

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, April 27, 2023.

Board Members present: Dan Boecher, Kristen Smole, Synthia Billings, Tonda Hines, and Willie Brown
Board Members present via dial-in: None

Staff members present: Angelia Washington, Amy Gonzalez, Clarence Jones, Erik Mathavan, Todd Fielder, Tasha Andrews, Kayevonne Parham, Tiphany Travet, Tamika Jones, and Teri Ivory

Harris Law Firm Attorney present: Jewell Harris

Audience members present: None

❖ **Audience Concerns: None**

❖ **Approval of Minutes**

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

Commissioners Boecher, Smole, Billings, Hines, and Brown unanimously voted to approve the March 16, 2023, board minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — March 16, 2023

Commissioners Boecher, Smole, Billings, Hines, and Brown unanimously voted to approve the March 16, 2023, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 3 new hires, Olesia Melnyk, (COCC Custodian), Sh'Rhea Romain, (Intake Specialist), and Samantha Carretti, (Recertification Specialist), 2 milestones, Angela Moisenko, (HCV Interim Intake Specialist), 10 years and Terry Waugh, (HVAC), 10 years, and 1 end of employment, Equilla Smith.

- **Comprehensive Improvements:**

Scattered Sites: No work during this time.

Riverside Terrace: No work during this time.

Washington Gardens: ServPro commenced the remediation work on the 334-A Chapman burn unit.

Waterfall High-Rise: The Waterfall High Rise Safety and Security Grant work to replace the exterior doors & frames and replace the perimeter fence was published for bids.

Rosedale High-Rise: Continued progress on the Elevator Modernization project. Specifically, OTIS finished the demolition and removal of the large elevator and R. Yoder completed the drywall and insulation of the elevator mechanical room.

- **Housing Choice Voucher Program:** Angelia reported for the month of March, 49 Annual Certifications were completed, 66 Interim Certifications Completed, 0 Unit transfers, 11 New Admissions and Absorbed Incoming Portabilities, 0 End of Participations, 82 Applications Remaining in Process, 688 Lease Ups on the last day of March and 93% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 52 participants of which 29 participants are currently employed, 2 participants are enrolled in GED/HSE education programs, 8 participants are attending college, 4 participants are enrolled in job training programs, 8 participants are disabled or unable to work. 16 participants are currently earning escrow, \$5,222 earned in escrow funds in February, and \$126,411.95 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of March is 99%, Washington Gardens Occupancy rate for the month of March is 97.35%, Waterfall Occupancy rate for the month of March is 96.72%, Scattered-Sites Occupancy rate for the month of March is 100% and Riverside's Occupancy rate for the month of March is 95.74%. Angelia went on to say Public Housing's overall Occupancy rate for the month of March is 97.84%. She also stated that public housing received 175 applications, mailed 170 orientation letters, were processing 55 applications, approved 15 applications, denied 2 applications and 35 applications were withdrawn. We received 7 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 9 new admissions and 9 move-outs in March.
- **Maintenance:** Angelia reported that 9 move-outs were received and 7 were completed, 7 emergency requests received and completed, 313 tenant requests received and 311 completed; and there were 37 annual inspections received and 10 completed, totaling 335 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of March, Rosedale high-rise earned \$29,937.00 in Revenue and \$15,668.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$54,478.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of March in the amount of \$8,873.00. The previous past due rent was \$1,600.00, and the current past due rent is \$4,434.00 The increase in past due rent is \$2,834.00.

Jessica reported for the month of March, Washington Gardens earned \$21,428.00 in Revenue and \$69,579.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$161,812.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of March in the amount of \$70,805.00. The previous past due rent is \$25,866.00 and the current past due rent is 25,296.00. The decrease in past due rent is \$570.00.

Jessica reported for the month of March, Waterfall high-rise earned \$35,526.00 in Revenue and \$19,631.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$72,279.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of March in the amount of \$20,122.00. The previous past due rent is \$4,362.00 and the current past due rent is \$10,305.00. The increase in past due rent is \$5,943.00.

Jessica reported for the month of March, Scattered Sites earned \$20,910.00 in Revenue and \$33,080.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$50,257.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of March in

the amount of \$3,733.00. The previous past due rent was \$13,229.00 and the current past due rent is \$12,482.00. The decrease in past due rent is \$747.00.

