

**REGULAR BOARD MEETING  
Elkhart Housing Authority  
June 18, 2020**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, June 18, 2020, via Conference call.

**Commissioners present:** JeNeva Adams, Margaret Owens, Tamara Holmes, Kristen Smole, Dan Boecher

**Staff members present:** Mary Ann McNamara, Ann Washington, Todd Fielder, Mitch Craven, Becky Worth and Teri Ivory.

**Audience members present:** Councilwoman Tonda Hines

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

- ❖ **Audience Concerns:** Councilwoman Tonda Hines inquired about the Wagner, Chapman, and Indiana schedule for paving and also wanted to know the schedule for the Housing Authority's Bay replacement. Mitchell Craven stated that the Washington Garden Paving Project was completed a week and half ago. Mitch also states that the final walk through with Rieth Riley will take place next week. He went on to inform Councilwoman Tonda Hines that the city will begin repaving Wagner, Delaware, Chapman and the adjacent alleys just after July 4, 2020.

- ❖ **Approval of Minutes**

- Exhibit A — Approval of Meeting Minutes — May 21, 2020 Regular Meeting**

- Commissioner Kristen Smole motioned to approve the minutes from the May 21, 2020 regular meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the May 21, 2020 regular meeting minutes.

- ❖ **Approval of Vouchers**

- Exhibit B — Approval of Vouchers — May 21, 2020**

- Commissioner Margaret Owens motioned to approve the vouchers for May 21, 2020. Commissioner Kristen Smole seconded the motion. All Commissioners present unanimously voted to approve the May 21, 2020 Vouchers.

- ❖ **Executive Director's Report**

- Exhibit C — Executive Director's Report**

- **Human Resources:** Ann reported 2 New Hires, LaTavia Hillard (Part-time Custodian) and Marsha Willocks (Rosedale/Scattered Sites Recertification Specialist).

- **Comprehensive Improvements:**

- **Scattered Sites:** Ann reported the fifth phase of bathroom renovations is in the board packet for approval. The lowest and most responsive bid was from Milestone Construction for the total amount of \$164,935 for the base bid and one alternate. This will fully renovate bathrooms in 16 homes.

- **Riverside Terrace:** Ann reported no work at this time

- **Washington Gardens:** Ann reported the roofing project continues and is expected to be completed within the month of June.

- She also reports that parking bay replacement project began and was completed in two short weeks.

- **Anticipated Project:** The bid opening for Washington Gardens Renovation project was held on 6/16/20 and an updated resolution will be disseminated as soon as possible for approval. This project will include renovations to the community building that will allow the existing Head Start program to expand from 20 to 40 students. To ensure work is completed prior to the start of school this fall, the project was included in the June board report for approval. Funding for the project has been generously provided by The Kids & Family Division of the Community Foundation of Elkhart County.

**Waterfall High-Rise:** Ann reported the elevator modernization project is in the board packet for approval. The lowest and most responsive bid was from Otis Elevators for the total amount of \$523,707 for the base bid. This much needed project will fully replace all components of both elevators in the building.

Commissioner Tamara Holmes wanted to know how long the elevator project would take from start to finish. Mitch discussed the timeline for material fabrication and stated that after materials were fabricated it is anticipated to take anywhere from 6-8 weeks to complete the elevator project. He also stated that while one Elevator is being worked on the other will be up and running.

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

**COCC:** Ann reported all housing Authority, City of Elkhart insurance policies have been renewed and are in force, with continued savings on Workers Compensation.

- **Housing Choice Voucher Program:** Ann reported for the month of May 2020 there were 68 Annual Certifications Completed, 49 Interim Certifications Completed, 9 Unit transfers, 4 New Admission(s) and Absorbed Incoming Portability's, 2 End of Participations, 30 Applications Remaining in Process, 709 Lease-Up(s) on the last day and 98% Lease-Up Percentage.
- **Family Self Sufficiency Programs:** Ann reported the Family Self Sufficiency program is currently serving 66 participants in which 39 participants are currently employed, 4 participants are enrolled in GED/HSE education programs. 14 participants are attending college, and 16 participants are disabled, and 16 participants are currently earning escrow, \$4,403 earned in escrow funds in May and \$97,963 total current escrow balance.
- **Public Housing:** Ann reported Rosedale's Occupancy rate for the month of May is 99.02%, Washington Gardens Occupancy rate for the month of May is 97.94%, Waterfall Occupancy rate for the month of May is 100%, Scattered-Sites Occupancy rate for the month of May is 100% and Riverside's Occupancy rate for the month of May is 99.32%. Ann went on to say Public Housing's overall Occupancy rate for the month of May 99.25%. Ann stated for the month of May Public Housing received 105 applications, 0 mailed orientation letters, 9 applications are in processing status, 1 approved application, 0 were denials, 0 withdrawn applications, 8 were homeless applications and 4 applications were approved and waiting. Ann reported there were 9 new admissions and 2 move-outs for the month of May.
- **Maintenance:** Ann reported for the month of May there were 2 move-outs received and 2 were completed, 6 emergency requests received and completed, 171 tenant requests received and 171 completed; and there were 55 annual inspections received and 0 completed, totaling 179 completed work orders.
- **Financial Reports and Write-Offs:** Becky Worth reported that the year end is still being done; it is taking longer due to the COVID-19 lockdown. It should be completed before next month. At that time, Becky will report on April and May together.

