

**SPECIAL MEETING**  
**Elkhart Housing Authority**  
**January 04, 2018**

The Board of Commissioners for the Housing Authority, City of Elkhart met for a Special Meeting at 4:30 PM on Thursday, January 4, 2018 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

**Commissioners present:** JeNeva Adams, Lefate Owens, Cory White, and Tamara Holmes.

**Staff members present:** Terry Walker, Chris Kinnard, Christine Tack, Milton Banks, Mitch Craven, Todd Fielder, Jessica Bouie, Charlotte Pettis, and Terry Staner.

**Audience members present:** There were no audience members.

❖ **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 — October**

Commissioner Lefate Owens motioned to approve the minutes from the October 19, 2017 meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the October 19, 2017 minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — October and November**

Commissioner Cory White motioned to approve the vouchers for October 2017 and November 2017. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the October 2017 and November 2017 Vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Terry Walker reported there was no reportable Human Resources activities for the month of November 2017.
- **Comprehensive Improvements:**
  - Scattered Sites:** Terry Walker reported the remainder of the sixteen bathrooms of Phase I, in Banniker Heights will be remodeled over the next 90 days. Terry went on to say this will complete Phase I of the bathroom remodels, leaving 62 more units to be completed in subsequent phases.

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

Commissioner Lefate Owens suggested looking into enlarging the entryway door (facing Hacienda Restaurant) to the Riverside High-rise building by replacing the doors with a double door that allows easier access. Commissioner Owens stated taking out the steadfast post in the center of the doorway which will make access easier for the handicap. Terry Walker stated it would be looked into.

**Washington Gardens:** Terry Walker reported the entry door replacement project has begun and is expected to continue for the next 30 to 60 days.

**Waterfall High-Rise:** Terry Walker reported the replacement/upgrade to the electrical service for each unit has begun and is expected to take approximately 60 days. Terry went on to say bids for resident mailbox replacement were due on December 15<sup>th</sup> and work on the project is expected to begin early in January.

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

**COCC:** Terry Walker reported the Annual Plan is ready for approval and the Resolution is in the packet. Terry stated as soon as the Annual Plan is submitted work will start on the Environmental Review process for the next Capital Fund Program grant.

Commissioner JeNeva Adams asked Mitch Craven, Director of Comprehensive Improvements, to give a brief summary on the Annual 5 Year Plan. Mitch reported the plan has three parts. Mitch stated the first section is the Elkhart Housing Authorities Annual Plan, which lets HUD know of any major changes that are planned over the next year. Mitch said any major changes have to be listed in the Annual Plan or they cannot be done. Mitch stated the second section consists of Exhibits that show needs, strategies, and goals of the Housing Authority. Mitch said there is also a list of Capital Fund major work items and their dollar amounts. Mitch stated there is list after list of potential projects that the Housing Authority may want to do at any time over the year. Mitch reported the last section holds Attachments, which are Certifications of Compliance with PHA Plans and Regulations.

- **Housing Choice Voucher Program:** Terry Walker reported the HCV program is showing HCV is at 90% occupancy, which includes data through the end of October, 2017. Terry stated the Housing Choice Voucher Program has 657 vouchers out of the possible total of 727 leased up.
- **Public Housing and HCV Family Self Sufficiency Programs:** Terry Walker reported the Public Housing Family Self Sufficiency program is currently serving 90 clients. Terry stated four participants withdrew or were terminated from the program. Terry announced 25 participants are disabled, 12 participants are enrolled in college, 8 participants are working on High School Equivalency courses, 3 participants are enrolled in job training programs, 49 participants are currently working, and 28 participants are currently earning escrow. Terry stated the FSS clients earned \$5,648.00 in escrow payments for November and the current escrow balance is \$116,660.00.
- **Public Housing:** Terry Walker reported the over-all occupancy rate for Public Housing is at 95.92% for the month of November. Terry stated 62 applications were received. Terry reported there were 20 new admissions. Terry said there were 20 move-outs for the month of November. Commissioner Lefate Owens asked how many applicants were on the waiting list. Terry reported there is approximately 350 applicants on the Public Housing waiting list and the majority are waiting for one and two bedroom units. Commissioner Cory White asked if the waiting list was open or closed. Terry reported the Public Housing waiting list is open.
- **Maintenance:** Terry Walker reported for the month of November there were 20 move-outs received and 18 completed, one emergency request received and completed, 362 tenant requests for work orders were received and completed; and there were 22 annual inspections received and completed, totaling 403 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced the Financials are for October and Operating Reserves will now be included on the summary sheet.

Chris Kinnard reported for the month of October, Rosedale High-rise earned \$31,577.25 in Revenue and \$16,690.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$35,267.33 in Expense without depreciation, giving Rosedale High-rise a profit for the month of October totaling \$12,999.92. Chris Kinnard reported Rosedale High-rise had a profit for the year, up to October, of \$29,631.56. Chris Kinnard stated Rosedale High-rise has an Operating Reserve of \$184,078.93.

Chris Kinnard reported for the month of October, Washington Gardens earned \$30,036.02 in Revenue and \$73,046.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$85,520.30 in Expense without depreciation, giving Washington Gardens a profit for the month of October totaling \$17,561.72. Chris Kinnard reported Washington Gardens had a loss for the year, up to October, of \$4,996.81. Chris Kinnard stated Washington Gardens' Operating Reserves are in the negative at (\$441,591.30). Chris Kinnard reported this number decreases as the months go by. Chris Kinnard stated part

of the problem is when the Water Shutoff Valves project was done, we technically did not have the funding to do it. Chris Kinnard said Washington Gardens will eventually have to be looked at to determine what money must come from the COCC to help cover the loss.

