

REGULAR BOARD MEETING
Elkhart Housing Authority
February 18, 2021

The Board of Commissioners for the Housing Authority, City of Elkhart met in regular attendance at 4:30p.m.; on Thursday, February 18, 2021 via Conference call.

Board Members present: JeNeve Adams, Dan Boecher, Lefate Owens, Margaret Owens, Tamara Holmes, Kristen Smole

Staff members present: Angelia Washington, Christine Tack, Todd Fielder, Clarence Jones, Mitch Craven, Jessica Brittain, Charmaine Scales, Chrissy Krieger, Taresa Walker, Tracy Brown, Teri Ivory and Morgan Gibson

Audience members present: Tonda Hines

❖ **Audience Concerns:** None

❖ **Approval of Minutes**

Exhibit A — Approval of Meeting Minutes — January 21, 2021 Regular Meeting

Commissioner Dan Boecher motioned to approve the minutes from the January 21, 2021 regular meeting. Commissioner Lefate Owens seconded the motion. All Commissioners present unanimously voted to approve the January 21, 2021 regular meeting minutes.

❖ **Approval of Vouchers**

Exhibit B — Approval of Vouchers — January 21, 2021

Commissioner Margaret Owens motioned to approve the vouchers for January 21, 2021 Commissioner Dan Boecher seconded the motion. All Commissioners present unanimously voted to approve the January 21, 2021.

❖ **Executive Director's Report**

Exhibit C — Executive Director's Report

- **Human Resources:** Angelia reported 4 new hires, Dexter Casson, (Custodian), Derrick Nelms, (Custodian), Mitchell Smith, (Custodian), Melissa Osler, (Recertification Specialist) and no terminations.

- **Comprehensive Improvements:**

Scattered Sites: No work, at this time.

Riverside Terrace: No work, at this time.

Washington Gardens: No work, at this time

Waterfall High-Rise: Elevator replacements are schedule. The large car is nearing completion and adjusting and testing is expected to begin during the latter part of February. The large elevator could be in service as early as the first week of March if everything goes as expected.

Rosedale High-Rise: No work at this time.

COCC: Angelia reported that per HUD PIH Notice 2019-06, carbon monoxide detectors are required in all HUD assisted housing and, as a result, HUD has recently awarded the Housing Authority City of Elkhart a grant for \$41,000 to pay for the installation of the carbon monoxide detectors.

We are awaiting approval from the Field Office of our 5 year/Annual plan. Environmental reviews for CFP projects have been entered into the new HEROS (HUD Environmental Review Online System) portal for review and approval.

- **Housing Choice Voucher Program:** Angelia reported for the month of January, 61 Annual Certifications Completed, 49 Interim Certifications Completed, 4 Unit transfers, 8 New Admissions and Absorbed Incoming Portability's, 0 End of Participations, 8 Applications Remaining in Process, 684 Lease Up on the last day of January and 94% Lease Up Percentage.
- **Family Self Sufficiency Programs:** Angelia reported the Family Self Sufficiency program is currently serving 63 participants in which 28 participants are currently employed, 11 participants are enrolled in GED/HSE education programs, 13 participants are attending college, 16 participants are disabled or unable to work. 11 participants are currently earning escrow, \$2,577 earned in escrow funds in January and \$88,223 total current escrow balance.
- **Public Housing:** Angelia reported Rosedale's Occupancy rate for the month of January is 97.06%, Washington Gardens Occupancy rate for the month of January is 94.44%, Waterfall Occupancy rate for the month of January is 95.28%, Scattered-Sites Occupancy rate for the month of January is 100% and Riverside's Occupancy rate for the month of January is 97.96%. Angelia went on to say Public Housing's overall Occupancy rate for the month of January is 96.58%. Angelia stated for the month of January, public housing received 130 applications, 17 mailed orientation letters, 3 applications are in processing status, 10 applications were approved, 2 denied applications, 23 withdrawn applications, 16 homeless applications and 0 applications were approved and waiting. Angelia reported there were 8 new admissions and 14 move-outs for the month of January.
- **Maintenance:** Angelia reported for the month of January, there were 14 move-outs received and 10 were completed, 4 emergency requests received and completed, 352 tenant requests received and 340 completed; and there were 54 annual inspections received and 30 completed, totaling 384 completed work orders.
- **Financials and Write Offs:** Jessica Brittain announced for the month of January, Rosedale high-rise earned \$28,059.85 in Revenue and \$169,246 in Operating Subsidy Revenue. Jessica went on to say Rosedale high-rise had \$42,901.65 in Expense without depreciation. Jessica reported Rosedale high-rise had a profit year to date of \$16,504.44.

