

**REGULAR BOARD MEETING**  
**Elkhart Housing Authority**  
**January 18, 2018**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, January 18, 2018 at the Elkhart Housing Authority, located at 1396 Benham Avenue, Elkhart IN.

**Commissioners present:** JeNeva Adams, Len Paff, Cory White, Jason Moreno, and Tamara Holmes.

**Staff members present:** Kim Sindle, Chris Kinnard, Mitch Craven, Ann Washington, Jessica Bouie, Charlotte Pettis, and Terry Staner.

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

❖ **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 — January 4, 2018 Special Meeting**

Commissioner Cory White motioned to approve the minutes from the January 4, 2018 Special Meeting. Commissioner Len Paff seconded the motion. All Commissioners present unanimously voted to approve the January 4, 2018 Special Meeting minutes.

❖ **Approval of Vouchers**

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

Commissioner Cory White motioned to approve the vouchers for December 2017. Commissioner Jason Moreno seconded the motion. All Commissioners present unanimously voted to approve the December 2017 Vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Kim reported there was one separation in the month of December: Shawntae Haywood.

- **Comprehensive Improvements:**

**Scattered Sites:** Kim reported the bathroom remodel project Resolution is in the board packet for approval. Kim stated the lowest bid was from Milestone Construction for the amount of \$145,660.00, which will completely remodel the bathrooms in sixteen apartments out of four of the Scattered Sites buildings. Kim said the expected completion date is March 31, 2018.

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

**Washington Gardens:** Kim reported the entry door replacement project at Washington Gardens experienced a brief two week delay due to inclement weather.

**Waterfall High-Rise:** Kim reported the hallway and unit panel replacement project is proceeding as expected. Kim announced the mail box replacement will be starting shortly and is expected to have a quick completion time.

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

**COCC:** Kim reported the Annual Plan has been submitted to the Field Office and awaiting approval. Kim stated work has begun on the Environmental Reviews for the Capital Fund Program projects, once completed will be submitted to the City for approval and sent on to the Field Office.

- **Housing Choice Voucher Program:** Kim reported HCV leasing information is showing HCV is at 90% occupancy, which includes data through the end of November, 2017. Kim stated the Housing Choice Voucher Program has 652 vouchers out of the possible total of 727 leased up.
- **Public Housing and HCV Family Self Sufficiency Programs:** Kim reported the Public Housing Family Self Sufficiency program is currently serving 87 clients. Kim stated four participants withdrew or were terminated from the program and 2 participants graduated and moved into Homeownership. Kim 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. Kim stated the FSS clients earned \$6,493.00 in escrow payments for December, 2017 and the current escrow balance was \$120,528.00.

Kim announced overall 2017 was another successful year for the Family Self Sufficiency program, with a total of 148 participants, 8 graduates, 5 purchased homes, and the Elkhart Housing Authority paying out a total of \$39,222.00 in escrow funds.

- **Public Housing:** Kim reported the over-all occupancy rate for Public Housing is at 95.50% for the month of December, 2017. Kim stated 76 applications were received. Kim reported there were 18 new admissions. Kim said there were 19 move-outs for the month of December and most were due to eviction for non-payment of rent and criminal activity.
- **Maintenance:** Kim reported for the month of December there were 19 move-outs received and 8 completed, 3 emergency requests received and completed, 418 tenant requests for work orders were received and 403 completed; and there were 34 annual inspections received and completed, totaling 448 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard reported for the month of November, Rosedale High-rise earned \$24,069.00 in Revenue and \$16,772.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$32,779.21 in Expense without depreciation, giving Rosedale High-rise a profit for the month of November totaling \$8,061.79. Chris Kinnard reported Rosedale High-rise had a profit for the year, up to November, of \$37,693.35. Chris Kinnard stated Rosedale High-rise has an Operating Reserve of \$198,862.79.

