

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**July 21, 2016**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, July 21, 2016 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

**Commissioners present:** Cory White, Len Paff, Margaret Owens, JeNeva Adams, Jason Moreno, and Angelica Hatchett.

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

**Audience members present:** Brittney Graham, Community Lives Matter.

❖ **Roll Call**

Commissioner Cory White called the meeting to order. Terry Staner called roll to verify.

❖ **Audience Concerns**

Brittney Graham announced an upcoming community awareness and support event called Day Of Action, scheduled for August 14, 2016. Ms. Graham reported the festivities will be held at Island Park, beginning at 12:00 PM and ending at 3:00 PM. Ms. Graham went on to say there will be a March of Peace and anyone wishing to participate should meet at High Dive Park at noon. Ms. Graham stated there will be free food and beverages, V.I.P. guest speakers, music in the park, and a fallen victim's tribute. Ms. Graham reported there will be job and volunteer opportunities, church and shelter information, and a venue in which to donate canned food to the local food bank. Ms. Graham passed around a few flyers for all present to look at and she also stated there would be an advertisement placed in the Elkhart Truth. Housing Manager Lori Bower said she could post flyers at her buildings. Ms. Graham stated she is in the process of creating a website and there will be more information to come.

Commissioner Jason Moreno asked for specifics on the question at the top of the flyer, 'How long will we allow the destruction & the injustice continue'. Commissioner Moreno asked where Ms. Graham was going with the statement. Ms. Graham replied there was destruction of property and injustice all over the world. Ms. Graham stated people are burning down businesses because they are angry about what is happening in their communities, and when they are afraid they react with violence. Ms. Graham went on to say injustice is when people are not treated fairly, so if we can do our part as a community and the city of people can find support through resources and information, maybe that can protect people because they will know there is justice. Commissioner Len Paff stated he is glad to see Ms. Graham doing something positive.

❖ **Approval of Minutes**

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

Commissioner Len Paff motioned to approve the minutes from the June 16, 2016 meeting. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the June 16, 2016 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — June**

Commissioner JeNeva Adams motioned to approve the vouchers for June 2016. Commissioner Margaret Owens seconded the motion. All Commissioners present unanimously voted to approve the June 2016 Vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Kim reported there was one promotion for the month of June, Julia Henry attained the Asset Manager position for Washington Gardens. Kim stated there were four new hires for the month of June: Clarissa Jackson as LIPH Intake Specialist, Chris Kinnard as Director of Finance, Kameron Glenn as Central Maintenance Groundskeeper, and Jessica Bouie as Rosedale/Scattered-Sites Intake Specialist.

- **Comprehensive Improvements:**

**Scattered Sites:** Kim reported there is no work at this time.

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

**Washington Gardens:** Kim reported the Housing Authority staff has met with an architect and a surveillance system consultant to develop a plan to achieve the maximum amount of quality coverage with the amount awarded to the Elkhart Housing Authority for the Safety and Security Grant. Kim stated the consultant will likely be providing his recommendations by the end of this month.

**Waterfall High-Rise:** Kim reported the Housing Authority is currently getting quotes to replace a leaking domestic water riser and work should begin in early August.

