

REGULAR BOARD MEETING
Elkhart Housing Authority
December 21, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Tuesday, December 21, 2021, in person and via Conference call. **NO QUORUM**

Board Members present: Dan Boecher, Margaret Owens, and Lefate Owens

Staff members present: Angelia Washington, Clarence Jones, Charlotte Pettis, Teri Ivory, Todd Fielder, Amy Gonzalez, and Morgan Gibson

Audience members present: Karen Larson, Sharon LeCount, Beverly Otis, Belinda Whitener, David Proffitt, Becky Green, and Andrea Kupetz

❖ **Audience Concerns:**

Karen Larson, a Riverside resident, stated that she was cussed out by the guest of a resident who lives above her. She stated the incident occurred last Friday. Angelia asked Ms. Larson if she had reported the incident to her property manager. Ms. Larson stated that she had not seen her property manager yet. Angelia informed Ms. Larson that she can always leave something in writing for her property manager. Ms. Larson mentioned this person was an unauthorized guest. She stated that she told the resident they weren't allowed to have unauthorized guests, but she said the resident stated they were just visitors. However, Ms. Larson stated, they have been there beyond 14 days. Angelia stated this information needs to be reported to her property manager as soon as possible moving forward. She asked what apartment this tenant lives in. Ms. Larson stated 610. She also stated that her property manager, Dreama instructed her to knock on this resident's door. She stated that when she called the police in the past, her tire was slashed. Angelia stated that she understands why Dreama encouraged her to be neighborly by asking her to knock on her neighbor's door with concerns, however, Angelia informed Ms. Larson that only she would know if that was a safe thing to do. Sharon LeCount, a Riverside resident stated that she has heard of people sleeping in the building and she does what she can to keep the building safe by keeping the doors closed but after hours she feels less comfortable. Angelia informed her that we cannot guarantee residents' safety 100% but we will do what we can. She asked Ms. LeCount when she saw someone sleeping in the building last. Ms. LeCount stated that she hasn't seen anyone for a couple of years. Angelia informed everyone that if they find someone sleeping in the building to report it by calling 911 or reporting it to a manager.

Belinda Whitener, a Waterfall resident, and the president of the Waterfall Resident Council, stated her secretary resigned today and she does not have a treasurer. She stated she does not know how to go about filling those positions. Angelia stated that she thinks she should wait for guidance from the Resident Council training to make sure we are following proper guidelines. She asked Ms. Whitener if she had a copy of her bylaws. Ms. Whitener stated that she did not. Angelia stated that it sounds like the bylaws will need to be recreated or revisited and she will do that through the HUD official who will be facilitating the Resident Council training on January 7. David Proffitt, a Waterfall resident, asked if he could have a key to Waterfall's council meeting room. He stated that Ms. Whitener would not always be available. Ms. Whitener informed Mr. Proffitt that Dreama advised her not to give the key to anyone.

Ms. Whitener stated that she is also trying to stock the kitchen up so that they can have a weekly distribution day. Angelia asked that she be patient, she thinks the Resident Council training will go a long way. Ms. Whitener asked who she is to speak to concerning funding. Angelia stated that the Resident Council liaison is, Public Housing Director, Clarence Jones. Angelia asked if she would like to

schedule to meet with him before or after the training. Ms. Whitener said she can wait for the training. Angelia informed her that Clarence would be in attendance.

Mr. Proffitt was concerned about the trolley not being able to pull all the way up due to cars being parked there. He stated this complicates things for individuals like himself who depend on a rollator or cane to walk. Ms. Whitener agreed with Mr. Proffitt and added that the trolley drivers are not able to turn around with residents' cars parked there. Commissioner Boecher asked if we could get signage. Angelia asked both Dreama and Clarence if we had signage where the trolleys pick up and drop off. Dreama stated no. Angelia stated that we will take care of it. Clarence stated there are individuals with disabilities and people getting groceries but there are also people who abuse that area. He stated that he hopes clearer signage will help. He said that there is plenty of room in that area for the bus to turn around and for people to load and unload.

Becky Green, a Waterfall resident, stated that all the laundry carts have been stolen. Ms. Whitener stated that she has seen residents with carts, and they are keeping them in their units. Angelia stated she would check the signage in the laundry room, but she asked the residents to let her know of these occurrences so that they can check the cameras to see where to locate the carts.

