

**REGULAR BOARD MEETING
Elkhart Housing Authority
October 20, 2022**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, October 20, 2022, in person and via Conference call. **No Quorum**

Board Members present: Dan Boecher, Kristen Smole, and Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Jessica Brittain, Clarence Jones, Erik Mathavan, Todd Fielder, Amy Gonzalez, Cordell Price, Charlotte Pettis, Renee Richardson, and Morgan Gibson

Harris Law Firm Attorney present: Tramel Raggs

Audience members present: Kellie Hennings, Ellen Owens-Grattehtaler, Rick Newbill, Clarence Thomas, and Grover Davis

❖ **Audience Concerns:**

- Kellie Hennings from Impact One Ministries which is currently housed at Banneker Heights described what she does for the community at Banneker Heights and abroad. She expressed concern because the Elkhart Housing Authority terminated her lease. She asked the board to reconsider the decision to terminate her lease. Commissioner Dan Boecher explained to Ms. Hennings that lease termination proceedings are at the discretion of the executive director. Commissioner Smole stated that even though this is an asset to the housing authority and commissioners oversee and approve financials, she would like clarification on Commissioner boundaries. Attorney Tramel Raggs explained that housing authority financials are governed by procurement practices under Title 2 of the code of Federal Regulations. He said that there is a micro-purchase/small purchase threshold and if there is an expenditure that comes before the authority under certain amounts, it is at the full discretion of the executive director. Attorney Raggs stated that he believes the micro-purchase threshold is \$50,000 and the small purchase threshold is \$250,000 which means that any purchase over \$250,000 would require board approval. He stated that for purchases under \$250,000, the board can set certain procurement policies on how the executive director should make them.
- Rick Newbill presented commissioners and the executive director with handouts that provided them information about program, Project 287+. He said his concern is the activity or lack of activity going on in Washington Gardens. He said that the new Tolson Center will address a lot of these issues but there is a gap until it is built. The students residing in Washington Gardens and the surrounding areas do not have the opportunity to participate in easily accessible after-school programming. Clarence Thomas spoke about how Project 287+ was developed and what they are hoping to accomplish. Mr. Thomas stated that many people have come together to help. He said they are seeking funding to help with staffing for the program, program supplies, and rent. He stated that the registration fee is \$15, and they predict that they will have at least 120 kids with an estimated cost of \$1.50 per day for snacks. He stated that 182 days of programming would equal \$32,762.00. Mr. Thomas stated that it would be a significant help if the EHA can assist them with funding. Commissioner Boecher asked if this program would change once Tolson is open. Mr. Thomas stated yes, this program is more of a stopgap. He said that the program is scheduled to end in October 2023. Mr. Newbill stated that he felt that it was important to offer these satellite programs since a lot of the activities will not be available at the Tolson center. Commissioner Smole asked if they were planning to offer dinner to the middle and high school children considering the times they would be there. Mr. Thomas stated that they would provide a snack and/or a meal. Commissioner Smole asked how long the managers would be there. She stated that she was looking at the wages and she did not understand how \$18 added up to \$132. Mr. Thomas

stated that there are only 2 program managers per day at 6 hours each. Commissioner Boecher informed Mr. Thomas that Angelia will continue to be his point of contact. Mr. Thomas asked what the turnaround time for a decision would be. Angelia stated that anything that the EHA commits to financially would need to follow HUD guidelines. She said if we were to commit to providing financial assistance, it would have to be approved in a revised budget which will be submitted for approval next month. She stated that there may be something she can do with resident participation funds. Mr. Thomas stated that they could wait but they would appreciate a letter of commitment to help them to secure funding from other places. Angelia explained to Commissioners Boecher and Smole that as long as it is in the approved budget, we can commit those funds.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — August 18, 2022, Regular Meeting

No voting took place due to not having a quorum.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — August 18, 2022

No voting took place due to not having a quorum.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 3 new hires, Noah Hill, (General Maintenance Technician), Brian Malone, (High-Rise Custodian) Kenneth Robinson, (High-Rise Custodian), 1 Milestone, Alina Al-Shawi (Purchasing Agent) for 15 years of service, and 1 end(s) of employment, Alyssa Pham (Receptionist).

- **Comprehensive Improvements:**

Scattered Sites: ServPro continued work on 1307 Moffat Lane burn unit with the backordered items due to arrive mid-November.

Griffen completed the bulk of the HVAC Replacement Phase 2 work. The HVAC equipment (furnace and A/C unit) has been installed across all units. Remaining is minor work to replace the thermostat plate as well as install the new bifold doors currently back ordered until February.

Riverside Terrace: Forum Architect worked on the contract for the Rosedale High-Rise and Riverside Terrace parking pavement project. Reith Riley is tentatively scheduled to start work on Riverside Terrace the first week of November.

Washington Gardens: No work during this time.

Waterfall High-Rise: No work during this time

Rosedale High-Rise: ServPro continued work on burn unit #608 with the back ordered items due to arrive early November.

Forum Architect worked on the contract for the Rosedale High-Rise and Riverside Terrace parking pavement project. Reith-Riley is tentatively scheduled to start work at Rosedale High-Rise the second week of November.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of September, 55 Annual Certifications were completed, 44 Interim Certifications Completed, 0 Unit transfers, 6 New Admissions and Absorbed Incoming Portabilities, 11 End of Participations, 39 Applications Remaining in Process, 645 Lease Ups on the last day of July and 87% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 59 participants of which 30 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 7 participants are attending college, 5 participants are enrolled in job training programs, 9 participants are disabled or unable to work. 9 participants are currently earning escrow, \$7,697 earned in escrow funds in September, and \$104,138.99 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of September is 97.03%, Washington Gardens Occupancy rate for the month of September is 95.88%, Waterfall Occupancy rate for the month of September is 100%, Scattered-Sites Occupancy rate for the month of September is 95.92% and Riverside's Occupancy rate for the month of September is 99.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of September is 97.49%. She also stated that public housing received 165 applications, mailed 0 orientation letters, were processing 133 applications, approved 16 applications, denied 10 applications, and 0 applications were withdrawn. We received 9 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 7 new admissions and 9 move-outs in September.