Chris Kinnard reported for the month of November, Washington Gardens earned \$20,436.20 in Revenue and \$73,525.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$99,765.72 in Expense without depreciation, giving Washington Gardens a loss for the month of November totaling \$5,804.52. Chris Kinnard reported Washington Gardens had a loss for the year, up to November, of \$10,801.33. Chris Kinnard stated Washington Gardens' Operating Reserves are in the negative at (\$426,744.99). Chris Kinnard reported this number decreases as the months go by. Chris Kinnard reminded the Board 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 stated Washington Gardens will eventually have to be looked at to determine what money must come from the COCC to help cover the loss, but only after the account corrects itself a bit more in due time. Commissioner Cory White asked how the bills were paid if there was no money in the account. Chris Kinnard explained one bank account is used for all Amps and the COCC, so there is cash in the bank account, just not in Washington Gardens' account. Chris Kinnard went on to say there is an inter-fund between Washington Gardens and the COCC.

Chris Kinnard announced for the month of November, Waterfall High-rise earned \$30,388.94 in Revenue and \$19,957.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$53,110.61 in Expense without depreciation, giving Waterfall High-rise a loss for the month of November totaling \$2,764.67. Chris Kinnard reported Waterfall High rise had a profit for the year, up to November, of \$542.08. Chris Kinnard stated Waterfall High-rise has an Operating Reserve of \$154,571.03.

Chris Kinnard reported for the month of November, Scattered Sites earned \$11,452.23 in Revenue and \$35,251.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$42,901.47 in Expense without depreciation, giving Scattered Sites a profit for the month of November totaling \$3,801.76.

Chris Kinnard reported Scattered Sites had a profit for the year, up to November, of \$47,924.66. Chris Kinnard stated Scattered Sites has an Operating Reserve of \$371,753.94.

Chris Kinnard announced for the month of November, Riverside High-rise earned \$32,854.81 in Revenue and \$12,560.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$34,791.78 in Expense without depreciation, giving Riverside High-rise a profit for the month of November totaling \$10,623.03. Chris Kinnard reported Riverside High-rise had a profit for the year, up to November, of \$53,078.25. Chris Kinnard stated Riverside High-rise has an Operating Reserve of \$818,172.17.

Chris Kinnard reported for the month of November, COCC earned \$107,086.86 in Revenue. Chris stated the COCC had \$104,030.75 in Expense without depreciation, giving the COCC a profit of \$3,056.11 for the month of November. Chris Kinnard announced the COCC had a loss for the year, up to November, of \$19,731.23. Chris Kinnard stated COCC has an Operating Reserve of \$1,563,966.17.

Chris Kinnard announced HCV has a loss from Operations, for the month of November, of \$63,957.66. Chris Kinnard reported in October, HUD pulled the Elkhart Housing Authorities HCV Reserves from the HCV bank account. Chris Kinnard stated the Housing Authority will be requesting those funds back from the HUD held reserves, and next month the funds will be back in the HCV bank account.

Kim asked the Commissioners if there were any questions on the Write-offs report for the January 2018 Board Report, which includes all move outs prior to December 31, 2017. There were no questions on Write-offs.

❖ **Old Business**

**Nothing At This Time**

❖ **New Business**

**Exhibit D/Discussion – LIPH PHAS Score**

Kim reported the LIPH PHAS Score status is Standard Performer for the Fiscal Year 2017.

**Exhibit E/Discussion – HCV SEMAP Score**

Kim reported the HCV SEMAP Score status is a High Rating with an overall score of 104%.

**Exhibit F/Resolution 18:01 – SS Bathroom Remodel Approval**

Kim reported Resolution 18:01 is for the approval of the Scattered Sites Bathroom Remodel Phase II.

Commissioner Cory White motioned to approve Resolution 18:01. Commissioner Jason Moreno seconded the motion. All commissioners present unanimously voted to approve Resolution 18:01.

❖ **Handouts**

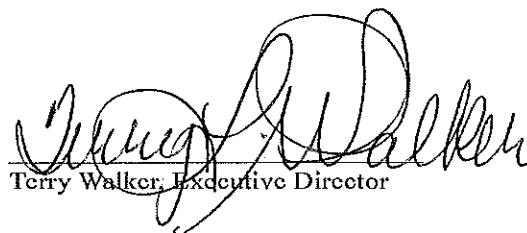
- **NAHRO Monitor**

❖ **Adjourn**

Commissioner JeNeve Adams, without any objections, declared the January 18, 2018 Board of Commissioners' meeting adjourned at 5:00 PM.



JeNeve Adams, Commissioner  
April 19, 2018



Terry Walker, Executive Director