Ms. Whitener shared her concern about unauthorized individuals accessing her building. She stated that she does not know who these individuals are, but residents are complaining about them after the fact. Ms. Whitener also stated that she found someone sleeping in the bathroom. Angelia asked what she did when she discovered this individual. She stated that the person jumped up like they were washing their hands and she explained to them that they cannot do that. She stated that he said he was washing his hands, but the door hit him upon her entering. Angelia asked if she reported this to her manager. She stated yes. Angelia stated that it is important that the managers are made aware so that they can contact the police to issue a no-trespassing order. Mr. Proffitt stated that when he first became a resident, management would post a picture of the person loitering so everyone could identify them. Commissioner Boecher asked if the lobbies were open during the day. Angelia stated no, the buildings are locked, and you must be buzzed in to see someone. Other residents mentioned that when other residents are coming into the building with groceries, unauthorized guests are entering the building behind them.

Kristen Hammond, a Scattered Sites resident passed out an itemized invoice along with some emails. She stated she has not been able to speak with the EHA directly so that is why she has come to today's board meeting. She stated that her issue is that no one seems to be concerned with her wellbeing. She stated that she called 117 times and received no response. She stated that Angelia's assistant Morgan Gibson, assured her that she was giving Angelia the messages, however, she did not receive a callback from Angelia until she contacted the president at HUD. She stated that she was told by Angelia that she was evicted but she continues to receive her utility reimbursement check, although she has not been residing in her unit. Ms. Hammond stated that she was accused of causing the fire that destroyed her unit. She stated that it has been 98 days since the fire, and she has not been contacted once. She stated that despite a neighbor accusing her of setting the fire, the fire investigator told her that he could not find a cause for the fire. She stated that the EHA has not offered to rehouse her, nor have they contacted her. She stated that she expects the EHA to pay for the 12 days that she spent at a hotel. She further stated that she expects the EHA to pay for her living expenses until she is formally evicted from housing or housed somewhere else. Commissioner Boecher explained to Ms. Hammond that since we are only taking audience concerns today, he would like to give the audience a few minutes to express any other concerns they had. He asked Ms. Hammond if he could address her concern after the meeting. Ms. Hammond agreed. Commissioner Rev. Owens asked that the meeting be adjourned. Commissioner Boecher asked if there were any other audience concerns. There were not any other concerns so Commissioner Boecher stated they would have a special meeting next week to discuss the Annual Plan resolution and without any further objections, he adjourned the meeting at 4:57 p.m.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — November 23, 2021, Regular Meeting

There was no approval of November minutes due to not having a quorum.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — November 23, 2021

There was no approval of November minutes due to not having a quorum.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 1 new hire, Derrick Pratcher, (Interim Intake Specialist), One 15 Year Milestone, Charlotte Pettis, (Property Manager), and 2 ends of employments, Kori Bunch and Michael Jones.

- **Comprehensive Improvements:**

Scattered Sites: The HVAC portion is complete. Doors are being installed on 17 units, however, there is a delay on handles being delivered for the remainder of the units. It is estimated they will not be delivered until March. Alternate purchase methods are being investigated.

The final phase of the bathroom remodel has begun and is moving along with no delays.

Riverside Terrace: The elevator modernization project is continuing but the timeline has been extended by three months due to the discovery of a faulty motor on the large elevator.

Washington Gardens: Material for the playground renovations have been ordered and they are being delivered this week. Due to approaching cold weather and the need for temperatures of 40 degrees or higher for the first week, we have decided to delay the start date for this project until April 15, 2022. The items will be stored on-site until we can begin the project.

Waterfall High-Rise: No work at this time

Rosedale High-Rise: No work at this time

COCC: We were not selected for the FFY121 Emergency Safety and Security grant nor the Housing Related Hazards Capital Fund grant. We will continue to apply for any special grants as they become available.

