

REGULAR BOARD MEETING
Elkhart Housing Authority
October 18, 2018

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, October 18, 2018 at the Rosedale High-Rise, located at 501 West Indiana Ave., Elkhart IN.

Commissioners present: Len Paff, Lefate Owens, Margaret Owens, Tonda Hines and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Ann Washington, Jessica Bouie, Latia Fullilove-Jones, Christine Tack, Kristen Borchert, Charlotte Pettis and Todd Fielder

Audience members present: Theresa Davis (Apt 501), Sandra Strukel (Apt 209), Sharon Remy (Apt 213), Mary Scott (Apt 614), Rosie Hernandez (Apt 207), Willie Williams (Apt 506), Joyce Gerber (Apt 516), Patricia Evans (Apt 411), April Terry (Apt 401), Rachel Morgan (Apt 216), Anthony Paul (Apt 311), Lena Scott (Apt 309), Noah Snell (Apt 609), Walter Holmes (Apt 504), Timothy Good (Apt 509), Harrison Weaver (Apt 310), George Bode (Apt 617), Charlotte Martin (Apt 415), Brenda Harris (Apt 610), Regina Godfrey (Apt 217), Marilyn Lenard (Apt 314).

❖ **Roll Call**

Commissioner Lefate Owens called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

Resident Timothy Good (Apt 509) stated his water was shut off and he was not given a notice. Todd Fielder reported there was an emergency that need to be fixed and an emergency like this takes place they don't have time to give notices to everyone and the water was only shut-off for maybe 30 minutes. Timothy went on to say if the alarm system is going off he doesn't understand how people in wheelchairs are supposed to get down the stairs since they can't use the stairs. Terry Walker stated she spoke to the fire department in regards to fire safety and prevention and the fire department stated if someone's in a wheelchair and are capable they will need to scoot down the stairs. Terry went on to say if they are not able to scoot then the fire department has chairs to help those individuals down the stairs. Terry stated the Housing Authority will be getting with the fire department to setup a class on fire prevention.

Resident Walter Holmes (Apt 504) stated he received a notice about his rent being adjusted from 339 to 660 then raised 999. Kristen Borchert reported she is working on his file and scheduled a meeting with him for tomorrow to be able to sit down and discuss his file with him.

Resident Theresa Davis (Apt 501) stated that all the rooms in the building are locked. Theresa reported the library, bathroom, and game room are being kept locked and they have no access to the room which is needed because in the game room is where they have to load money on their cards to do laundry. Theresa went on say she walked in the game room and man was sitting in the corner then she came down to the dining room and he was sleep on the couch. Terry Walker stated there was a meeting last week and all issues were address including residents letting people in the building.

Resident Mary Scott (Apt 614) stated she was on the elevator and the elevator dropped from the 4th floor down to the 1st floor. Mary went on to say that no one came to get her out of the elevator until someone pushed the button to go upstairs and the doors opened. Mary stated she picked up the phone and no one answered or responded. Mary went on to say she didn't call the Housing Authority to report this issues. Terry Walker stated this was the first she heard of this situation. Todd Fielder stated he will get with Kona to find out the issues as to why this happened and he will call Mary directly to let her know what is going on with the elevator. Mary stated she doesn't understand why anyone is parking in front of the building in the half circle.

Resident Noah Snell (Apt 609) stated he doesn't understand why the laundry card machine is in the game room. Resident April Terry (Apt 401) went on say she was told the card machine is in the game room because of the cameras, the laundry room doesn't have cameras.

Resident April Terry (Apt. 401) stated it has been brought up as to why Rosedale building doesn't have a handicap button on the front doors. Todd Fielder stated something like that would need to be budgeted because the entire door will have to be completely rewired.

Resident Anthony Paul (Apt 311) stated, has it been discussed if there will be a lock changed on the door or something for residents to be able to use their key fob when using the side door by the stairwell to have access to the smoke shelter. Terry Walker stated it has been discussed and the Housing Authority is looking into changing the lock so the apartment's keys will be able to open that door.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — August 16, 2018 Regular Meeting

Commissioner Len Paff motioned to approve the minutes from the August 16 2018 Regular Meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the August 16, 2018 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — August and September

Commissioner Margaret Owens motioned to approve the vouchers for August and September 2018. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the August and September 2018 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported there was two promotions in the month of September: Todd Fielder was promoted to Director of Maintenance and Kenneth Clark was promoted to Maintenance Supervisor. Terry reported there was one separation of employment.

- **Comprehensive Improvements:**

Scattered Sites: Terry reported the third phase of the bathroom remodel project is in the board packet for approval. The lowest and most responsive bid was from Milestone Construction for the amount of \$178,300. The bidding was very competitive, all bids were within \$4,000 of one another. This will completely remodel the bathrooms in 15 homes. With current manufacturing demands, the project is not expected to begin until December and be completed in February of 2019.

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

Washington Gardens: Terry reported the next phase of the entry door replacement project has begun and is expected to continue for the next 60 days.

Waterfall High-Rise: Terry reported the riser replacement project is nearing completion. After this phase there will be only one remaining riser from the original plumbing, which we plan to address next year.

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

COCC: Terry reported HUD has adjusted our 2018 Capital Fund Grant with a \$12,483 increase. With competitive bids on other major projects, our hope is to invest this unexpected increase in new playground equipment at Washington Gardens. Planning is still very early and contingent on a few factors. We have started the Annual Plan submission. We will be working on data and reports over the next 2 months. The Plan will be on the December Board Meeting agenda for approval.

