

REGULAR BOARD MEETING
Elkhart Housing Authority
February 20, 2020

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, February 16, 2020, at 1396 Benham Ave. Elkhart, IN 46516.

Commissioners present: Lafate Owens Sr., Margaret Owens, Tamara Holmes, Kristine Smoles

Staff members present: Terry Walker, Todd Fielder, Clarence Jones, Mitch Craven, Taresa Walker, and Teri Ivory

Audience members present: Sharon Lecount – Riverside Terrace

Roll Call Commissioner Lefate Owens Sr. called the meeting to order. Teri Ivory called roll to verify.

- ❖ **Audience Concerns:** Sharon LeCount from Riverside expressed concern over the new sidewalk that is attached to the new Riverwalk not being cleared of snow. Ms. LeCount was informed that the cleaning of the sidewalk is the responsibility of the city of Elkhart and Mitch Craven confirmed that the city is responsible for cleaning that portion of the walk. Mitch informed Ms. LeCount that he would make a call to the city to work the issue out.

Ms. LeCount also expressed concern over the following: the building being dirty, the trash chute being out, the Elevator being down, apartment doors are in bad shape, and the door closure is working properly. Ms. LeCount was asked if she reported the issue with her door. She did not. Ms. LeCount was informed that her door could certainly be fixed and was urged to begin reporting issues.

- ❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — January 16, 2020 Regular Meeting

Commissioner Margaret Owens motioned to approve the minutes from the January 16, 2020 regular meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the January 16, 2020 regular meeting minutes.

- ❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — January 2020

Commissioner Margaret Owens motioned to approve the vouchers for January 16, 2020. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the January 16, 2020 Vouchers.

- ❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported 2 new hires, Alonti Moore (Public Housing Intake Specialist) and Becky Worth (Finance Director).

- **Comprehensive Improvements:**

Scattered Sites: The most recent bathroom renovations has been completed and residents are very happy with their new bathrooms. **Photos Attached**

Riverside Terrace: Terry reported no work at this time

Washington Gardens: The second phase of the roof replacement project is in the board packet for approval. The lowest and most responsive bid was from R Yoder Construction for the amount of \$284,825 for the base bid. This will fully replace 11 aging roofs and add gutter screens and covered conductor heads, to prevent blockage. Additionally, we accepted an alternate bid of \$14,140 from R Yoder to add leaf screen to 19 previously roofed buildings. Total project cost will be \$298,965 and work is expected to begin mid-summer.

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

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

COCC: The Field Office has approved our 5 year/Annual plan. Environmental Reviews for CFP projects have been entered into the new HEROS (HUD Environmental Review Online System) portal for review and approval.

- **Housing Choice Voucher Program:** Terry reported for the month of January 2020 there were 57 Annual Certifications Completed, 75 Interim Certifications Completed, 3 Unit transfers, 11 New Admissions and Absorbed Incoming Portability's, 3 End of Participations, 0 Applications Remaining in Process, 712 Lease Up on the last day and 98% Lease Up Percentage.
- **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 42 participants are currently employed, 2 participants have enrolled in Job Training programs, 16 participants are enrolled in continuing education programs, and 17 participants are disabled, 4 new participants enrolled, 2 participants withdrew, 1 participant ported out to Illinois, 1 participant graduated, and 20 participants are currently earning escrow, \$4,477 earned in escrow funds in January and \$106,093 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of January is 99.00%, Washington Gardens Occupancy rate for the month of January is 94.85%, Waterfall Occupancy rate for the month of January is 98.41%, Scattered-Sites Occupancy rate for the month of January is 98.98% and Riverside's Occupancy rate for the month of January is 100%. Terry went on to say Public Housing's overall Occupancy rate for the month of January 97.75%. Terry stated for the month of January Public Housing received 76 applications, 53 mailed interview letters, 43 applications are in processing status, 19 applications were approved, 1 were denials, 34 withdrawn applications, 3 were homeless applications and 4 applications were approved and waiting. Terry reported there were 21 new admissions and 16 move outs for the month of January.
- **Maintenance:** Terry reported for the month of January there were 16 move-outs received and 13 were completed, 1 emergency requests received and completed, 337 tenant requests for work orders were received and 324 completed; and there were 36 annual inspections received and completed, totaling 377 completed work orders.
- **Financial Reports and Write-Offs:** Terry Walker announced for the month of December, Rosedale High-rise earned \$26,887.44 in Revenue and \$2,898.00 in Operating Subsidy Revenue. Terry Walker went on to say Rosedale High-Rise had \$39,924.06 in Expense without depreciation. Terry Walker reported Rosedale High-Rise had a profit year to date of \$49,497.96.

Terry Walker announced for the month of December Washington Gardens earned \$14,232.12 in Revenue and \$13,823.00 in Operating Subsidy Revenue. Terry Walker went on to say Washington Gardens had \$99,907.56 in Expense without depreciation. Terry Walker reported Washington Gardens had a profit year to date of \$187,023.23.

Terry Walker announced for the month of December, Waterfall High-Rise earned \$29,322.87 in Revenue and \$3,953.00 in Operating Subsidy Revenue. Terry Walker went on to say Waterfall High-Rise had \$56,358.16 in Expense without depreciation. Terry Walker reported Waterfall High-Rise had a profit year to date of \$86,901.24.

Terry Walker announced for the month of December, Scattered Sites earned \$9,926.71 in Revenue and \$6,878.00 in Operating Subsidy Revenue. Terry Walker went on to say Scattered Sites had \$23,983.79 in Expense without depreciation. Terry Walker reported Scattered Sites had a profit year to date of \$155,774.13.

Terry Walker announced for the month of December, Riverside High-Rise earned \$35,289.71 in Revenue and \$3,922.00 in Operating Subsidy Revenue. Terry Walker went on to say Riverside High-Rise had \$45,546.53 in Expense without depreciation. Terry Walker reported Riverside High-Rise had a profit year to date of \$160,129.98.

Terry Walker announced for the month of December, COCC earned \$111,556.32 in Revenue. Terry Walker went on to say the COCC had \$131,501.87 in Expense without depreciation. Terry Walker reported COCC had a loss year to date of (\$157,854.93).

Terry Walker announced HCV has a loss from Operations, year to date of (\$115,790.70). Terry Walker announced that transferring money from reserve, will be posted in February

❖ Old Business

2020 Washington NAHRO Conference March 28-31, has been scheduled

❖ New Business

1. Independent Auditor's Report FYE March 31, 2019
2. Resolution 20:01- Resolution to Adopt the Operating Budget for FYE March 31, 2021 was unanimously voted
3. Resolution 20:02 – Resolution to Award Reroofing Contract of Individual Buildings at Washington Gardens
4. Resolution 20:03 – Resolution to Add New Finance Director as a Signee/Administrator to Centier Bank
5. Physical Inspection Summary (REAC) Report for Rosedale
6. Washington Gardens inspections schedule for February 24-25, 2020
Scattered Sites inspections scheduled for February 26-27, 2020
7. Employee Retreat
Time: 9:00a.m.
Date: March 20, 2020
Location: Ivy Tech (Elkhart Campus)
Goshen, In 46528

❖ Handouts

- NAHRO Monitor

❖ Adjournment.

Commissioner Lefate Owens Sr. without any objections, declared the February 20, 2020 Board of Commissioners' meeting adjourned at 6:00pm.



JeNea Adams, Commissioner
April 16, 2020



Terry Walker, Executive Director