Jessica announced for the month of January Washington Gardens earned \$16,087.48 in Revenue and \$763,379.00 in Operating Subsidy Revenue. Jessica went on to say Washington Gardens had \$65,723.75 in Expense without depreciation. Jessica reported Washington Gardens had a profit year to date of \$84,889.89.

Jessica announced for the month of January, Waterfall high-rise earned \$30,487.47 in Revenue and \$184,660.50 in Operating Subsidy Revenue. Jessica went on to say Waterfall high-rise had \$54,213.83 in Expense without depreciation. Jessica reported Waterfall high-rise had a loss year to date of \$66,560.85.

Jessica announced for the month of January, Scattered Sites earned \$12,072.05 in Revenue and \$412,105.50 in Operating Subsidy Revenue. Jessica went on to say Scattered Sites had \$50,523.76 in

Expense without depreciation. Jessica reported Scattered Sites had a profit year to date of \$150,879.05.

Jessica announced for the month of January, Riverside high-rise earned \$35,503.76 in Revenue and \$215,547 in Operating Subsidy Revenue. Jessica went on to say Riverside high-rise had \$39,099.24 in Expense without depreciation. Jessica reported Riverside high-rise had a profit year to date of \$167,994.65.

Jessica announced for the month of January, COCC earned \$132,877.16 in Revenue. Jessica went on to say the COCC had \$167,973.05 in Expense without depreciation. Jessica reported the COCC had a loss year to date of \$155,545.71.

Jessica announced HCV has a profit from Operations, year to date of \$699,980.

❖ **Old Business:**

- **Audit:**

Commissioner Boecher asked Jessica if we have a time scheduled for the Board to meet with the auditor. Jessica responded that is something we can set up. Commissioner Boecher asked if the auditor traditionally presents to the entire commission. Angelia responded every Board member is invited. Jessica said once the final report is done, a meeting will be scheduled.

Commissioner Boecher asked staff what the rule of thumb was for determining the budget for 2021 verses 2020. He stated that there were a lot of numbers from a commissioner's perspective. He asked Jessica how she arrived at the budgetary numbers. Jessica stated she sends worksheets to all the department director's so they can list items needed. Jessica stated she and Angelia go through the sheets together to decide what is needed. She further stated she compares budgets from prior years. At that point, she stated, she goes through each one line by line.

- **Agency Reopening:**

Angelia stated technology has served us well working from home during the pandemic. She commended staff on doing a great job on working from home, staying on task, and returning calls and emails in a timely manner. Angelia further stated the Covid numbers are going down and vaccines are now available to the general population. She stated the target return to work date is March 15, 2021. She asked Board members to let her know if they would like to have the March Board meeting in person. She also stated the meeting would still be socially distant and masks would be required. Commissioner Boecher asked if we can have people dial in that do not feel comfortable with meeting in person. Angelia responded yes, we can have a hybrid meeting. Commissioner Adams agreed that reopening the agency is great, but she would like to continue with the hybrid Board meetings so commissioners who do not feel comfortable with in- person meetings can still participate.

- **Board Members:**

Angelia stated that our newest Board member, Sue Beadle, has passed away. She stated she contacted the Mayor's office requesting they fill Board member vacancies as soon as possible and is waiting to hear back from them.

❖ **New Business:**

- **Resolution 21:01- Adopting Operating Budget for Fiscal Year Ending March 31, 2022**
Commissioner Boecher motioned to approve adopting operating budget for fiscal year ending March 31, 2022 and Commissioner Smole seconded.
- **Resolution 21:02- Amending the Voucher Payment Standard**
Commissioner Lefate Owens motioned to approve amending the voucher payment standard and Commissioner Boecher seconded.

Angelia asked Jessica if she would discuss the Loucks and Schwartz summary report that was included with the Board packet. Jessica stated she has included an example from the fee accountant. She stated she included the summary reports because they are detailed and more concise. Jessica stated instead of many pages of income statements, this format would be an alternative and contains the same information. She asked the Board if they would like her to include these income statements our next fiscal year. Jessica stated she would still provide her summary based on our current financial statements from the previous month. Commissioner Boecher stated he reviewed these summaries with the finance committee and this seven-page summary is much more user friendly than regular reports. Commissioner Boecher also stated he would recommend moving toward this more concise summary rather than showing every line item on the chart of accounts by amp. Commissioner Adams stated she does not agree. She wondered if the summary included was an example of what we can do in the future. She stated she likes the fee accountant summary better than the one we have been using. Commissioner Adams went on to state this report gives us a summary and the percentages on the side. Jessica stated the information she presents to the Board is the information she has just completed that is sent off to the fee accountant. She further stated that these worksheets would be what she sends off to the fee accountant, then they are sent back with the checks and balances and the ending version that gets sent to HUD. Jessica stated although she reports to the Board with her initial findings, this report is the one that is verified. So, it would be sent back a month behind. Angelia stated she asked Jessica to present this example to the Board for feedback. She stated this is how they could prepare the financials moving forward. Commissioner Adams stated her only concern is the report is a month behind when presented to the Board.