Jessica reported for the month of March, Riverside high-rise earned \$36,364.00 in Revenue and \$19,493.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$89,782.00 in Expense without depreciation. Jessica reported Riverside high-rise had a loss for the month of March in the amount of \$33,295.00. The previous past due rent is \$827.00, and the current past due rent is \$6,419.00. The increase in past due rent is \$7,246.00.

Jessica reported for the month of March, COCC earned \$174,302.00 in Revenue. Jessica went on to say the COCC had \$140,707.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of March in the amount of \$50,336.00.

Jessica reported HCV had a loss for the month of March, in the amount of \$40,148.00. The net position YTD is \$104,079.00.

❖ **Old Business:** None

❖ **New Business:**

• **Board Elections**

Commissioners Boecher and Smole stated that elections should be tabled until all commissioners are present and have the opportunity to vote.

• **Mobile Gardens**

Angelia informed the board that she is partnering with Goshen Health to install mobile gardens at our public housing properties. She stated that these gardens will provide benefits to our residents. She reported our public housing units are among impoverished areas where access to fresh fruits and vegetables is limited based on a Goshen Health study. Residents who are interested will maintain the gardens and work with Goshen Health and a master gardener. Angelia said that she will connect resident council presidents with Goshen Health so that they can work together directly.

• **Resolution 23:08 – A Resolution Approving Electronic Certification Submission Relative to the Management of Public Housing Agencies**

Amy stated that we must conduct an annual self audit and submit it electronically to HUD and this information determines if we are a troubled housing authority, standard or high performer. She said this needs to be completed by the end of our fiscal year. Commissioners Boecher, Smole, Hines, Billings, and Brown all voted unanimously to approve resolution 23:08.

• **Resolution 23:09 – A Resolution Approving Changes to the Family Self-Sufficiency Program Action Plan**

Amy stated that HUD made a change to the family self-sufficiency action plan. She said when someone does not graduate from the program, they forfeit their escrow and we can use that money on things to benefit the participant. She said that the program has a program coordinating committee which is a board that helps with resources in the community and it is supposed to have a resident from public housing and HCV but it's hard to find willing participants so HCV wants to add a stipend to encourage participation whenever there is funding available in that forfeited escrow account. Amy further stated that this resolution is to update our action plan. Commissioner Brown asked for the amount of the stipend. Amy informed him that it was \$50 a meeting and there is a meeting every quarter and \$25 if we need to have a special meeting but

- **Resolution 23:10 – A Resolution to Award the Contract for Replacement of Exterior Doors and Frames for Waterfall High Rise**

Angelia stated that we are replacing the entrance doors due to normal wear and tear, there were also concerns that the doors were not locking and providing resident security. Attorney Harris asked if there was a proposed contract that went along with this bid included in the bid package. Angelia stated yes. Attorney Harris stated that he knows that this resolution is to approve the award but he would like to take a look at the contract before it is signed. He said that there was a situation that came up with another housing authority involving the same product and the warranty language was a little tricky and they got stuck with a lot of doors that were no good. Attorney Harris further stated that he is only asking that we take a look at the language since we are approving everything all at one time. Angelia informed Attorney Harris that she will forward it over to him for review before she signs it. Commissioners Boecher, Smole, Hines, Billings, and Brown all voted unanimously to approve resolution 23:10.

- **Project-Based Vouchers**

Commissioner Boecher stated that he was contacted by a real estate developer, Advantix and asked Angelia about issuing project-based vouchers by June. Commissioner Smole stated that Advantix came close to receiving low income tax credits last year but their application was unsuccessful. Angelia stated that our vouchers are competitive so an RFP has to be published. Commissioner Boecher asked Attorney Harris if he remembered the process for South Bend Housing Authority. Angelia stated that this request is common to housing authorities and the HUD Indianapolis Field Office advised her to be careful and mindful of low-income housing tax credit developers because they are looking for ways to fill their funding gaps. She further stated that the Field Office helped her to draft a provisional letter of support for all requests for project-based vouchers. Commissioner Boecher stated that he is encouraging additional affordable rental housing. Angelia stated that HUD only allows us to award a percentage of our total vouchers and that developers must meet specific requirements that are spelled out in HUD regulations, including conflict of interest with EHA staff or board members, which will be detailed in our RFP. Commissioner Boecher stated that he hopes to have the RFP process finalized by the June meeting for the July application.


❖ **Handouts:** None

❖ **Adjournment**

Commissioner Dan Boecher without any objections declared the April 27, 2023, Board of Commissioners' meeting adjourned at 5:12 P.M.



Dan Boecher, Commissioner
May 25, 2023



Angelia Washington, Executive Director