

REGULAR BOARD MEETING
Elkhart Housing Authority
June 15, 2017

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, June 15, 2017 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

Commissioners present: Len Paff, Margaret Owens, JeNeva Adams, and Tamara Holmes.

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

Audience members present: Elkhart City Councilperson Pam Kurpgeweit was in attendance.

❖ **Roll Call**

Commissioner JeNeva Adams called the meeting to order. Terry Staner called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — May

Commissioner Margaret Owens motioned to approve the minutes from the May 18, 2017 meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the May 18, 2017 minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — May

Commissioner Margaret Owens motioned to approve the vouchers for May 2017. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the May 2017 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Kim reported there was one new hire in the month of May, David Cole Hay, for the HCV position of Inspector. Kim stated there was one separation in the month of May for a violation of Company Policy.

- **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 final stage of the security camera project, training and tree removal, is now underway. Kim announced Mitch Craven would be doing a demonstration using the cameras later in the meeting.

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

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

COCC: Kim reported all Elkhart Housing Authority insurance policies have been renewed and are in force, saving the Housing Authority on Workers Compensation and Commercial Automobile costs. Kim announced HUD has yet to announce 2017 Funding or the awards for the 2017 Safety and Security Grant. Kim said once funding has been announced, project planning will begin immediately.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information is showing HCV is at 94% occupancy, which includes data through the end of April. Kim stated the Housing Authority has 35 Vouchers out on the street.

Kim reported the Federal Government announced it will retro HCV Administrative Fees back to 73% for the first three months of 2017. Kim stated cuts are coming and we must watch spending.

- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 116 clients. Kim announced interested applicants will now be placed on a waiting list. Kim stated one participant withdrew from the program, and one participant graduated by incoming out of the program. Kim announced 29 participants are disabled, 19 participants are enrolled in college or training programs, 15 participants are enrolled in a High School Equivalency course, 68 participants are currently working, and 35 participants are currently earning escrow. Kim stated the FSS clients earned \$7,828.00 in escrow payments for May and the current escrow balance on May 31, 2017 is \$117,920.00.
- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 97.25% for the month of May. Kim stated 75 applications were received in May. Kim reported there were 19 new admissions. Kim said there were 18 move-outs in May. Kim reported hiring the contractors to do the move-outs is paying off increasing the occupancy rate up to 97.25%.
- **Maintenance:** Kim reported for the month of May there were 18 move-outs received and 9 completed, 2 emergencies received and completed, 357 tenant requests for work orders were received and 288 completed; and there were 28 annual inspections received and completed, totaling 327 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard reported since the Elkhart Housing Authority has contracted the Fee Accountant, she and the Fee Accountant have been working on correcting as many concerns from the previous year's audit as possible. Chris Kinnard stated at this time, the Fee Accountant has been working on getting the Elkhart Housing Authorities FYE 2017 information into their accounting system in order to move forward. Chris Kinnard said this process is taking a little longer than originally expected, but as soon as the Fee Accountant can get all accounts set up in their accounting system, things will move forward with corrections, and Chris will have a better understanding where the Housing Authority stands financially.

Chris Kinnard reported, for the month of April, Rosedale High-Rise is showing a loss of \$2,926.45, Washington Gardens is showing a loss of \$8,080.03, Waterfall High-Rise is showing a loss of \$6,120.15, Scattered Sites is showing a loss of \$12,234.71, and Riverside High-Rise is showing a loss of \$8,532.86. Chris Kinnard went on to say the COCC is showing a profit of \$3,337.69 and HCV shows a profit of \$5,687.39.

Kim asked the Commissioners if there were any questions on the Write-offs report for the June 2017 Board Report, which includes all move outs prior to April 30, 2017. There were no questions on the Write-off report.

❖ **Old Business**

City Of Elkhart Update – Speedbumps

Kim reported Elkhart's Fire Department Chief said OK to the lower grade, large speed bumps. Kim stated he is waiting to hear back from the Street Department Commissioner.

❖ **New Business**

Discussion – Introduction Of New Resident Commissioner – Tamara Holmes

Kim announced there is a new addition to the Board of Commissioners. Kim introduced new Resident Commissioner, Tamara Holmes.

Discussion – Washington Gardens New Camera System Demonstration

Kim announced Mitch Craven was going to run a demonstration on the new camera system at Washington Gardens. Mitch preceded to demonstrate the multi-faceted Security Camera System and highlighted key components and capabilities.

Discussion – New Phone System

Kim reported the High-rise phones are now connected directly to the COCC. Kim stated calls and messages can now be transferred directly using a 3 digit number just like all COCC phones. Kim announced this saves the Housing Authority money due to downsizing from using several companies to using just one company. Kim stated there are just a few kinks being worked out at the present time.

Kim announced the Elkhart Housing Authority is working on acquiring a new server. Kim stated the Housing Authorities current server is 10 years old and is obsolete.

❖ **Handouts**

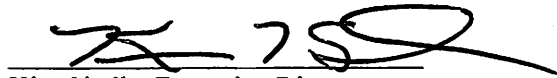
- **PHADA Advocate**
- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeve Adams, without any objections, declared the June 15, 2017 Board of Commissioners' meeting adjourned at 5:26 PM.



JeNeve Adams, Commissioner
July 20, 2017



Kim Sindle, Executive Director