

REGULAR BOARD MEETING  
Elkhart Housing Authority  
March 17, 2022

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 p.m.; on Thursday, March 17, 2022, in person and via Conference call.

**Board Members present:** Dan Boecher, Margaret Owens, Lefate Owens and Synthia Billings

**Staff members present:** Angelia Washington, Jessica Brittain, Clarence Jones, Equilla Smith, Eric Mathavan, Cordell Price, Charlotte Pettis, Barbara Laine, Todd Fielder, Amy Gonzalez, and Teri Ivory

**Audience members present:** None

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

**Exhibit A — Approval of Meeting Minutes — February 24, 2022, Regular Meeting**

Commissioner Margaret Owens motioned to approve the minutes from the February 24, 2022, regular meeting. Commissioner Synthia Billings seconded the motion. All Commissioners present unanimously voted to approve the February 24, 2022, regular meeting minutes.

❖ **Approval of Vouchers**

**Exhibit B — Approval of Vouchers — February 24, 2022**

Commissioner Margaret Owens motioned to approve the February 24, 2022, vouchers. Commissioner Synthia Billings seconded the motion. All Commissioners present unanimously voted to approve the February 24, 2022, vouchers.

❖ **Executive Director's Report**

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

- **Human Resources:** Angelia reported 2 new hires, Deontre Reeves, (Groundskeeper), Jessica Ernsburger, (Receptionist), and 4 ends of employment, Mitchell Smith, Shaunteanna Ramey, Marsha Willocks, and Dreama Coleman.

- **Comprehensive Improvements:**

**Scattered Sites:** The final phase of the bathroom remodel is complete.

The HVAC portion on the first phase is complete. The hardware is in to finalize the door repairs. The contractors will begin this week and hope to finalize this update by the end of the week.

The architect reviewed 4 units onsite to put together the job bid for the second phase of the HVAC. Advertising for the open bid will be on April 1<sup>st</sup> and 8<sup>th</sup>. The pre bid meeting is tentatively being planned for April 12<sup>th</sup> and the bidding for April 26<sup>th</sup>.

Estimates for the burn unit at 1307 Moffat Lane have been received and forwarded for review by our insurance at HAI. The estimate was higher than the claims adjuster report and is being reviewed.

Contracts are being drafted to begin the playground modernization at Scattered Sites. We are looking at a possible bidding process during May. The dates will be finalized after our current bids are complete.

**Riverside Terrace:** The elevator modernization has passed the inspection and is up and running on the first car. The contractors are currently working on the second car. The estimated completion date is between May- June.

**Washington Gardens:** Material for the playground renovations has been delivered and is currently being stored at Rosedale until the April start date.

**Waterfall High-Rise:** No work at this time

**Rosedale High-Rise:** Estimates for the burn unit #608 have been approved by our insurance company. We are awaiting a contract to begin repairing this unit in 30 days.

Planning with Forum is underway for the replacement of the elevators at Rosedale. This will be similar in scope and timelines to Riverside. Advertising for the open bid will be on April 1<sup>st</sup> and 8<sup>th</sup>. The pre bid meeting is tentatively being planned for April 12<sup>th</sup> and the bidding for April 26<sup>th</sup>.

**COCC:** No work, at this time.

- **Housing Choice Voucher Program:** Angelia reported for the month of February, 48 Annual Certifications were completed, 43 Interim Certifications Completed, 3 Unit transfers, 8 New Admissions and Absorbed Incoming Portabilities, 3 End of Participations, 106 Applications Remaining in Process, 641 Lease Ups on the last day of February and 88% Lease-Up Percentage. Commissioner Boecher asked Angelia how that percentage compares. Angelia stated that the percentage needs to come up. She said she has reached out to Indianapolis Housing Commission to hopefully partner with them to extend our residency boundaries to Bristol in hopes of acquiring more landlords that are willing to accept our vouchers. She stated that we have 727 vouchers and if we don't have all those vouchers issued, that means needy families are going without housing.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 65 participants in which 36 participants are currently employed, 1 participant is enrolled in GED/HSE education programs, 5 participants are attending college, 1 participant is enrolled in job training programs, 10 participants are disabled or unable to work. 16 participants are currently earning escrow, \$5,647 earned in escrow funds in February, and \$111,894.49 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of February is 92.08%, Washington Gardens Occupancy rate for the month of February is 95.36%, Waterfall Occupancy rate for the month of February is 96.03%, Scattered-Sites Occupancy rate for the month of February is 93.88% and Riverside's Occupancy rate for the month of February is 96.00%. Angelia went on to say Public Housing's overall Occupancy rate for the month of February is 95.06%. She also stated that public housing received 115 applications, mailed 90 orientation letters, were processing 75 applications, approved 19 applications, denied 8 applications, and 10 applications were withdrawn. We received 9 homeless applications and 2 application(s) were approved and waiting for an available unit. Angelia reported there were 8 new admissions and 6 move-outs in February.