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

**COCC:** Kim reported the Elkhart Housing Authority was awarded 1 out of 250 Safety and Security Grants in the amount of \$250,000.00 and all will be used to install the Washington Gardens' new surveillance system as noted in the application submitted by the Housing Authority.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information includes data through the end of May, showing HCV is at 96% occupancy with 698 units leased up. Kim stated Christine Tack, HCV Director, just informed him today HCV is currently leased up with 715 units which is at 99% occupancy.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 90 clients. Kim stated two new participants joined the program, two participants graduated from the program, and one participant was terminated from the program. Kim stated the FSS clients earned \$6,256.00 in escrow payments for June and the current escrow balance is \$80,679.00.
- **Public Housing:** Kim reported the occupancy rate for Public Housing is at 95.87% for the month of June and 95.35% for the fiscal year to date. Kim stated 55 applications were received in June. Kim reported there were 8 new admissions, two at Rosedale Hi-Rise, two in Washington Gardens, three at Waterfall Hi-Rise, and one in Riverside Terrace. Kim said there were 23 move-outs. Kim reported Terry Walker, Director of Public Housing, and her Asset Managers put a lot of effort into trying to correct tenant issues at Washington Gardens which resulted in 7 evictions due to criminal activity. Kim stated the judicial system has become very supportive which is greatly appreciated.
- **Maintenance:** Kim reported for the month of June there were 25 move-outs received and completed. Kim announced there were 3 emergency work orders received and completed; 378 tenant requests for work orders were received and 350 completed; and there were 20 annual inspections received and completed, totaling 396 completed work orders.
- **Financial Reports And Write-Offs:** Chris reported Rosedale High-Rise is showing a loss from operations of \$3,000.00. Chris stated when she subtracts the annualized asset fee of \$10,200.00, Rosedale actually has a profit of \$7,200.00.

Chris reported Washington Gardens is showing a loss from operations of \$78,900.00. Chris said part of the inflated loss is due to YES vendor who does the exterminations that were charged all at once in the month of May instead of spread out over the year as is the usual practice. Chris stated it will clear itself out over the course of the year. Kim reported there were a few changes in the estimated CFP roofing project after this report had been generated, due to the fact the Housing Authority was awarded the \$250,000.00 infusion from the Safety and Security Grant for the cameras. Kim said the Housing Authority will only be roofing on an as needed basis so some of the CFP monies can be reserved for other things in the future that may be needed. Kim stated Washington Gardens is in a good position.

Chris reported Waterfall High-Rise is showing a loss of \$16,800.00 from operations. Chris stated when the Asset Management fee of \$12,700.00 is re-annualized, Waterfall High-Rise will have an estimated loss of

\$4,100.00. Chris reported there will be some Capital Improvements in the works that will add \$175,000.00 to \$200,000.00 to Waterfall's bottom line.

Chris reported Scattered Sites is showing a loss from operations of \$27,500.00. Chris stated when the Asset Management fee of \$9,800.00 is added back in, Scattered Sites will still have a loss from Operations of \$17,600.00. Chris reported the YES vendor payment was also a factor at Scattered Sites. Chris said there was a Capital Improvement done in June after this report went out and that should also help the bottom line. Kim reported there will be some bathroom rehabs that will help with the cash flow and by year's end Scattered Sites should be looking good also.

Chris reported Riverside High-Rise is showing a loss from Operations of \$16,500.00. Chris stated when the Asset Management fee of \$14,700.00 is added back, Riverside High-Rise will have an estimated loss of \$1,800.00.

Chris reported the COCC is currently showing a profit of \$62,800.00 from operations. Chris stated when the Asset Management fee of \$67,200.00 is added back in, the COCC will have an estimated profit of \$4,400.00.

Chris reported Housing Choice Voucher has a \$51,100.00 profit from operations, split between the Annual Admin Fees of \$7,500.00 and \$43,600.00 in Housing Assistance Payments..

Kim asked if any Commissioners had questions they may want to ask about the July, 2016 Write-offs report. There were no questions or concerns on the July Write-offs.

❖ **Old Business**

**Discussion - Commissioner Moreno's Washington Gardens Update**

Commissioner Jason Moreno announced the New Vision Of Life Church has expressed interest in participating in a program to raise community awareness for community involvement within the Washington Gardens Project area by bringing in different not-for-profit organizations, churches included, that had an interest in establishing relationships, offering services and resources, showing they do have a general concern for the community at large. Commissioner Moreno reported two weeks ago 16 representatives from the New Vision Of Life Church went out to Washington Gardens with ice chests full of popsicles and water, making contact with every person they ran into. Commissioner Moreno stated the church members introduced themselves and asked what type of improvements were needed and what were the pros and cons of living in Washington Gardens. Commissioner Moreno said it was an uplifting experience with the church members praying with and for people. Commissioner Moreno said introduced himself to the tenants and passed out business cards with a request for calls if anything issues arose. Commissioner Moreno stated he has not received any calls and he owed that to the professionalism of the staff of the Elkhart Housing Authority. Commissioner Moreno reported there will be another meeting tomorrow just like the previous, camped out in front of the Minority Health Coalition along with a few more churches. Commissioner Moreno invited Commissioners and staff, stating the festivities begin at 6:30 PM tomorrow.

