

REGULAR BOARD MEETING
Elkhart Housing Authority
May 25, 2023

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, May 25, 2023.

Board Members present: Willie Brown, Tonda Hines, Dan Boecher, Kristen Smole, Helenia Robinson, and Synthia Billings

Board Members present via dial-in: None

Staff members present: Angelia Washington, Amy Gonzalez, Clarence Jones, Erik Mathavan, Todd Fielder, and Eva Coleman

Harris Law Firm Attorney present: Jewell Harris

Audience members present: Chief Dan Milanese, LaTonya King, Capt. Denise Houser, Adrian Riley

❖ **Audience Concerns: None**

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — April 27, 2023, Regular Meeting

Commissioners Brown, Hines, Boecher, Smole, Robinson, and Billings unanimously voted to approve the April 27, 2023, board minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — April 27, 2023

Commissioners Brown, Hines, Boecher, Smole, Robinson, and Billings unanimously voted to approve the April 27, 2023, vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 2 new hires, Eva Coleman, (Asset Property Manager), Dominick Wilemn, (Groundskeeper), and 2 ends of employment, Noah Hill and Kenneth Robinson.

- **Comprehensive Improvements:**

Scattered Sites: The equipment for the Banneker Heights playground arrived and was stored at the Banneker Heights garage. Demo work is scheduled to commence the week of May 15.

Riverside Terrace: No work during this time.

Washington Gardens: ServPro continued work on 334-A Chapman burn unit. They completed the demolition and cleanout phase of the interior and switched over to the rehabilitation phase.

Waterfall High-Rise: No work at this time.

Rosedale High-Rise: Continued to make progress on the modernization of the large passenger elevator. Specifically, R. Yoder installed the call buttons and elevator floor indicators while Otis worked on the installation of the large cab shell.

COCC: No work during this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of April, 62 Annual Certifications were completed, 46 Interim Certifications Completed, 0 Unit transfers, 9 New Admissions and Absorbed Incoming Portabilities, 10 End of Participations, 62 Applications Remaining in Process, 702 Lease Ups on the last day of April and 95% 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, \$6,918 earned in escrow funds in April, and \$133,436.85 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of April is 98%, Washington Gardens Occupancy rate for the month of April is 98%, Waterfall Occupancy rate for the month of April is 97%, Scattered-Sites Occupancy rate for the month of April is 99% and Riverside's Occupancy rate for the month of April is 95.74%. Angelia went on to say Public Housing's overall Occupancy rate for the month of March is 97%. She also stated that public housing received 132 applications, mailed 200 orientation letters, processed 70 applications, approved 12 applications, denied 20 applications, and 32 applications were withdrawn. We received 9 homeless applications, and 0 application(s) were approved and waiting for an available unit. Angelia reported there were 12 new admissions and 10 move-outs in April.
- **Maintenance:** Angelia reported that 10 move-outs were received and 8 were completed, 4 emergency requests received and completed, 242 tenant requests received and 236 were completed; and there were 40 annual inspections received and 30 completed, totaling 278 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain reported for the month of April, Rosedale high-rise earned \$29,390.00 in Revenue and \$15,668.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$59,078.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of April in the amount of \$14,020.00. The previous past due rent was \$4,434.00, and the current past due rent is \$2,434.00. The decrease in past due rent is \$2,000.00.

Jessica reported for the month of April, Washington Gardens earned \$19,226.00 in Revenue and \$69,578.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$116,308.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of April in the amount of \$27,504.00. The previous past due rent is \$25,296.00 and the current past due rent is 30,046.00. The increase in past due rent is \$570.00.

Jessica reported for the month of April, Waterfall high-rise earned \$33,619.00 in Revenue and \$19,630.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$56,167.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss for the month of April in the amount of \$2,918.00. The previous past due rent is \$10,305.00 and the current past due rent is \$5,742.00. The decrease in past due rent is \$4,563.00.

Jessica reported for the month of April, Scattered Sites earned \$19,504.00 in Revenue and \$33,080.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$38,945.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of April in the amount

of \$13,639.00. The previous past due rent was \$12,482.00 and the current past due rent is \$17,610.00. The increase in past due rent is \$(5,128.00).

Jessica reported for the month of April, Riverside high-rise earned \$40,143.00 in Revenue and \$19,496.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$58,385.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of April in the amount of \$1,254.00. The previous past due rent is \$6,419.00, and the current past due rent is \$78.00. The decrease in past due rent is \$6,341.00.

Jessica reported for the month of April, COCC earned \$159,980.00 in Revenue. Jessica went on to say the COCC had \$133,736.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of April in the amount of \$26,244.00.