- **Housing Choice Voucher Program:** Angelia reported for the month of November, 57 Annual Certifications were completed, 56 Interim Certifications Completed, 2 Unit transfers, 3 New Admissions and Absorbed Incoming Portabilities, 8 End of Participations, 44 Applications Remaining in Process, 643 Lease Ups on the last day of November and 88% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 53 participants in which 23 participants are currently employed, 3 participants are enrolled in GED/HSE education programs, 5 participants are attending college, 2 participants are enrolled in job training programs, 8 participants are disabled or unable to work. 10 participants are

currently earning escrow, \$3,121 earned in escrow funds in November, and \$101,634.44 total current escrow balance.

Congratulations to Eric Fink and his wife Ann who successfully graduated the FSS program on 11/5/2021. Mr. Fink enrolled in the FSS program on September 1, 2016, with an annual earned income of \$6,741. Although the Finks experienced multiple setbacks during the five-year contract term, they remained committed to their goals. Which included seeking and maintaining suitable employment, credit repair/budgeting, and becoming mortgage ready.

Prior to graduating from the program, Eric has secured full-time employment in his career choice with Oaklawn as a Recovery Coach, increased his credit score to 658, increased his wealth by saving \$3,793 in escrow. Their current annual household income is \$29,162.00 and his wife Ann continues to pursue a B.A. in Graphic Design and Media Arts.

- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of November is 97.03%, Washington Gardens Occupancy rate for the month of November is 94.85%, Waterfall Occupancy rate for the month of November is 91.27%, Scattered-Sites Occupancy rate for the month of November is 95.92% and Riverside's Occupancy rate for the month of November is 97.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of November is 95.21%. She also stated that public housing received 207 applications, mailed 70 orientation letters, were processing 143 applications, approved 13 applications, denied 0 applications, and 56 applications were withdrawn. We received 24 homeless applications and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 12 new admissions and 19 move-outs in November.
- **Maintenance:** Angelia reported that 19 move-outs were received and 4 were completed, 6 emergency requests received and completed, 302 tenant requests received and 282 completed; and there were 53 annual inspections received and 26 completed, totaling 318 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of November, Rosedale high-rise earned \$30,119.00 in Revenue and \$16,488.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$35,695.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of November in the amount of \$10,912.00. The overall view for the year, Rosedale earned \$317,207.00 in Revenue and the expenses were \$320,992.00. The net position YTD is 11,698.00).

Jessica announced for the month of November, Washington Gardens earned \$19,407.00 in Revenue and \$71,670.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$94,567.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of November in the amount of \$(3,490.00). The overall view for the year, Washington Gardens earned \$574,771.00 in Revenue and the expenses were \$536,111.00. The net position YTD is \$38,660.00.

Jessica announced for the month of November, Waterfall high-rise earned \$33,104.00 in Revenue and \$21,844.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$45,873.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of November in the amount of \$9,115.00. The overall view for the year, Waterfall earned \$370,434.00 in Revenue and the expenses were \$273,736.00. The net position YTD is \$96,698.00.

Jessica announced for the month of November, Scattered Sites earned \$17,341.11 in Revenue and \$26,404.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$43,484.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of November in the amount of \$261.00. The overall view for the year, Scattered Sites earned \$368,492.00 in Revenue and the expenses were \$308,594.00. The net position year to date is \$59,898.00.

Jessica announced for the month of November, Riverside high-rise earned \$38,702.00 in Revenue and \$22,324.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$51,556.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of November in the amount of \$9,470.00. The overall view for the year, Riverside earned \$398,283.00 in Revenue and the expenses were \$322,542.00. The net position YTD is \$75,741.00.

Jessica announced for the month of November, COCC earned \$80,214.00 in Revenue. Jessica went on to say the COCC had \$111,603.00 in Expense without depreciation. Jessica reported the COCC had a loss for the month of November in the amount of (\$31,389.00). The overall view for the year, COCC earned \$585,845.00 and the expenses were \$797,085.00. The net position YTD is (\$251,306.00).

Jessica announced HCV had a profit for the month of November, in the amount of \$(17,731.00). The net position YTD is \$44,454.00.

❖ **Old Business:** No business conducted.

❖ **New Business:** No business conducted.

❖ **Handouts**

- NAHRO Monitor November 30
- PHADA Advocate December 1 & December 15
- PHADA Scholarship Program

❖ **Adjournment**

No Meeting held. No quorum.



Dan Boecher, Commissioner
January 20, 2022



Angella Washington, Executive Director