

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**August 17, 2017**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, August 17, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

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

**Staff members present:** Kim Sindle, Chris Kinnard, Terry Walker, Christine Tack, Milton Banks, Mitch Craven, Ann Washington, Lori Bowers, Todd Fielder, and Terry Staner.

**Audience members present:** Tara Morris from the Minority Health Coalition of Elkhart.

❖ **Roll Call**

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

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — July**

Commissioner Lefate Owens motioned to approve the minutes from the July 20, 2017 meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the July 20, 2017 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — July**

Commissioner Cory White motioned to approve the vouchers for July 2017. Commissioner Jason Moreno seconded the motion. All Commissioners present unanimously voted to approve the July 2017 Vouchers.

❖ **Executive Director's Report**

**Exhibit C — Executive Director's Report**

- **Human Resources:** Kim reported there was one new hire in the month of July, Miriah Bowen was hired in as the Rosedale and Scattered Sites Recertification Specialist.
- **Comprehensive Improvements:**
  - Scattered Sites:** Kim reported there is no work at this time, although planning to remodel up to 10 bathrooms will begin in the next 60 days.

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

**Washington Gardens:** Kim reported the bidding opportunity for the entry door replacement project will be released shortly with an expected start date of October 1, 2017.

**Waterfall High-Rise:** Kim reported the Housing Authority is currently replacing a leaking domestic water riser, expected date of completion is September 30, 2017. Kim stated the bidding opportunity to replace all hallway and unit breaker panels will be released in the next 30 days.

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

**COCC:** Kim reported the Housing Authority is still waiting to hear on the announcement of the Emergency Safety & Security Grant awards. Kim stated the Housing Authority is also still waiting for the Capital Fund Program funds to be released.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information is showing HCV is at 92% occupancy, which includes data through the end of June. Kim stated the Housing Choice Voucher Program has 676 vouchers out of the possible total of 727 leased up. Kim said changes were made last month, which the Board approved, to make it easier for Clients to find housing plus Housing Choice Voucher is trying to increase the number of vouchers that are out on the streets.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 104 clients. Kim announced interested applicants will now be placed on a waiting list. Kim stated five participants withdrew from the program, two participants graduated out of the program, Bradley Braniff and Shreace Lofton, and moved to home ownership, and one participant completed the program. Kim announced 26 participants are disabled, 15 participants are enrolled in college or training programs, 10 participants are enrolled in a High School Equivalency course, 53 participants are currently working, and 27 participants are currently earning escrow. Kim stated the FSS clients earned \$6,003.00 in escrow payments for July and the current escrow balance of \$98,685.00.

Commissioner Cory White asked if the FSS (Family Self Sufficiency) Home Ownership program and the IDA (Individual Development Accounts) program were the same. Kim stated they are different programs, but in the same area. Commissioner Cory White asked if the IDA was with LaCasa and Kim said yes. Commissioner Cory White asked how the Home Ownership program works. Kim stated LaCasa helps the client build strategies to save money for a down payment, the FSS Home Ownership program helps provide the client escrow through work requirements, so between the two the client is able to seek housing.

Christine Tack reported once the client has completed their part of the FSS program, the client will receive a Home Ownership Voucher, they will search for a unit, find a unit, and then Housing Choice Voucher will help guide the client through the mortgage process, checking the first offer to ensure there are no unwanted items in the offer, until the closing is worked out. Commissioner Cory White asked if a voucher was used to help make the mortgage payment and Christine Tack said yes.

Commissioner Cory White asked for the criteria for the FSS Home Ownership program. Christine Tack reported one must be a first time home owner (but there are a few extenuating circumstances, such as divorce), one must work 30 hours per week for a minimum of two years or be elderly or disabled, and if one is working for wages they are only eligible to be on the program up to 15 years with HAP (Housing Assistance Payments). Christine stated there is no time limit for the elderly or disabled. Commissioner Cory White asked if the homes have to pass inspections and Christine said yes, but once the home is purchased, inspections are no longer required. Christine announced the Elkhart Housing Authorities FSS program has had 7 successful Home Owners. Commissioner Cory White asked what challenges the client may face. Christine Tack reported getting through the FSS program and taking the required HUD classes, it is a lot of work for the client.

- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 95.20% for the month of July. Kim stated 63 applications were received in July. Kim reported there were 11 new admissions. Kim said there were 16 move-outs in July, most are due to evictions. Kim said the new camera system has really helped. Kim reported there has been a few kinks with the contractors hired to do the move-outs and they are being looked at. Kim reported the Elkhart Housing Authority will be giving a new contractor a chance at maintenance services this afternoon and hopefully everything will work out well.
- **Maintenance:** Kim reported for the month of July there were 16 move-outs received and 4 completed, 2 emergency received and completed, 291 tenant requests for work orders were received and 260 completed; and there were 30 annual inspections received and completed, totaling 296 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of June, Rosedale High-rise earned \$23,103.25 in Revenue and \$16,481.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$43,869.57 in Expense with depreciation, giving Rosedale High-rise a loss for the month of June totaling \$4,285.32. Chris Kinnard reported Rosedale High-rise had a loss for the first quarter of the year of \$18,287.75.

Chris Kinnard reported for the month of June, Washington Gardens earned \$16,726.45 in Revenue and \$72,246.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$110,389.02 in Expense with depreciation, giving Washington Gardens a loss for the month of June totaling \$21,416.57. Chris Kinnard reported Washington Gardens had a loss for the first quarter of the year of \$42,876.00.

Chris Kinnard announced for the month of June, Waterfall High-rise earned \$29,050.25 in Revenue and \$19,612.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$53,271.52 in Expense with depreciation, giving Waterfall High-rise a loss for the month of June totaling \$4,609.27. Chris Kinnard reported Waterfall High-rise had a loss for the first quarter of the year of \$12,899.66.

Chris Kinnard reported for the month of June, Scattered Sites earned \$13,746.07 in Revenue and \$34,638.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$48,389.12 in Expense with depreciation, giving Scattered Sites a loss for the month of June totaling \$5.05. Chris Kinnard reported Scattered Sites had a loss for the first quarter of the year of \$9,175.20.

Chris Kinnard announced for the month of June, Riverside High-rise earned \$30,093.97 in Revenue and \$12,342.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$50,812.87 in Expense with depreciation, giving Riverside High-rise a loss for the month of June totaling \$8,376.90. Chris Kinnard reported Riverside High-rise had a loss for the first quarter of the year of \$26,406.71. Chris Kinnard stated Riverside is not usually at a loss, so she did some research to find out why. Chris Kinnard reported she went back 2 years to check average monthly rent. Chris Kinnard stated the average monthly was, \$31,500.00 in 2015. Chris Kinnard said at this moment the average monthly rent for Riverside is \$28,400.00, so the Housing Authority is down \$3,100.00 per month in rent when averaged for the month. Chris Kinnard reported in 2015 the units were renting for \$214.00-\$220.00 per month, but now they rent for \$194.00. Chris Kinnard said the strategy to get this up is to start looking for more positive income, which HUD allows us to do. Chris Kinnard stated the Housing Authority will start looking for more clients with income. Chris Kinnard reported we should also keep fee for services as small as possible. Chris Kinnard stated another part of the strategy is to completely correct the Utility Allowance error, which at one point was a \$20.00 difference, and as this comes along it will help but it is a slower process because it won't happen until all tenants come due for their Annual Certifications.

Chris Kinnard reported for the month of June, COCC earned \$112,416.08 in Revenue. Chris stated the COCC had \$124,676.28 in Expense with depreciation, giving the COCC a loss of \$12,230.20 for the month of June. Chris Kinnard announced the COCC had a loss for the first quarter of the year of \$22,325.07. Chris Kinnard stated keep in mind no funds have been pulled from the Capital Grant as of yet.

Chris Kinnard announced HCV has a profit for the month of June of \$17,492.36.

Kim asked the Commissioners if there were any questions on the Write-offs report for the August 2017 Board Report, which includes all move outs prior to June 30, 2017. Kim made note of the fact that a previous tenant that had been listed on the July Write-off report, paid her balance of \$800.00 in full on 8/1/2017, as stated under NOTES.

#### ❖ **Old Business**

##### **Elkhart County 4H Fair Update**

Kim reported the Elkhart Housing Authority was once again set up at the Elkhart County 4H Fair. Kim stated the Staff did a great job of handing out applications for employment and applications for housing. Kim said only time will tell if the Housing Authority receives a large return on the time and effort.

##### **New Server Update**

Kim reported the Elkhart Housing Authority now has a brand new up to date server which was installed this past month. Kim stated the Operating System is now up to date.

