

**2REGULAR BOARD MEETING
Elkhart Housing Authority
May 16, 2019**

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30 PM on Thursday, May 16, 2019 at the Elkhart Housing Authority, located at 1396 Benham Ave., Elkhart IN.

Commissioners present: Lefate Owens, Margaret Owens, Tonda Hines, Len Paff and Tamara Holmes.

Staff members present: Terry Walker, Chris Kinnard, Ann Washington, Jessica Bouie, Christine Tack, Mitchell Craven, Kristen Borchert, Charlotte Pettis, Todd Fielder and Carla Rivera

Audience members present:

❖ **Roll Call**

Commissioner Lefate Owens called the meeting to order. Jessica Bouie called roll to verify.

❖ **Audience Concerns**

There were no audience concerns.

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — March 28, 2019 Special Meeting

Commissioner Len Paff motioned to approve the minutes from the March 28, 2019 Regular Meeting. Commissioner Tamara Holmes seconded the motion. All Commissioners present unanimously voted to approve the March 28, 2019 Regular Meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — March

Commissioner Lefate Owens motioned to approve the vouchers for March 2019. Commissioner Tonda Hines seconded the motion. All Commissioners present unanimously voted to approve the March 2019 Vouchers.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Terry reported one milestone for Shawn Watson for 5 years of service. Terry reported there were 2 new hires Gregory Galbreath and Antonio Shavers-Porche. Terry went on to say there were 2 separations from Clarissa Jackson and Kimberly Dreibelbeis.
- **Comprehensive Improvements:**
 - Scattered Sites:** Terry reported the beginning stages of the security camera installation have begun and will continue for the next 60-90 days
 - Riverside Terrace:** Terry reported there is no work at this time.
 - Washington Gardens:** Terry reported we will be replacing roofs and adding gutter shields to 17 roofs. This work is expected to conclude mid-summer.
 - Waterfall High-Rise:** Terry reported there is no work at this time.
 - Rosedale High-Rise:** Terry reported there is no work at this time.
 - COCC:** Terry reported we have received our 2019 CFP funding and a corresponding project has already begun. We will continue to assemble our application for the 2019 Emergency Safety & Security Grant submission deadline is June 5, 2019. In the meantime, we are reviewing our annual insurance renewals.
- **Housing Choice Voucher Program:** Terry reported for the month of April 2019 there were 48 Annual Certifications Completed, 62 Interim Certifications Completed, 7 Unit transfers, 16 New Admissions and

Absorbed Incoming Portabilities, 7 End of Participations, 139 Applications Remaining in Process, 686 Lease Up on the Last Day and has 94% Lease Up Percentage.

- **Public Housing and HCV Family Self Sufficiency Programs:** Terry reported the Family Self Sufficiency program is pleased to report currently serving 73 participants in which 43 participants are currently employed, 4 participants have enrolled in Job Training programs with Goodwill Industries, 3 participants are enrolled in continuing education programs for HSE/GED, 5 participants are enrolled in continuing education programs with Colleges and 19 participants are disabled, 29 participants are currently earning escrow, \$7,140 earned in escrow funds in April and \$93,781 total current escrow balance.
- **Public Housing:** Terry reported Rosedale Occupancy rate for the month of April is 99.01%, Washington Garden Occupancy rate for the month of April is 92.27%, Waterfall Occupancy rate for the month of April is 100.00%, Scattered-Sites Occupancy rate for the month of April is 94.90% and Riverside Occupancy rate for the month of April is 98.64%. Terry went on to say Public Housing's overall Occupancy rate for the month of April 96.55%. Terry stated for the month of April Public Housing received 71 applications, 106 mailed interview letters, 28 applications are in processing status, 37 applications were approved, 49 were denials, 12 were withdrawn, 0 were domestic violence applications and 3 were homeless applications. Terry reported there were 18 new admissions and 19 move outs for the month of April.
- **Maintenance:** Terry reported for the month of April there were 19 move-outs received and 14 were completed, 4 emergency requests received and completed, 345 tenant requests for work orders were received and 330 completed; and there were 30 annual inspections received and completed, totaling 378 completed work orders.
- **Financial Reports And Write-Offs:** Chris Kinnard announced for the month of March, Rosedale High-rise earned \$29,140.54 in Revenue and \$14,097.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Rosedale High-rise had \$64,287.79 in Expense without depreciation, giving Rosedale High-rise a loss for the month of March totaling \$21,050.25. Chris Kinnard reported Rosedale High-rise had a profit year to date of \$48,807.62.