Jessica reported HCV had a loss for the month of April, in the amount of \$29,702.00. The net position YTD is \$(29,702.00)3.

- Jessica informed the board that the past reports were provided by our fee accountant, and we stopped using those reports at the end of the last fiscal year. She stated that the reports that she has provided the commissioners with today are reports that our system generates. Commissioner Robinson asked why we ceased the fee accountant's services. Angelia stated that she was advised by HUD officials that housing authorities should be able to conduct their own financial reports. She said that at that time she decided to move all accountant services in-house. Angelia informed the board that Jessica is qualified to perform these services and her salary has increased due to her taking on these extra responsibilities.

❖ **Old Business:**

• **Board Elections**

Commissioner Boecher opened the floor for board elections. Commissioner Hines nominated Willie Brown for Board Chair. There were no other nominations for Board Chair. Commissioners Boecher, Smole, Hines, Billings, and Robinson voted unanimously to elect Commissioner Willie Brown as Board Chair. Commissioner Boecher asked for nominations for Vice Chair. Commissioner Robinson nominated Commissioner Dan Boecher and Commissioner Synthia Billings nominated Commissioner Tonda Hines for Vice Chair. Commissioners Boecher, Brown, Smole, Billings, and Robinson voted unanimously to elect Commissioner Tonda Hines for Vice Chair.

• **Project-Based Vouchers**

Commissioner Boecher informed Angelia that we did not meet the deadline for Advantix. Angelia stated that she did offer them a provisional letter of support, but Advantix wanted her to issue the RFP. She stated that former HUD official Catherine Lamberg advised her that we were not at that point. She further stated that Advantix's deadline is in July, so she wants to make sure that she issues the RFP in the next few weeks. She said with project-based vouchers, she wants to be sure that she is following HUD guidelines.

❖ **New Business:**

• **Resolution 23:11- A Resolution Amending the Admission & Continued Occupancy Policy**

Public Housing Director, Clarence Jones stated that this resolution is in response to HUD guidelines that state we should update our ACOP by June 14 regarding low-income residents. He stated that at the beginning of the year, residents will have 24 months to be over income. He said that after 24 months, the lease is terminated, and the resident will have 6 months to find

alternative housing. Commissioners Brown, Hines, Boecher, Smole, Robinson, and Billings voted unanimously to approve resolution 23:11.

- **New Auditor Selection**

Commissioner Boecher asked Angelia if a new auditor was selected. Angelia stated that we have selected a new auditor based on the RFP and the selection committee. She informed Commissioner Boecher that she plans to discuss it at next month's board meeting.

- **Washington Gardens Shooting Incident**

Angelia stated that she received a call while she was away at training stating that there was a shooting at Washington Gardens. She stated that she and her staff met with Chief Milanese on May 11 in hopes of engaging in crime prevention. She stated that they work with the police to investigate who committed this act and if it was a resident or someone who was coming to visit. She stated that she does her due diligence following up on these concerns.

Chief Milanese stated that this is an ongoing investigation so he will not be able to speak to any specific details, but the police have been working closely with the Elkhart Housing Authority staff and it has been productive. He further stated that the security measures that were put in place have been very helpful as well as the ability to work with the residents. He said that his detectives are continuing to work diligently to investigate the issue that occurred last night as well as ways to prevent it. He said that they have also increased patrols. Angelia reminded the board that she has taken one unit offline in Washington Gardens to be used as a police substation and Community Liaison Adrian Riley will hopefully be moving in soon. Commissioner Brown asked Angelia if Washington Gardens has a neighborhood watch. Angelia stated no but we have been trying to establish a resident council and get residents involved but that has been an ongoing process. She stated that she hopes to get more residents involved. Commissioner Hines added that it is important to educate the residents concerning an ongoing investigation, information may be limited but it does not mean the EHA isn't doing its job. Angelia stated that she wants to avoid stereotyping families that live in Washington Gardens because some upstanding residents live there. Chief Milanese informed everyone that they can go online to leave a tip if they have any knowledge of what happened, and any information provided will be anonymous.

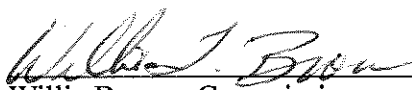
- **Board Training in Muncie**

Angelia asked the commissioners if they planned on attending the board training. Commissioner Brown stated that he will be there.

❖ **Handouts: None**

❖ **Adjournment**

Commissioner Willie Brown without any objections declared the May 25, 2023, Board of Commissioners' meeting adjourned at 5:01 P.M.


Willie Brown, Commissioner

June 15, 2023


Angelia Washington, Executive Director