- **Maintenance:** Angelia reported that 6 move-outs were received and 0 were completed, 5 emergency requests received and completed, 362 tenant requests received and 348 completed; and there were 44 annual inspections received and 35 completed, totaling 388 completed work orders.
- **Financials and Write-Offs:** Jessica Brittain announced for the month of February, Rosedale high-rise earned \$27,886.00 in Revenue and \$17,069.00 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$70,325.00 in Expense without depreciation. Jessica reported Rosedale high-rise had a loss for the month of February in the amount of \$25,370.00. The overall view for the year, Rosedale earned \$466,876.00 in Revenue and the expenses were \$468,465.00. The net position YTD is (\$1,589.00).

Jessica announced for the month of February, Washington Gardens earned \$15,795.00 in Revenue and \$73,506.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$107,198.00 in Expense without depreciation. Jessica reported Washington Gardens had a loss for the month of February in the amount of \$17,897.00. The overall view for the year, Washington Gardens earned \$868,416.00 in Revenue and the expenses were \$808,708.00. The net position YTD is \$(17,897.00).

Jessica announced for the month of February, Waterfall high-rise earned \$31,084.00 in Revenue and \$22,457.00 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$45,303.00 in Expense without depreciation. Jessica reported Waterfall high-rise had a profit for the month of February in the amount of \$8,238.00. The overall view for the year, Waterfall earned \$553,336.00 in Revenue and the expenses were \$435,169.00. The net position YTD is \$142,135.00.

Jessica announced for the month of February, Scattered Sites earned \$16,669.00 in Revenue and \$37,225.00 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$30,252.00 in Expense without depreciation. Jessica reported Scattered Sites had a profit for the month of February in the amount of \$23,642.00. The overall view for the year, Scattered Sites earned \$531,755.00 in Revenue and the expenses were \$462,569.00. The net position year to date is \$69,186.00.

Jessica announced for the month of February, Riverside high-rise earned \$32,677.00 in Revenue and \$22,873.00 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$44,588.00 in Expense without depreciation. Jessica reported Riverside high-rise had a profit for the month of February in the amount of \$10,962.00. The overall view for the year, Riverside earned \$581,536.00 in Revenue and the expenses were \$508,556.00. The net position YTD is \$72,980.00.

Jessica announced for the month of February, COCC earned \$90,479.00 in Revenue. Jessica went on to say the COCC had \$113,342.00 in Expense without depreciation. Jessica reported the COCC had a profit for the month of February in the amount of \$22,863.00. The overall view for the year, COCC earned \$1,017,952.00 and the expenses were \$1,330,743.00. The net position YTD is \$312,791.00.

Jessica announced HCV had a profit for the month of February, in the amount of \$11,586.00 The net position YTD is \$44,483.59.

❖ **Old Business:** None

❖ **New Business:**

• **Budget Reports Timing**

Angelia asked the Board if she and Jessica can change the reporting time by submitting the financial reports for the previous 2 months instead of the last month. She said this would help with getting all the information from the fee accountant and closing out a particular month before moving on to the next month. Commissioner Boecher stated that he would like to think about it, and he would address this at the next Finance Committee meeting.

• **Resolution 22:02- A Resolution Amending the HCV Utility Allowance**

Commissioner Billings motioned to approve a resolution amending the HCV utility allowance and Commissioner Lefate Owens seconded. All commissioners present unanimously voted to approve resolution 22:01.

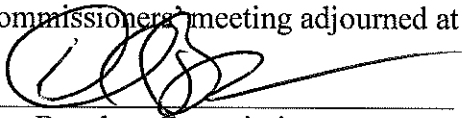
• **Resolution 22:03- A Resolution Adopting the Operating Budget for FYE March 31, 2023**

Commissioner Lefate Owens motioned to approve a resolution adopting the operating budget for FYE March 31, 2023, and Commissioner Billings seconded. All commissioners present unanimously voted to approve resolution 22:01.

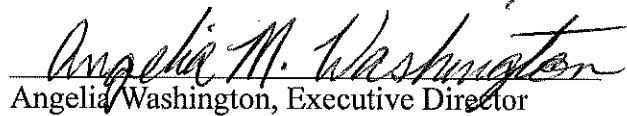
❖ **Handouts: None**

❖ **Adjournment**

Commissioner Dan Boecher without any objections, declared the March 17, 2022, Board of Commissioners' meeting adjourned at 4:59 P.M.



Dan Boecher, Commissioner  
April 21, 2022



Angelia Washington, Executive Director