#### ❖ **New Business**

##### **Discussion – Washington Gardens Backpack Give-away**

Kim asked Terry Walker if she would like to tell the Commissioners about the Washington Gardens Backpack Give-away. Terry Walker stated Housing Manager, Jessica Bouie, held a back-pack give-away at Washington Gardens last Wednesday. Terry Walker stated the backpacks were filled with school supplies, the Fire Inspector gave away hats, Infinity supplied treats and punch, and there were many parental volunteers. Terry Walker reported there were approximately 50 children in attendance.

**Discussion – Audit Scheduled Changed To August 28<sup>th</sup> – September 1<sup>st</sup>**

Kim announced the Audit has been postponed until August 28<sup>th</sup> through the September 1<sup>st</sup> and once completed, Terry Staner will notify all Commissioners of the date and time of the close out meeting with Auditors.

**Exhibit D/Discussion – Staff Outing Approval**

Kim reported the Elkhart Housing Authority would like approval for Staff to take off a couple hours for the annual Staff Outing, scheduled for October 13<sup>th</sup>, 2017.

Commissioner Jason Moreno motioned to approve the Staff Outing. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve the Staff time off for the 2017 Annual Staff Outing set for October 13<sup>th</sup>, 2017.

**Exhibit E/Discussion – Smoke Free Policy**

Kim reported HUD has implemented their smoke free policy. Kim stated he previously, in past board meetings, has handed out all information HUD has provided in determining a policy that will work for the Elkhart Housing Authority. Kim reported the deadline for the no smoking policy implementation is July 31<sup>st</sup>, 2018. Kim said there is a breakdown in today's board packet that will help the Board determine how to go about creating the no smoking policy. Kim reported he has talked to Tara Morris, Minority Health Coalition, and she is willing to help the Housing Authority in any way possible. Kim said Minority Health Coalition has been happy to provide the new information that is in the board packet today and Tara would like to address the Board. Tara Morris stated the materials in today's board packet is outlined and easy to follow. Tara Morris asked the Board of Commissioners to please read the material, which would help in the implementation of the no smoking policy. Tara Morris said it should be an easy process. Tara Morris reported the Residents will be well informed and empowered, even those who are looking to cessation. Tara Morris said there are many tools available to help tenants quit smoking, for example, there is 1-800-QUIT-now and [www.eQuitNow.com](http://www.eQuitNow.com). Tara Morris stated she would like to bring a team in to meet with Kim.

Kim said he will start the process by meeting with Tara Morris tomorrow and also meeting with Terry Walker on Monday. Kim stated Terry Walker will be the point person for the Elkhart Housing Authority. Kim told the Board he would need a team of 2 or 3 Commissioners that is willing to sit down and discuss the tough decisions the Board will have to make, for example, will the Housing Authority have totally smoke free campuses or will they provide shelters for tenants to smoking under. Kim reported it is suggested the team of Commissioners get involved with the Resident Council Meetings in order to answer any questions or concerns tenants may have about the new no smoking policy. Kim stated this should be taken care of no later than January or February, leaving time for the actual implementation of the policy. Commissioner JeNeva Adams asked if there were any volunteers. Commissioners Margaret Owens, Jason Moreno, and Tamara Holmes all volunteered for the team. Commissioner Margaret Owens stated the team would get right to work on the project. Kim said the decision made by the team would then be brought before the Board for a thumbs up or a thumbs down vote in the spring, implementing it thereafter. Kim reported the information packet states if implementation is too harsh, the Housing Authority could end up in court, which the Housing Authority cannot afford. Kim stated the policy cannot be too lax or the non-smokers could take the Housing Authority to court, again something that the Housing Authority cannot afford.

**Miscellaneous – Deputy Director Position / Commissioner Attendance**

Commissioner JeNeva Adams reported a few concerns were brought up after last month's meeting was adjourned and she would like to address those concerns before this meeting is adjourned. Commissioner JeNeva Adams distributed the Deputy Director Position's job description to the Board. Commissioner JeNeva Adams stated she would like Commissioners to look over the Deputy Director's job description over the weekend and contact Ann Washington with any changes they would like made by the end of the day on Monday. Commissioner JeNeva Adams said if Ann Washington does not receive any changes or comments Monday, it will be perceived the job description is good to go and the meeting will be posted. Commissioner JeNeva Adams stated she would like the

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**August 17, 2017**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, August 17, 2017 at the Elkhart Housing Authority, located at 1396 Renham Avenue, Elkhart IN.

