

REGULAR BOARD MEETING  
Elkhart Housing Authority  
January 16, 2020

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, January 16, 2020, at 1396 Benham Ave. Elkhart, IN 46516.

**Commissioners present:** JeNeva Adams, Margaret Owens, Tamara Holmes, Vicki Fireline,

**Staff members present:** Terry Walker, Chris Kinnard, Todd Fielder, Clarence Jones, Mitch Craven, Ann Washington, Angela Moisenko, Charlotte Pettis, Taresa Walker, and Teri Ivory

**Audience members present:** No Audience members present

**Roll Call** Commissioner JeNeva Adams called the meeting to order. Teri Ivory called roll to verify.

❖ **Audience Concerns:** There were no audience concerns

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — December 19, 2019 Regular Meeting**

Commissioner Margaret Owens motioned to approve the minutes from the December 19, 2019 regular meeting. Commissioner Vicki Fireline seconded the motion. All Commissioners present unanimously voted to approve the December 19, 2019 regular meeting minutes.

**Exhibit A — Approval of Meeting Minutes — December 23, 2019 Special Meeting**

Commissioner Margaret Owens motioned to approve the special meeting minutes from the December 23, 2019 special meeting. Commissioner Vicki Fireline seconded the motion. All Commissioners present unanimously voted to approve the December 23, 2019 regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — December**

Commissioner Margaret Owens motioned to approve the vouchers for December 2019. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the December 2019.

❖ **Executive Director's Report**

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

- **Human Resources:** Terry reported 1 new hire, Terry Ellsworth (COCC Maintenance) and 2 end of employments, Arlinne Malave (COCC Maintenance, custodian), Tyreisha Robinson (Intake).

- **Comprehensive Improvements:**

**Scattered Sites:** The most recent bathroom remodels is nearing completion. A final walkthrough is expected to be completed shortly.

**Riverside Terrace:** Terry reported no work at this time

**Washington Gardens:** Plans have been developed and public bid openings are scheduled for the final phase of the roof replacement and the repaving of all parking bays. Both projects are expected to be in the February Board packet for review.

**Waterfall High-Rise:** Terry reported no work at this time.

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

**COCC:** The Annual plan will be submitted to the Field Office for approval. The next step is to prepare Environmental Reviews for CFP projects. Will submit to the City for approval and then send to the Field Office.

- **Housing Choice Voucher Program:** Terry reported for the month of December 2019 there were 49 Annual Certifications Completed, 42 Interim Certifications Completed, 5 Unit transfers, 14 New Admissions and Absorbed Incoming Portability's, 3 End of Participations, 16 Applications Remaining in Process, 710 Lease Up on the last day and 98% Lease Up Percentage.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 70 participants in which 46 participants are currently employed, 4 participants have enrolled in Job Training programs, 17 participants are enrolled in continuing education programs, and 14 participants are disabled, 21 participants are currently earning escrow, \$5,018 earned in escrow funds in December and \$101,876.00 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of December is 98.00%, Washington Gardens Occupancy rate for the month of December is 97.94%, Waterfall Occupancy rate for the month of December is 92.86%, Scattered-Sites Occupancy rate for the month of December is 97.96% and Riverside's Occupancy rate for the month of December is 97.96%. Terry went on to say Public Housing's overall Occupancy rate for the month of December 96.85%. Terry stated for the month of December Public Housing received 56 applications, 68 mailed interview letters, 42 applications are in processing status, 30 applications were approved, 19 were denials, 8 withdrawn applications, and 0 were homeless applications. Terry reported there were 19 new admissions and 12 move outs for the month of December.
- **Maintenance:** Terry reported for the month of December there were 12 move-outs received and 12 were completed, 4 emergency requests received and completed, 338 tenant requests for work orders were received and 330 completed; and there were 34 annual inspections received and completed, totaling 380 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of November, Rosedale High-rise earned \$26,922.55 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-Rise had \$35,702.93 in Expense without depreciation. Chris Kinnard reported Rosedale High-Rise had a profit year to date of \$59,422.52.

Chris Kinnard announced for the month of November Washington Gardens earned \$16,707.50 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$71,717.14 in Expense without depreciation. Chris Kinnard reported Washington Gardens had a profit year to date of \$259,305.29.

Chris Kinnard announced for the month of November, Waterfall High-Rise earned \$33,044.20 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-Rise had \$45,697.64 in Expense without depreciation. Chris Kinnard reported Waterfall High-Rise had a profit year to date of \$109,904.37.

Chris Kinnard announced for the month of November, Scattered Sites earned \$11,305.21 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$29,810.99 in Expense without depreciation. Chris Kinnard reported Scattered Sites had a profit year to date of \$162,916.05.

Chris Kinnard announced for the month of November, Riverside High-Rise earned \$37,696.21 in Revenue and \$0.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-Rise had \$32,148.89 in Expense without depreciation. Chris Kinnard reported Riverside High-Rise had a profit year to date of \$166,371.59.

Chris Kinnard announced for the month of November, COCC earned \$98,983.65 in Revenue. Chris Kinnard went on to say the COCC had \$121,941.83 in Expense without depreciation. Chris Kinnard reported COCC had a loss year to date of (\$136,167.75).

Chris Kinnard announced HCV has a loss from Operations, year to date of (\$99,306.05). Chris Kinnard announced that we are still waiting on HHR monies to be transferred to us from HUD.

❖ **Old Business**

No old business reported at this time

❖ **New Business**


1. FYE Annual Budget for your review
2. Election of Vice-Chair Lefate Owens was unanimously voted as Vice-Chairman with 4 Ayes and 0 Nays

❖ **Handouts**

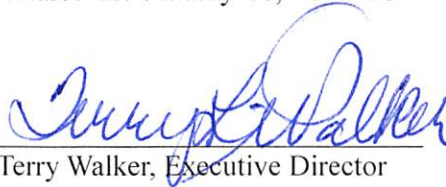
- 2020 Washington NAHRO Conference March 29-31, 2020
- Letter of Gratitude from Commissioner Len Paff's Daughter, Tina Williams
- NAHRO Monitor

❖ **Adjourn**

Commissioner JeNeve Adams without any objections, declared the January 16, 2020 Board of Commissioners' meeting adjourned at 5:00pm.



Mr. Lefate Owens, Commissioner  
February 20, 2020



Terry Walker, Executive Director