Morris (Minority Health Coalition), and Martha Irving (St. James Church) all gave their endorsement for Terry Walker to fill the new Deputy Director position at the Elkhart Housing Authority.

❖ **Vote For Deputy Director Position**

Commissioner JeNeve Adams handed out Ballots with the names of both candidates, Mitch Craven and Terry Walker, running for the Deputy Director Position. All Commissioners marked their vote and turned their ballots in to Commissioner Adams. Commissioner JeNeve Adams counted the votes and Terry Walker was announced as the new Deputy Director over Elkhart Public Housing.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — September

Commissioner Len Paff motioned to approve the minutes from the September 21, 2017 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the September 21, 2017 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — September

Commissioner Lefate Owens motioned to approve the vouchers for September 2017. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the September 2017 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there were two new hires in the month of September, Randle Green was hired as a Custodian for Rosedale High-rise, and Arlinne Malave was hired for the COCC Maintenance Part-time Custodian position.

- **Comprehensive Improvements:**

Scattered Sites: Kim reported planning for the next phase of bathroom remodels has begun and the bidding opportunity is expected in the later part of this year.

Riverside Terrace: Kim reported there is no work at this time.

Washington Gardens: Kim reported the entry door replacement project will start shortly, material is expected to arrive within the month.

Waterfall High-Rise: Kim reported the electrical panel replacement project is in the board packet for approval, with the lowest, most responsive bid from Schwartz Electric in the amount of \$137,680.00. Kim stated this will replace, and upgrade, the hallway and unit electrical panels. Kim also reported a dedicated refrigerator receptacle will be added to each apartment, along with a thermographic infrared scan performed on the buildings main distribution panel.

Rosedale High-Rise: Kim reported there is no work at this time.

COCC: Kim reported the Housing Authority has started the Annual Plan submission. Kim stated work will continue over the next two months. Kim reported the Plan will be on the December Board Meeting agenda for approval.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information is showing HCV is at 92% occupancy, which includes data through the end of August. Kim stated the Housing Choice Voucher Program has 674 vouchers out of the possible total of 727 leased up. Kim stated it is still a struggle for clients to find units to lease in Elkhart.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 98 clients. Kim stated one participant withdrew or was

terminated from the program. Kim announced 25 participants are disabled, 13 participants are enrolled in college, 10 participants are working on High School Equivalency courses, 4 participants are enrolled in job training programs, 53 participants are currently working, and 28 participants are currently earning escrow. Kim stated the FSS clients earned \$5,646.00 in escrow payments for September and the current escrow balance is \$108,158.00. Kim announced Family Self Sufficiency Graduate, Patsy Brooks, completed the program on October 2nd with an escrow balance of \$2,972.91. Kim said Patsy plans to continue working toward Homeownership, using her FSS funds to become mortgage ready.

- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 95.50% for the month of September. Kim stated 92 applications were received. Kim reported there were 15 new admissions. Kim said there were 14 move-outs for the month of September.

Commissioner Lefate Owens asked what the major cause was for tenants not paying their rent. Chris Kinnard, Director of Finance, reported many are due to concealment charges and there is no repayment agreement available for concealment, only for hardship. Chris Kinnard went on to say another reason is tenants just have not been paying their rent. Kim reported he had been in discussions with Terry Walker and Chris Kinnard in regards to coming up with something to help tenants with this issue. Kim said there may be something coming up in a future Board packets regarding this issue, but further discussions are needed.

- **Maintenance:** Kim reported for the month of September there were 14 move-outs received and 6 completed, one emergency request received and completed, 329 tenant requests for work orders were received and 306 completed; and there were 39 annual inspections received and completed, totaling 352 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of August, Rosedale High-rise earned \$21,905.75 in Revenue and \$15,867.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$32,956.59 in Expense without depreciation, giving Rosedale High-rise a profit for the month of August totaling \$4,816.16. Chris Kinnard reported Rosedale High-rise had a profit for the year, up to August, of \$8,983.02.

Chris Kinnard reported for the month of August, Washington Gardens earned \$15,120.36 in Revenue and \$69,559.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$114,028.80 in Expense without depreciation, giving Washington Gardens a loss for the month of August totaling \$29,349.44. Chris Kinnard reported Washington Gardens had a loss for the year, up to August, of \$16,470.39.

Chris Kinnard announced for the month of August, Waterfall High-rise earned \$29,641.91 in Revenue and \$18,882.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$57,651.25 in Expense without depreciation, giving Waterfall High-rise a loss for the month of August totaling \$9,127.34. Chris Kinnard reported Waterfall High rise had a profit for the year, up to August, of \$15,413.37.