Chris Kinnard announced for the month of March Washington Gardens earned \$23,309.68 in Revenue and \$68,376.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Washington Gardens had \$108,959.97 in Expense without depreciation, giving Washington Gardens a loss for the month of March totaling \$17,274.29. Chris Kinnard reported Washington Gardens had a profit year to date of \$201,280.45.

Chris Kinnard announced for the month of March, Waterfall High-rise earned \$33,946.50 in Revenue and \$16,724.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Waterfall High-rise had \$80,553.65 in Expense without depreciation, giving Waterfall High-rise a loss for the month of March totaling \$29,883.15. Chris Kinnard reported Waterfall High-rise had a profit year to date of \$19,519.28.

Chris Kinnard announced for the month of March, Scattered Sites earned \$13,372.38 in Revenue and \$34,529.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Scattered Sites had \$42,814.21 in Expense without depreciation, giving Scattered Sites a profit for the month of March totaling \$5,087.17. Chris Kinnard reported Scattered Sites had a profit year to date of \$171,800.36.

Chris Kinnard announced for the month of March, Riverside High-rise earned \$42,639.94 in Revenue and \$12,545.00 in Operating Subsidy Revenue. Chris Kinnard went on to say Riverside High-rise had \$72,309.75 in Expense without depreciation, giving Riverside High-rise a loss for the month of March totaling \$17,124.81. Chris Kinnard reported Riverside High-rise had a profit year to date of \$118,435.16.

Chris Kinnard announced for the month of March, COCC earned \$177,193.50 in Revenue. Chris Kinnard went on to say COCC had \$166,780.15 in Expense without depreciation, giving COCC a profit for the month of March totaling \$10,413.35. Chris Kinnard reported COCC had a loss year to date of \$140,974.78.

Chris Kinnard announced HCV has a profit from Operations, year to date of \$70,472.82.

❖ Old Business

Elkhart Housing Authority By-Laws Update

Terry Walker reported all changes have been submitted to the attorney and she also spoke with him about other additions needing to be made to the By-Laws.

❖ **New Business**

Exhibit D/ Election of Officers

Terry Walker reported we needed to elect office for the board.

Commissioners voted to table electing of the officers until JeNeve Ward could be present.

Exhibit E/Resolution 19:06 - SEMAP

Terry reported Resolution 19:06 is for the approval of SEMAP.

Commissioner Margaret Owens motioned to approved Resolution 19:06. Commission Tonda Hines seconded the motion. All commissioner present unanimously voted to approve Resolution 19:06.

Exhibit F/Discussion – HUD’s Visit

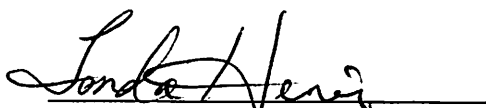
Terry report that HUD came for a visit to speak with us about the RAD conversion. Terry went on say it was expected for the HUD to visit begin said he was announce they would be reaching out for a visit. Terry reported at this time we will not be going RAD.

❖ **Handouts**

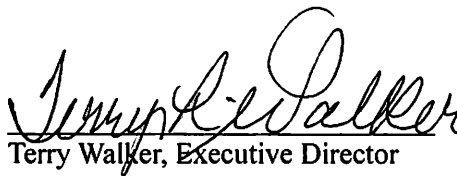
- **Elkhart Housing Authority Achievements 2018-19**
- **NAHRO Summer Conference - Commissioner Training**
- **2019 Indiana Illinois NAHRO Conference**
- **NAHRO Monitor**

❖ **Adjourn**

Commissioner Lefate Owens without any objections, declared the January 10, 2019 Board of Commissioners' meeting adjourned at 5:26 PM.



Tonda Hines, Commissioner
June 17, 2019



Terry Walker, Executive Director