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

**Staff members present:** Kim Sindle, Chris Kinnard, Terry Walker, Christine Tack, Milton Banks, Mitch Craven, Ann Washington, Lori Bowers, Todd Fielder, and Terry Staner.

**Audience members present:** Tara Morris from the Minority Health Coalition of Elkhart.

❖ **Roll Call**

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

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — July**

Commissioner Lefate Owens motioned to approve the minutes from the July 20, 2017 meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the July 20, 2017 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — July**

Commissioner Cory White motioned to approve the vouchers for July 2017. Commissioner Jason Moreno seconded the motion. All Commissioners present unanimously voted to approve the July 2017 Vouchers.

❖ **Executive Director's Report**

**Exhibit C — Executive Director's Report**

- **Human Resources:** Kim reported there was one new hire in the month of July, Miriah Bowen was hired in as the Rosedale and Scattered Sites Recertification Specialist.

- **Comprehensive Improvements:**

**Scattered Sites:** Kim reported there is no work at this time, although planning to remodel up to 10 bathrooms will begin in the next 60 days.

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

**Washington Gardens:** Kim reported the bidding opportunity for the entry door replacement project will be released shortly with an expected start date of October 1, 2017.

**Waterfall High-Rise:** Kim reported the Housing Authority is currently replacing a leaking domestic water riser, expected date of completion is September 30, 2017. Kim stated the bidding opportunity to replace all hallway and unit breaker panels will be released in the next 30 days.

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

**COCC:** Kim reported the Housing Authority is still waiting to hear on the announcement of the Emergency Safety & Security Grant awards. Kim stated the Housing Authority is also still waiting for the Capital Fund Program funds to be released.

Deputy Director Position posted in-house for 2 or 3 more days for any new applicants that would like to apply and for those who already applied, an email to Ann Washington stating they are still interested in the position will suffice. Ann Washington said this will give equal opportunity to all due to the fact the job description was changed a bit.

Kim reported after doing some research, the Board can meet in totality, but the Housing Authority will have to post the meeting 48 hours in advance and there can be no decisions made, those have got to be made in an open session. Commissioner JeNeva Adams stated she wants at least 4 or 5 Commissioners to attend the interview process and Kim needs to be made aware so the date may be posted. Commissioner JeNeva Adams stated she would like to move quickly and she has a list of interview questions. Commissioner Margaret Owens asked if they could take the questions home to look them over. Commissioner JeNeva Adams reported Ann Washington has the questions and she can make copies, she just didn't want the questions to get out for all to see, compromising the interview process. Commissioner JeNeva Adams said the Board can have a first meeting to discuss the interview questions and decide on the interview date. Kim reported the Executive meeting would have to be posted 48 hours in advance. Commissioner Margaret Owens asked about having the first meeting next week and it was agreed the meeting would be posted on Tuesday, August 22<sup>nd</sup>, and the actual meeting to discuss the interview questions would be held at 4:00 PM on Thursday, August 24<sup>th</sup>, 2017 at the Housing Authority Central Office.

Commissioner JeNeva Adams reported the last concern brought up at last month's meeting was Commissioner's attendance; no show/no call is a problem. Commissioner JeNeva Adams stated an excusable absence would be if one called ahead to let Kim Sindle or Terry Staner know about the situation (sickness, emergency situations) and they will not be attending the meeting. Commissioner JeNeva Adams reported in this way, if it is known ahead of time there will be no quorum, the meeting may be canceled ahead of time saving the other members time and effort to get to the Housing Authority. Kim proposed calling off to the Chairperson so he would not have to know the Commissioner's personal business. Kim stated the Chairperson could contact the EHA and let him know the Commissioner will not be attending, but the reason does not have to be divulged. Commissioner JeNeva Adams agreed and gave her phone number to those Commissioners that did not have it. Commissioner JeNeva Adams asked if everyone was good with the rule and all agreed.

❖ **Handouts**

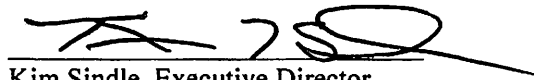
- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeva Adams, without any objections, declared the August 17, 2017 Board of Commissioners' meeting adjourned at 5:35 PM.



JeNeva Adams, Commissioner  
September 21, 2017



Kim Sindle, Executive Director