- **Housing Choice Voucher Program:** Terry reported the Housing Choice Voucher Program has 687 vouchers leased, 88 vouchers on the street seeking housing and the Housing Choice Voucher Program is currently 92% occupied.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Public Housing Family Self Sufficiency program is currently serving 64 clients. Terry stated one participant graduated, one participant enrolled in the program and three participant withdrew or were terminated from the program.

Terry announced 14 participants are disabled, 4 participants are enrolled in college, 5 participants are working on High School Equivalency courses, 2 participants are enrolled in Soup of Success with Church Community Services, 32 participants are currently working,

- **Public Housing:** Terry reported the over-all occupancy rate for Public Housing is at 94.13% for the month of September 2018. Terry stated 77 applications were received. Terry reported there were 13 new admissions. Terry said there were 24 move-outs for the month of September.
- **Maintenance:** Terry reported for the month of September there were 24 move-outs received and 17 completed, 6 emergency requests received and completed, 316 tenant requests for work orders were received and 301 completed; and there were 37 annual inspections received and completed, totaling 361 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of August, Rosedale High-rise earned \$24,966.01 in Revenue and \$14,795.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$40,343.36 in Expense without depreciation, giving Rosedale High-rise a profit for the month of August totaling \$417.65. Chris Kinnard reported Rosedale High-rise had a profit for the year up to August of \$25,988.86. Chris Kinnard went on to say Rosedale High-rise has an Operating Reserves of \$261,785.83.

Chris Kinnard announced for the month of August, Washington Gardens earned \$25,572.57 in Revenue and \$71,634.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$82,042.67 in Expense without depreciation, giving Washington Gardens a profit for the month of August totaling \$15,163.90. Chris Kinnard reported Washington Gardens had a profit for the year up to August of \$97,726.42. Chris Kinnard went on to say Washington Gardens has an Operating Reserves of \$103,791.52.

Chris Kinnard announced for the month of August, Waterfall High-rise earned \$32,492.90 in Revenue and \$18,973.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$46,459.61 in Expense without depreciation, giving Waterfall High-rise a profit for the month of August totaling \$5,006.29. Chris Kinnard reported Waterfall High-rise had a profit for the year up to August of \$27,272.63. Chris Kinnard went on to say Waterfall High-rise has an Operating Reserves of \$181,210.09.

Chris Kinnard announced for the month of August, Scattered Sites earned \$11,613.75 in Revenue and \$32,642.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered had \$42,196.86 in Expense without depreciation, giving Scattered Sites a profit for the month of August totaling \$5,058.89. Chris Kinnard reported Scattered Sites had a profit for the year up to August of \$63,038.10. Chris Kinnard went on to say Scattered Sites has an Operating Reserves of \$475,915.25.

Chris Kinnard announced for the month of August, Riverside High-rise earned \$37,151.57 in Revenue and \$15,323.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$40,444.68 in Expense without depreciation, giving Riverside High-rise a profit for the month of August totaling \$12,029.89. Chris Kinnard reported Riverside High-rise had a profit for the year up to August of \$81,028.17. Chris Kinnard went on to say Riverside High-rise has an Operating Reserves of \$574,770.62.

Chris Kinnard announced for the month of August, COCC earned \$108,319.16 in Revenue. Chris Kinnard went on to say COCC had \$143,198.97 in Expense without depreciation, giving COCC a loss for the month of August totaling \$34,879.81. Chris Kinnard reported COCC had a loss for the year up to August of \$53,888.86. Chris Kinnard went on to say COCC has an Operating Reserves of \$1,379,238.41

Chris Kinnard announced HCV has a loss from Operations, for the year up to August of \$43,887.64.

❖ **Old Business**

Safety and Security Grant

Terry reported the Elkhart Housing Authority received the Safety and Security Grant in the amount of \$226,000. Terry went on to say the grant will be used at Banneker Heights for new cameras, lighting and fencing will be installed.

❖ **New Business**

Exhibit D/Resolution 18:12 – Bathroom Remodel Phase II (Scattered Sites)

Terry Walker reported Resolution 18:12 is for the approval of Bathroom Remodel Phase II (Scattered Sites).

Commissioner Margaret Owens motioned to approved Resolution 18:12. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 18:12.

Exhibit E/Resolution 18:13 – Utility Allowance for Public Housing

Terry Walker reported Resolution 18:13 is for the approval of Utility Allowance for Public Housing.

Commissioner Margaret Owens motioned to approved Resolution 18:13. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 18:13.

Exhibit F/Resolution 18:14 – Flat Rent for Public Housing

Terry Walker reported Resolution 18:14 is for the approval of Flat Rent for Public Housing


Commissioner Margaret Owens motioned to approved Resolution 18:14. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 18:14.

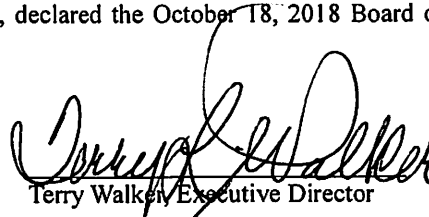
❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

Commissioner Lefate Owens, without any objections, declared the October 18, 2018 Board of Commissioners' meeting adjourned at 5:39 PM.


JeNeve Ward, Commissioner
November 29, 2018


Terry Walker, Executive Director