Chris Kinnard reported for the month of August, Scattered Sites earned \$11,650.27 in Revenue and \$33,349.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$45,204.94 in Expense without depreciation, giving Scattered Sites a loss for the month of August totaling \$205.67. Chris Kinnard reported Scattered Sites had a profit for the year, up to August, of \$26,104.89.

Chris Kinnard announced for the month of August, Riverside High-rise earned \$33,821.34 in Revenue and \$11,882.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$43,943.41 in Expense without depreciation, giving Riverside High-rise a profit for the month of August totaling \$1,759.93. Chris Kinnard reported Riverside High-rise had a profit for the year, up to August, of \$19,427.72.

Chris Kinnard reported for the month of August, COCC earned \$122,951.75 in Revenue. Chris stated the COCC had \$123,793.79 in Expense without depreciation, giving the COCC a loss of \$842.04 for the month of August. Chris Kinnard announced the COCC had a profit for the year, up to August, of \$6,646.62.

Chris Kinnard announced HCV has a profit from Operations, for the month of August, of \$7,854.86.

Kim asked the Commissioners if there were any questions on the Write-offs report for the October 2017 Board Report, which includes all move outs prior to August 31, 2017. There were no questions on Write-offs.

❖ **Old Business**

Exhibit D/Discussion – Federal Funding Decline

Kim announced he would like to share information from the Position Paper, referring to handout, from PHADA (Public Housing Authorities Directors' Association) regarding the FY 2018 Appropriations. Kim reported the paper shows, on the first page, the Budget Proposals for the White House, the Senate, and the House of Representatives. Kim stated one can see the effect on the Elkhart Housing Authority, in correlation to the amount of fund money designated.

❖ **New Business**

Discussion – Non-Smoking Policy

Kim reported this discussion was done during the Audience Concerns so there was no need to go into any further discussion on the matter.

Exhibit E/Discussion – Holiday Celebration Announcements

Kim announced the Elkhart Housing Authority Employee Fundraising Committee will be hosting the Annual Thanksgiving Celebration Carry-In on Friday, November 17th, from 11:30-1:00. Kim stated this celebration will be a carry-in and Commissioners are urged to attend.

Kim announced it has been decided by the Employee Fundraising Committee the Annual Christmas Celebration will be held on December 15th, offsite at the Concord Township Fire Department Hall. Kim said more details to come as the time draws near.

Exhibit F/Resolution 17:14 – WF Electrical Panel Replacement Approval

Kim reported Resolution 17:14 is for the approval of the Waterfall High-rise Electrical Panel Replacement Project.

Commissioner Len Paff motioned to approve Resolution 17:14. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:14.

Discussion – Resident Council Presentation

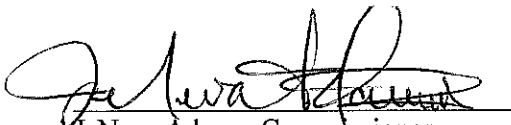
Terry Walker stated in the Elkhart Housing Authorities efforts to empower our Residents, HUD encourages Resident Councils. Terry went on to say the Housing Authority employs the Councils to help improve and support the resident's quality of life. Terry Walker reported the Elkhart Housing Authorities Resident Councils had the opportunity to attend training at the National Resident Conference held in Baltimore Maryland recently. Terry said our Residents Council members were awarded the Plaque for Resiliency and she would like to present it to them today. Terry introduced Kendra Ward, President over Waterfall High-rise Resident Council; April Terry, Treasurer over Rosedale High-rise Resident Council; and Contina Bloch, President over Scattered Sites Resident Council. Terry said the Rosedale Resident Council member was ill and couldn't make the meeting. Kendra Ward reported there were many workshops offered: Physical Health, Family Focus, Mental Health, Career Goals, Education, and Financial Stability. Kendra went on to say they learned many different things, which they all plan to incorporate into everyday living and the running of their Resident Councils. Kendra reported they learned the signs of Cardiac Arrest versus the signs of a Heart Attack. Kendra went on to say they also had Basic CPR Training and learned of the 501C3 Tax Exemption Status. Kendra, April, and Contina thanked the Housing Authority for the opportunity.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeve Adams, without any objections, declared the October 19, 2017 Board of Commissioners' meeting adjourned at 5:35 PM.


JeNeve Adams, Commissioner
January 4, 2018


Kim Sindle, Executive Director