

REGULAR BOARD MEETING
Elkhart Housing Authority
December 14, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, December 14, 2023.

Board Members present: Tonda Hines, Dan Boecher, Kristen Smole, Helenia Robinson, and Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Clarence Jones, Todd Fielder, Erik Mathavan, Amy Gonzalez, Jessica Brittain, Samantha Caretti, Tasha Andrews, Veronica Donaldson, and Morgan Gibson-Day

Harris Law Firm Attorney present: Nicholas Snow

Audience members present: None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — November 16, 2023, Regular Meeting

All commissioners present voted to approve the November 16, 2023, meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — November 16, 2023

All commissioners present voted to approve the November 16, 2023, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 2 ends of employment, Kayevonne Parham and Eva Coleman.

- **Comprehensive Improvements:**

Scattered Sites: No work during this time.

Riverside Terrace: No work during this time.

Washington Gardens: ServPro continued rehabilitation work of the 334-A Chapman Ave burn unit, specifically on the installation of the windows and commencement of the siding replacement.

Waterfall High-Rise: Brown & Brown installed the exterior doors and framing for the Main, East, and West entrances of the Waterfall building.

Rosedale High-Rise: Otis continued the modernization upgrade work of the small elevator cab.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of November, 56 Annual Certifications were completed, 44 Interim Certifications Completed, 4 Unit transfers, 9 New

Admissions and Absorbed Incoming Portabilities, 14 End of Participations, 13 Applications Remaining in Process, 713 Lease Ups on the last day of November and 97% Lease-Up Percentage.

- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 60 participants of which 40 participants are currently employed, 7 participants are attending college, 1 participant is enrolled in a job training program, 11 participants are disabled or unable to work. 22 participants are currently earning escrow, \$9,716 earned in escrow funds in November, and \$137,747.75 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of November is 95%, Washington Gardens Occupancy rate for the month of November is 95%, Waterfall Occupancy rate for the month of November is 98%, Scattered-Sites Occupancy rate for the month of November is 94% and Riverside's Occupancy rate for the month of November is 97%. Angelia went on to say Public Housing's overall Occupancy rate for the month of November is 96%. She also stated that public housing received 149 applications, mailed 80 orientation letters, processed 185 applications, approved 40 applications, denied 6 applications, and 15 applications were withdrawn. We received 65 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 4 new admissions and 8 move-outs in November.
- **Maintenance:** Angelia reported that 8 move-outs were received and 4 were completed, 8 emergency requests received and completed, 353 tenant requests received and 343 were completed; and there were 46 annual inspections received and 36 completed, totaling 391 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of November, Rosedale high-rise earned \$25,332.00 in Revenue and \$21,503.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$45,172.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit for the month of November in the amount of \$1,663.00. The previous past due rent was \$8,832.00, and the current past due rent is \$6,651.00. The decrease in past due rent is \$2,181.

Jessica reported for the month of November, Washington Gardens earned \$8,596.00 in Revenue and \$204,943.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$133,331.00 in Expense without depreciation. Jessica reported Washington Gardens had a profit for the month of November in the amount of \$80,208.00. The previous past due rent was \$32,905.00 and the current past due rent is 28,862.00. The decrease in past due rent is \$4,043.00.

Jessica reported for the month of November, Waterfall high-rise earned \$34,696.00 in Revenue and \$26,955.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$57,878.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of November in the amount of \$3,773.00. The previous past due rent is \$9,602.00 and the current past due rent is \$10,999.00. The increase in past due rent is \$(1,397.00).

Jessica reported for the month of November, Scattered Sites earned \$5,311.00 in Revenue and \$97,028.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$63,762.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of November in the amount of \$38,577.00. The previous past due rent was \$22,940.00 and the current past due rent is \$12,816.00. The decrease in past due rent is \$10,124.00.

Jessica reported for the month of November, Riverside high-rise earned \$33,408.00 in Revenue and \$29,760.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$62,471.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of November in the amount of \$697.00. The previous past due rent is \$(1,108.00), and the current past due rent is \$649.00. The increase in past due rent is \$(1,757.00).

Jessica reported for the month of November, COCC earned \$182,282.00 in Revenue. Jessica went on to say the COCC had \$139,172.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of November in the amount of \$177,919.00.

Jessica reported HCV had a loss for the month of November, in the amount of \$26,224.00. The net position YTD is \$228,997.00.

❖ **Old Business:**

• Executive Director Contract

Commissioner Hines entertained a motion to approve the executive director contract and all commissioners present agreed as well as Commissioner Smole who voted to approve the contract via conference call. The board thanked Angelia for her service.

❖ **New Business:**

• Commissioner Stipend

Angelia stated that the Indiana senate voted on April 20, 2023, to increase all Indiana housing authorities' commissioners' meeting stipends from \$25 to \$100 per meeting effective July 1, 2023. She said she isn't sure why the announcement wasn't made public, but she confirmed with Harris Law firm that the stipend did go up on July 1, 2023, so all commissioners who attended meetings since July 1st will see that pay difference on this week's stipend for meeting attendance.

• **Resolution 23:15 – A Resolution to approve the addition of a Homeless Admission Preference to the Elkhart Housing Authority's ACOP**

Angelia stated that there is an issue with homelessness all across the country and Elkhart is not excluded. She said that she went back and reviewed our policy and the federal guidelines on implementing a preference for people experiencing homelessness and our current policy does not have a preference for homelessness. She further stated that she thinks that it is important for us to do our part to help people who are struggling with homelessness to be housed quickly. She said that this preference would give the homeless applicant additional points on the waiting list to help their application move up the list quicker. Angelia explained that this month we had 65 homeless applications, and that number rarely fluctuates. Commissioner Hines asked Angelia how the EHA defines homelessness. Angelia said that it would be anyone who does not have a permanent nighttime shelter. She said that HUD has a broad range of definitions, and she offered to forward this information to the board members. All commissioners present voted to approve resolution 23:15. Commissioner Smole voted to approve resolution 23:15 via conference call.

❖ **Handouts:**

• 2024 PHADA Scholarship Application

Angelia informed the commissioners that PHADA provides scholarship opportunities for children living in public housing or our HCV program every year. She said that they have three different scholarships, one is for \$7,000, the Steven J. Ballenger Memorial scholarship. She said that there is one for \$5,000, the Civil Rights and Social Justice scholarship, and there is a \$5,000 Achievement scholarship through Nan McKay. She asked the commissioners to share this information if they know of any graduating seniors in public housing or on the HCV program. Commissioner Robinson asked Angelia if this information had been shared with high school guidance counselors. Angelia stated no, they have been shared directly with the

households. Commissioner Hines said that she would follow up with her district to make sure that they have this information.

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the December 14, 2023, Board of Commissioners' meeting adjourned at 5:06 P.M.



Willie Brown, Commissioner

January 16, 2024



Angelia Washington, Executive Director