

**2REGULAR BOARD MEETING
Elkhart Housing Authority
January 10, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, January 10, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

Commissioners present: JeNeva Ward, Lefate Owens, Margaret Owens, Tonda Hines, Vicki Fireline and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Ann Washington, Jessica Bouie, Latia Fullilove-Jones, Christine Tack, Kristen Borchert, Charlotte Pettis, Mitchell Craven and Todd Fielder

Audience members present:

- ❖ **Roll Call**
Commissioner JeNeva Ward called the meeting to order. Jessica Bouie called roll to verify.
- ❖ **Audience Concerns**
There were no audience concerns.
- ❖ **Approval of Minutes**
Exhibit A — Approval of Meeting Minutes — November 29, 2018 Regular Meeting
Commissioner Tonda Hines motioned to approve the minutes from the November 29, 2018 Regular Meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the November 29, 2018 Regular Meeting minutes.
- ❖ **Approval of Vouchers**
Exhibit B — Approval of Vouchers — November and December
Commissioner Lefate Owens motioned to approve the vouchers for November and December 2018. Commissioner Tonda Hines seconded the motion. All Commissioners present unanimously voted to approve the November and December 2018 Vouchers.
- ❖ **Executive Director's Report**
Exhibit C — Executive Director's Report
 - **Human Resources:** Terry reported there is no reportable human resources information for the month of December 2018.
 - **Comprehensive Improvements:**
 - Scattered Sites:** Terry reported the bathroom remodel project has begun and two of the fifteen homes have already been completed. Terry went on to say the expected completion date is early to mid-February.
 - Riverside Terrace:** Terry reported there is no work at this time.
 - Washington Gardens:** Terry reported the entry door project is nearing completion. Terry went on to say with the proceeds received from recycling the old screen doors and unused contingency money, we may be able to add another building to the project. Terry stated this would leave four buildings to complete all phases of the project.
 - Waterfall High-Rise:** Terry reported there is no work at this time.
 - Rosedale High-Rise:** Terry reported there is no work at this time.
 - COCC:** Terry reported the annual plan will be submitted to the Field Office for approval. Terry went on to say the next step is to prepare Environmental Reviews for CFP projects. Terry stated we will submit the annual plan to the City of Elkhart for approval and then onto the HUD to Field Office.

- **Housing Choice Voucher Program:** Terry reported for the month of December 2018 there were 574 Annual Certifications completed, 49 Interim Certifications completed, 5 unit transfers completed, 12 new admission and absorbed incoming portabilities, 13 end of participations for the month, 28 applications remaining in process, 675 lease up on the first day of the month and 678 lease up on the last day of the month. Terry went on to say the VMS report for November 2018 were 8 homeownership vouchers, 19 portable vouchers paid, 658 all other vouchers, \$4,679 FSS Escrow Deposit, 685 total vouchers, 8 portable vouchers administered, \$3,147 total HAP for vouchers administered, and 5 number of hard to house families.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 70 participants in which 41 participants are currently employed, 4 participants have enrolled in Job Training programs with Goodwill Industries, 2 participants are enrolled in continuing education programs for HSE/GED, 6 participants are enrolled in continuing education programs with Colleges and 17 participants are disabled. Terry went on to say for the Year End 2018 64% of participants are successfully working, 11% are continuing their education, 24% are disabled but hold part time employment or education, only 1% of participants are currently not employed or obtaining education and everyone continued to improve and repair their credit.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of December is 97.03%, Washington Garden Occupancy rate for the month of December is 95.88%, Waterfall Occupancy rate for the month of December is 95.24%, Scattered-Sites Occupancy rate for the month of December is 98.96% and Riverside Occupancy rate for the month of December is 97.96%. Terry went on to say Public Housing's overall Occupancy rate for the month of December 96.84%. Terry stated for the month of December Public Housing received 52 applications, 47 mailed interview letters, 33 applications are in processing status, 48 applications were approved, 15 were denials, 92 were withdrawn, 0 were domestic violence applications and 3 were homeless applications. Terry reported there were 19 new admissions and 12 move outs for the month of December.
- **Maintenance:** Terry reported for the month of December there were 12 move-outs received and 8 were completed, 27 emergency requests received and completed, 311 tenant requests for work orders were received and 303 completed; and there were 30 annual inspections received and completed, totaling 368 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of November, Rosedale High-rise earned \$25,328.48 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$30,902.41 in Expense without depreciation, giving November High-rise a loss for the month of November totaling \$5,573.93. Chris Kinnard reported Rosedale High-rise had a profit year to date of \$44,873.49.

Chris Kinnard announced for the month of November, Washington Gardens earned \$19,765.16 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$68,450.00 in Expense without depreciation, giving Washington Gardens a loss for the month of November totaling \$48,684.84. Chris Kinnard reported Washington Gardens had a profit year to date of \$153,883.50.

Chris Kinnard announced for the month of November, Waterfall High-rise earned \$30,729.37 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$42,398.02 in Expense without depreciation, giving Waterfall High-rise a loss for the month of November totaling \$11,668.65. Chris Kinnard reported Waterfall High-rise had a profit year to date of \$49,744.47.

Chris Kinnard announced for the month of November, Scattered Sites earned \$13,765.23 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$37,329.50 in Expense without depreciation, giving Scattered Sites a loss for the month of November totaling \$23,564.27. Chris Kinnard reported Scattered Sites had a profit year to date of \$104,927.97.

Chris Kinnard announced for the month of November, Riverside High-rise earned \$38,008.01 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$37,329.50 in Expense without depreciation, giving Riverside High-rise a loss for the month of November totaling \$23,564.27. Chris Kinnard reported Riverside High-rise had a profit year to date of \$112,242.70.

Chris Kinnard announced for the month of November, COCC earned \$108,655.98 in Revenue. Chris Kinnard went on to say COCC had \$128,440.72 in Expense without depreciation, giving COCC a loss for the month of November totaling \$19,784.74. Chris Kinnard reported COCC had a loss year to date of \$80,372.88.

Chris Kinnard announced HCV has a loss from Operations, year to date of \$58,773.35.

❖ **Old Business**

Nothing at this time.

❖ **New Business**

Exhibit D/Resolution 18:16 – Annual Agency Plan

Terry Walker reported Resolution 18:16 is for the approval of Annual Agency Plan

Commissioner Margaret Owens motioned to approved Resolution 18:16. Commissioner Tonda Hines seconded the motion. All commissioners present unanimously voted to approve Resolution 18:16.

Exhibit E/Resolution 18:17 – Centier Bank

Terry reported Resolution 18:17 is for the approval of Ceniter Bank.

Commissioner Tonda Hines motioned to approved Resolution 18:17. Commission Margaret Owens seconded the motion. All commissioner present unanimously voted to approve Resolution 18:17.

Exhibit F/Discussion - FYE 2018 Audit Report


Terry asked Chris Kinnard to provide an update on the FYE 2018 Audit Report. Chris reported she received a copy of the draft audit and we have no audit findings and all findings from prior audit have been resolved.

❖ **Handouts**

- PHADA – Government Shutdown
- HUD Midwest Office of Public Affairs

❖ **Adjourn**

Commissioner JeNeve Adams without any objections, declared the January 10, 2019 Board of Commissioners' meeting adjourned at 5:37 PM.


JeNeve Ward, Commissioner
February 21, 2019


Terry Walker, Executive Director