Commissioner Boecher pointed out that a column was missing from the public housing board report. Angelia apologized and informed Commissioner Boecher that she will include a corrected public housing report in next month's board packet.

- **Maintenance:** Angelia reported that 9 move-outs were received and 2 was completed, 8 emergency requests received and completed, 446 tenant requests received and 436 completed; and there were 42 annual inspections received and 21 completed, totaling 467 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of September, Rosedale high-rise earned \$30,345.00 in Revenue and \$19,575.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$36,430.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of September in the amount of \$13,190.00. The previous past due rent was \$1,604, and the current past due rent is \$2,296.00. The increase in past due rent is \$692.00.

Jessica announced for the month of September, Washington Gardens earned \$26,966.00 in Revenue and \$90,100.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$67,435.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of August in the amount of \$49,631.00. The previous past due rent is \$21,386 and the current past due rent is 20,016.00. The decrease in past due rent is \$1,370.00.

Jessica announced for the month of September, Waterfall high-rise earned \$38,098.00 in Revenue and \$48,802.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$65,628.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of September in the amount of \$21,272.00. The previous past due rent is \$12,780 and the current past due rent is \$16,381. The increase in past due rent is \$3,601.00.

Jessica announced for the month of September, Scattered Sites earned \$17,379.00 in Revenue and \$43,704.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$96,330.00 in Expense without depreciation. Jessica reported Scattered Sites had a loss for the month of September

in the amount of \$35,147.00. The previous past due rent was \$10,822.00 and the current past due rent is \$13,300.00. The increase in past due rent is \$2,478.00.

Jessica announced for the month of September, Riverside high-rise earned \$34,330.00 in Revenue and \$23,619.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$44,272.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of September in the amount of \$13,677.00. The previous past due rent is \$3119, and the current past due rent is \$3,223.00. The increase in past due rent is \$104.00.

Jessica announced for the month of September, COCC earned \$113,945.00 in Revenue. Jessica went on to say the COCC had \$125,713.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of September in the amount of \$38,732.00.

Jessica announced HCV had a loss for the month of September, in the amount of \$15,985.00. The net position YTD is \$13,452.00.

❖ **Old Business:**

• **Safety and Security Grant**

Angelia stated that she wanted to commend Erik for his work on the safety and security grant. She said that we were notified by HUD that we have received \$241,000 that will go towards safety and security at Waterfall High Rise. She stated that the preliminary work has been done and we have sent the required documents to HUD and are waiting to receive the funds.

• **Scattered Sites REAC Inspection Score**

Commissioner Boecher stated that the packet contained a lot of information on the REAC score. He asked Angelia what exactly they needed to focus on. Angelia stated that we have increased our REAC score by a full 20 points since that site's last inspection in 2020. She further said that the improved score means that Scattered Sites will not need to be reinspected for two years. She acknowledged the maintenance and public housing staff for pulling together to make sure the pre-inspections and needed repairs were completed. She said that there were two health and safety concerns where someone had taken down their smoke detector and a smoke detector was missing batteries when inspected. She stated that these issues were abated within 24 business hours.

❖ **New Business:**

• **HAI Agency Performance**

Angelia explained that the EHA received a rebate check for \$6,219.00 from the Housing Authority Insurance group (HAI) as a result of our outstanding safety practices. She reported that we have a safety committee who conducts quarterly walk throughs of all of our properties making sure safety concerns are addressed and corrected immediately. She said that the housing authority insurance group determined that we've been doing an outstanding job and issued a rebate check to us.

• **Window Curtain Drive**

Angelia stated that she did a walk-through at Washington Gardens with the public housing director and noticed that many residents have either bath towels or bed sheets and blankets hanging at their windows instead of curtains. She said she asked all staff to donate any curtains they may have. Angelia asked the commissioners to donate curtains if they can. Commissioner Boecher asked what the general size of the windows was. Todd stated that he believes they are three-by-four.

• **Remote Meetings**

Angelia asked Attorney Raggs if we were following our newly advised remote meeting requirements. Attorney Raggs stated that he has no concerns with the meeting today. He said that the EHA has done an excellent job. He stated that we have a method for board members needing to

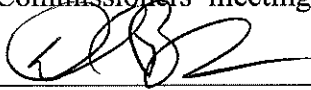
participate remotely so that they will be seen, heard, and able to interact with the board in real-time. He further stated that if a board member is participating remotely, there are some actions that they cannot participate in such as a board action to pass a budget, or to assess a fee or tax. Commissioner Boecher asked if we only need to have this setup when a commissioner is joining remotely. Attorney Raggs stated yes, some public entities have said they will use the camera for community engagement but there is no requirement to do so for that purpose. Commissioner Smole asked if there was a requirement to be in person for a certain number of meetings or can you participate remotely for every meeting. Attorney Raggs stated no, a commissioner may not participate remotely in more than two consecutive meetings unless the board member is on active military duty, illness, or if certain things going on in your community like flooding, but not for convenience.

Both Commissioner Smole and Commissioner Billings pointed out corrections needed for the September board minutes. Angelia stated that the minutes would be corrected prior to the next board meeting.

❖ **Handouts: None**

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the October 20, 2022, Board of Commissioners' meeting adjourned at 5:27 P.M.



Dan Boecher, Commissioner
November 17, 2022



Angelia Washington, Executive Director