Chris Kinnard announced for the month of October, Waterfall High-rise earned \$39,713.52 in Revenue and \$19,864.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$65,008.88 in Expense without depreciation, giving Waterfall High-rise a loss for the month of October totaling \$5,431.36. Chris Kinnard reported Waterfall High rise had a profit for the year, up to October, of \$3,304.75. Chris Kinnard stated Waterfall High-rise has an Operating Reserve of \$146,839.23.

Chris Kinnard reported for the month of October, Scattered Sites earned \$13,476.99 in Revenue and \$34,992.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$39,627.46 in Expense without depreciation, giving Scattered Sites a profit for the month of October totaling \$8,841.53. Chris Kinnard reported Scattered Sites had a profit for the year, up to October, of \$44,122.90. Chris Kinnard stated Scattered Sites has an Operating Reserve of \$368,263.89.

Chris Kinnard announced for the month of October, Riverside High-rise earned \$43,276.99 in Revenue and \$12,592.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$37,316.03 in Expense without depreciation, giving Riverside High-rise a profit for the month of October totaling \$18,552.96. Chris Kinnard reported Riverside High-rise had a profit for the year, up to October, of \$42,455.22. Chris Kinnard stated Riverside High-rise has an Operating Reserve of \$797,044.99.

Chris Kinnard reported for the month of October, COCC earned \$111,143.19 in Revenue. Chris stated the COCC had \$113,928.25 in Expense without depreciation, giving the COCC a loss of \$2,785.06 for the month of October. Chris Kinnard announced the COCC had a loss for the year, up to October, of \$22,687.12. Chris Kinnard stated COCC has an Operating Reserve of \$1,540,316.30.

Chris Kinnard announced HCV has a loss from Operations, for the month of October, of (\$21,251.84).

Terry Walker asked the Commissioners if there were any questions on the Write-offs report, which includes move outs prior to November 30, 2017. Commissioner Lefate Owens asked why one person's legal fee was \$350.00 compared to all others legal fee of \$125.00. Chris Kinnard, Finance Director, explained the Housing Authority only has the authority to file on tenant balances owed up to \$1,500.00. Chris Kinnard stated if it looks like a client will end up owing more than \$1,500.00, the Attorney files on the client instead and their charge to us is \$350.00 per appearance.

❖ **Old Business**

**Exhibit D/Discussion – HUD's No Smoking Policy Implementation**

Terry Walker announced resident engagement meetings were held in December, 2017. Terry Walker reported the Riverside High-rise meeting was successful, but the family sites had a very low turnout. Terry Walker said Commissioner Tamara Holmes suggested doing a survey to ask if any tenants would be interested in a second meeting to discuss the policy. Terry Walker went on to say the Housing Managers distributed the survey but only received five responses. Terry Walker reported a meeting with Commissioners needs to be held to create the Elkhart Housing Authority Policy. Terry Walker stated the Board needs to determine if smoke free campuses are needed or do Commissioners want a designated smoking area. Terry Walker said once this is decided the Committee can meet and policy writing can begin. Terry Walker stated once the first draft is complete the Commissioners can vote on it. Terry reported she has sample policies from other agencies to use as a guide.

❖ **New Business**

**Exhibit D/Discussion – State Board Of Accounts Update**

Chris Kinnard reported the Housing Authority was informed that the previous Auditor used for the last few years at the Elkhart Housing Authority was basically disbarred, she is not allowed to perform audits in the State of Indiana any longer. Chris Kinnard stated the Housing Authority will not have to have this year's audit redone because a new Auditor was used and prior years to this are not being looked at.

**Exhibit E/Resolution 17:15 – Annual Plan Approval**

Terry Walker reported Resolution 17:15 is for the approval of the Elkhart Housing Authorities annual update to their Five Year Plan.

Commissioner Cory White motioned to approve Resolution 17:15. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:15.

**Exhibit F/Resolution 17:16 – LIPH Utility Allowance Approval**

Terry Walker reported Resolution 17:16 is for the approval of the revised LIPH utility allowance schedule.

Commissioner Lefate Owens motioned to approve Resolution 17:16. Commissioner Cory White seconded the motion. All commissioners present unanimously voted to approve Resolution 17:16.

**Exhibit G/Resolution 17:17 - LIPH Flat Rents Approval**

Terry Walker reported Resolution 17:17 is for the approval of the amendments to the flat rent policies in compliance with the Fiscal Year 2014 Appropriation Act.

Commissioner Cory White motioned to approve Resolution 17:17. Commissioner Lefate Owens seconded the motion. All commissioners present unanimously voted to approve Resolution 17:17.

**Discussion – Miscellaneous**

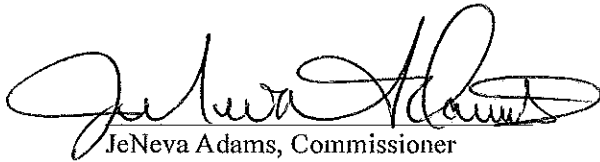
Terry Walker reported a boiler went out at Waterfall High-rise, but there is still one working keeping the units heated to 70 degrees. Milton Banks, Maintenance Director, stated he is just waiting for a new boiler to come in.

❖ **Handouts**

- **NAHRO Monitor**

❖ **Adjourn**

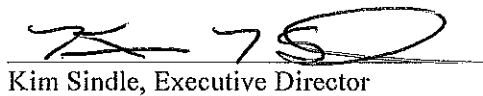
Commissioner JeNeve Adams, without any objections, declared the January 4, 2018 Special Meeting adjourned at 5:17 PM.



JeNeve Adams, Commissioner

~~February 15, 2018~~

January 18, 2018



Kim Sindle, Executive Director