**Discussion - Elkhart County 4H Fair July 22<sup>nd</sup>-30<sup>th</sup>**

Kim announced the Elkhart Housing Authority, once again has a booth at the Elkhart County 4H Fair, which begins July 22<sup>nd</sup> and runs through July 30<sup>th</sup>. Kim reported there will be two staff members manning the booth everyday but one. Kim said the Housing Authority is in building F, space 18, so if anyone gets the chance to visit the fair they may want to stop by and say hello to the staff. Kim announced he will be out at the fair pretty much all week because he has a child that is participating in 4H, which will make him easily assessable to staff if any issues arise.

❖ **New Business**

**Kim Sindle's Vacation July 25<sup>th</sup>-29<sup>th</sup>**

Kim announced he will be on vacation next week, July 25<sup>th</sup> through July 29<sup>th</sup>. Kim stated that Mitch Craven will be in charge while he is on vacation, but he is only a phone call away in case of an emergency.

**Exhibit D/Safety & Security Grant**

Kim reported the Elkhart Housing Authority has been selected as one of the two Housing Authorities in the state of Indiana to receive funding in the amount of \$250,000.00 from HUD's Safety and Security Grant. Mitch stated

there were 250 Housing Authorities that applied. Kim said Evansville, IN was the other Housing Authority in the State of Indiana to receive the grant. Kim stated in the future the Housing Authority will continue to apply for the grant as long as it is available. Kim pointed out the letter from HUD included in the packet as Exhibit D that stated the Elkhart Housing Authority was selected to receive the funding for Fiscal Year 2016 Capital Fund Emergency Safety and Security Program.

**Exhibit E/Resolution 16:05 – Procurement Limits Revision Approval**

Kim reported Resolution 16:05 is for the approval of the Procurement Limits Revision of replacing the Finance Director's name with the Title of Finance Director.

Commissioner Cory White motioned to amend the Resolution 16:05 to replace the Executive Director's name with the Title of Executive Director. Commissioner Jason Moreno motioned to amend the motion for Resolution 16:05 so it would state Executive Director in place of the Executive Director's name of Kim Sindle. Commissioner Len Paff seconded the motion. All commissioners present unanimously voted to amend the motion for Resolution 16:05.

Commissioner Len Paff motioned to approve Resolution 16:05. Commissioner JeNeva Adams seconded the motion. All commissioners present unanimously voted to approve Resolution 16:05.

**Exhibit E/Resolution 16:06 ACOP Revision Approval**

Kim reported Resolution 16:06 is for the approval of an ACOP Revision detailing who would be considered immediate family, in regards to Repayment Agreements.

Commissioner Jason Moreno stated he would like to see Guardianship added to Resolution 16:06. Kim stated the proposal could be tabled until next month so it can be looked at again. Kim said it should be a Legal Guardianship. Kim said the Resolution can be updated and put on next month's agenda with the change included. Kim asked Terry Walker, Director of Public Housing, if she thought Legal Guardianship should be added and she responded yes, she didn't have many but it should be looked at.


Commissioner Len Paff motioned the Resolution 16:06 be tabled. Commissioner Jason Moreno seconded. All commissioners present unanimously voted to table Resolution 16:06 until the August board meeting.

❖ **Handouts**

- PHADA Advocate
- NAHRO Monitor

❖ **Adjourn**

Commissioner Cory White, without any objections, declared the July 21, 2016 Board of Commissioners' meeting adjourned at 5:20 PM.

  
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Cory White, Commissioner  
August 18, 2016

  
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Kim Sindle, Executive Director