Ann reported 0 write-offs for the Month of May due to the HUD issued moratorium on evictions.

#### ❖ Old Business

#### ❖ New Business

1. **Resolution 20:08** – A Resolution to award the Contract for Elevator Modernization for Waterfall High-Rise  
Commissioner Dan Boecher motioned to approve Resolution 20:08. Commissioner Kristen Smole seconded the motion. All commissioners present unanimously voted to approve Resolution 20:08.
2. **Resolution 20:09** – A Resolution to award the Contract for Bathroom Remodel Phase V Scattered Sites  
Commissioner Margaret Owens motioned to approved Resolution 20:09. Commissioner Tamara Holmes seconded the motion. All commissioners present unanimously voted to approve Resolution 20:09.
3. **Resolution 20:10** - A Resolution to Award the Contract for Community Building Renovations for Washington Gardens

Commissioner Kristen Smole motioned to approved Resolution 20:10. Commissioner Margaret Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 20:10.

4. **Resolution 20:11 - A Resolution to Adopt HUD Covid-19 Related Waivers**

Commissioner Dan Boecher motioned to approved Resolution 20:11. Commissioner Kristen Smole seconded the motion. All commissioners present unanimously voted to approve Resolution 20:11.

Mary Ann informed the Board of Commissioners that she realized that our fiscal year ends March 31, 2020 and that we use a fee accountant. Mary Ann stated that normally the Housing Authority has 60 days to file the Financial Data on Audited Submissions to HUD. Mary Ann states she reached out to the Fee Accountant who has not done that yet. Mary Ann states the Fee Accountant have committed to completing the Financial Data by July. Mary Ann went on to state that means the Housing Authority will not be able to close any of the months from April forward. Mary Ann reached out to the Auditors and received an Engagement Letter from them 2 hours ago. Mary Ann states it is just over \$20,000.00 and she would like to send the letter out for approval and get on their schedule. Conversation took place and Commissioners agreed that as long as this is in our Annual Budget and the amounts line up with prior years they would be okay with Mary Ann proceeding.

• **COVID-19 Return to Work Considerations**

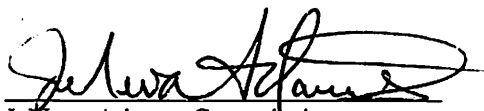
Ann states that she has included an adaptation of the Mishawaka Housing Authorities reopening Guidelines that Mary Ann shared with her in the Board Packet. Ann went on to state that she believes Mishawaka Housing Authorities guidelines meets the needs of the Elkhart Housing Authority, CDC, HUD and OSHA's COVID-19 compliance standards. Ann also states that we are currently waiting on the Boards reopening guidance. Conversation took place and it was determined that reopening would be left up to the Housing Authority. Mary Ann gave information on what the Mishawaka Housing Authority is doing. Mary Ann also states that Elkhart had a rise in numbers recently which is cause for concern. Commissioners state that we need to exercise reopening with caution with the numbers in Elkhart continuing to rise. Commissioners all agree that reopening should be at the discretion of the Housing Authority. It was concluded that Mary Ann and Ann will keep an eye on the numbers and keep the board updated on reopening.

**Handouts**

- NAHRO Monitor
- PHADA (Advocate) Handout May 27<sup>th</sup> and June 10<sup>th</sup> articles

❖ **Adjournment**

Commissioner Lefate Owens Sr. without any objections, declared the June 18, 2020 Board of Commissioners' meeting adjourned at 5:07 P.M.



JeNeve Adams, Commissioner  
July 22, 2020



Angelia M. Washington, Interim Executive Director