

REGULAR BOARD MEETING
Elkhart Housing Authority
August 17, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart did not meet in regular attendance at 4:30 p.m.; on Thursday, August 17, 2023. **NO QUORUM**

Board Members present: None

Board Members present via dial-in: None

Staff members present: None

Harris Law Firm Attorney present: None

Audience members present: None

❖ **Audience Concerns:**

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — July 27, 2023, Regular Meeting

No voting took place. No quorum.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — July 27, 2023

No voting took place. No quorum.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported no new hires and 4 ends of employment, Sasso O'Brie, Iyana Brooks, Dereon Brown, and Kayshawna Frazier.

- **Comprehensive Improvements:**

Scattered Sites: Robert Henry made great stride on the Banneker Heights Playground Modernization project. The installation of the turf and playground equipment is complete. Yoder And Son Fencing commenced work to patch the fence and install the locks on the entry gates.

Riverside Terrace: No work during this time.

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

Waterfall High-Rise: No work during this time.

Rosedale High-Rise: The Elevator Modernization project team continued to work on the large passenger elevator. Specifically, R Yoder completed the additional fire rating patch work of the hoist way and Schwartz completed the electrical upgrade needs. Johnson Control started on the proposal work to upgrade the Fire Alarm panel which will allow for the remaining elevator smoke detector and pull stations to be integrated.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of July, 56 Annual Certifications were completed, 60 Interim Certifications Completed, 3 Unit transfers, 4 New Admissions and Absorbed Incoming Portabilities, 3 End of Participations, 69 Applications Remaining in Process, 702 Lease Ups on the last day of July and 95% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 65 participants of which 40 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 2 participants are enrolled in job training programs, 7 participants are disabled or unable to work. 19 participants are currently earning escrow, \$5,541 earned in escrow funds in July, and \$132,305.92 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of July is 95%, Washington Gardens Occupancy rate for the month of July is 98%, Waterfall Occupancy rate for the month of July is 97%, Scattered-Sites Occupancy rate for the month of July is 98% and Riverside's Occupancy rate for the month of July is 99%. Angelia went on to say Public Housing's overall Occupancy rate for the month of July is 97%. She also stated that public housing received 140 applications, mailed 250 orientation letters, processed 75 applications, approved 13 applications, denied 10 applications, and 60 applications were withdrawn. We received 11 homeless applications, and 35 application(s) were approved and waiting for an available unit. Angelia reported there were 4 new admissions and 10 move-outs in July.
- **Maintenance:** Angelia reported that 10 move-outs were received and 8 were completed, 5 emergency requests received and completed, 510 tenant requests received and 498 were completed; and there were 25 annual inspections received and 20 completed, totaling 531 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of July, Rosedale high-rise earned \$37,640.00 in Revenue and \$21,208.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$49,588.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of July in the amount of \$9,260.00. The previous past due rent was \$2,244.00, and the current past due rent is \$4,345.00. The increase in past due rent is \$(2,101.00).

Jessica reported for the month of July, Washington Gardens earned \$32,118.00 in Revenue and \$86,456.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$149,932.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of July in the amount of \$31,358.00. The previous past due rent is \$33,919.00 and the current past due rent is 32,628.00. The decrease in past due rent is \$1,291.00.

Jessica reported for the month of July, Waterfall high-rise earned \$35,556.00 in Revenue and \$26,624.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$55,172.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of July in the amount of \$7,008.00. The previous past due rent is \$4,825.00 and the current past due rent is \$5,669.00. The increase in past due rent is \$844.00.

Jessica reported for the month of July, Scattered Sites earned \$22,190.00 in Revenue and \$35,865.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$55,018.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of July in the amount of \$3,037.00. The previous past due rent was \$18,621.00 and the current past due rent is \$15,307.00. The decrease in past due rent is \$3,314.

Jessica reported for the month of July, Riverside high-rise earned \$70,704.00 in Revenue and \$30,851.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$56,330.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of July in the amount of \$45,255.00. The previous past due rent is \$(5,134.00), and the current past due rent is \$(1,460.00). The increase in past due rent is \$(3,674.00).

Jessica reported for the month of July, COCC earned \$189,657.00 in Revenue. Jessica went on to say the COCC had \$135,929.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of July in the amount of \$53,728.00.

Jessica reported HCV had a loss for the month of July, in the amount of \$14,102.00. The net position YTD is \$205,868.00.


❖ **Old Business:** None

❖ **New Business:** None

❖ **Handouts:** None

❖ **Adjournment**

- Meeting did not occur. No quorum.



Willie Brown, Commissioner
September 21, 2023



Angelia Washington, Executive Director