Angelia asked Commissioners if they would prefer to have Jessica clean up the unnecessary line items and present as she has been. Commissioner Adams responded we have the summary pages at the beginning, and we know that it is a month behind, she is fine with that. She further stated she would not want to be 30 days behind waiting on another meeting to find out that there are issues. She stated she would like to keep the financial comments that Jessica reads during the Board meeting in addition to the fee accountant report. Angelia stated we can do that starting next month and revisit the subject if needed. Commissioner Boecher responded it was fine with him. He asked Jessica how long it takes Loucks and Schwartz to close out on an account. Jessica replied, right now they are working on the end of January. So, they are working on what she presented to the Board right now. Commissioner Boecher asked are we looking at 45 days. Jessica responded yes if she follows this route, she would be presenting December 31st information. Commissioner Boecher stated if we had any issues that need to be addressed in that month, staff would bring that to our attention. He stated for now he would like both reports included. Commissioner Adams stated she does not feel comfortable with a 45-day lapse. Commissioner Adams recalled a situation that was unattended for a year and those errors could have been caught. Jessica stated her suggestion would be to presents the financial worksheet and attach the 45-day report. Commissioner Adams agreed that this is what she wants. Jessica stated this way you do not have all the line items and you still get a snapshot of where we are currently and still be able to review the 45-day report.

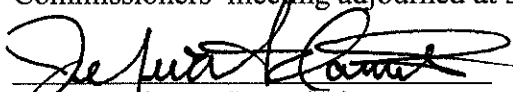
Commissioner Boecher stated after looking at the reserves amounts; he sent some emails out suggesting meeting with a development consultant. He stated we have a shortage of available affordable housing in our city. And based on the financial reports, we are in a financial position to develop additional housing. He stated, to his knowledge, this has not been done in the last decade. Commissioner Boecher stated it will not cost anything to have a conversation with different development consultants to see what our options are. He further stated when he joined the commission, he wanted to see what it would take to develop new units. Commissioner Boecher asked how the other commissioners felt about developing additional affordable housing. Commissioner Adams responded that she is not opposed to it, but she would like to know what it would entail and needs more information. Commissioner Boecher stated he did not know what it would entail either, but he wanted to see what our options are. Commissioner Margaret Owens agreed it would be great if Commissioner Boecher could provide that information. Commissioner Boecher stated staff would need to set up meetings with development consultants to talk about what other housing authorities are doing to bring about additional inventory for affordable housing. He stated we would not be committing to anything, only gathering information and he would like to be a part of that. Commissioner Boecher stated he would like any commissioners interested to be a part of it as well. Commissioner Smole stated she would be happy to help Commissioner Boecher. She stated it sounds like a great initiative and good information. Councilwoman Tonda Hines stated from a sitting perspective, she appreciates the commissioners' exploring this and she would like to provide insight when talking to developers. Councilwoman Hines stated we may want to contact the City of Elkhart as well as there may be an opportunity for collaboration. She stated it would fill a need for the City of Elkhart. Commissioner Boecher asked Councilwoman Hines if she was recommending Ashley from the Economics Development department. Councilwoman Hines stated that department had been restructured since she last served on the council. She stated Ashley would be a good starting point, but she is new so the Housing Authority may want to reach out to Eric Trotter or George Byers. She stated she would start with Eric first. Angelia stated she would try to set up a meeting with Eric Trotter and send out invitations to the Board.

❖ **Handouts**

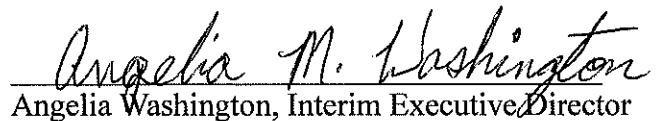
- NAHRO Monitor (January 31, 2021 & February 15, 2021)
- PHADA Advocate (January 20, 2021, February 3, 2021 & February 17, 2021)

❖ **Adjournment**

Commissioner Dan Boecher, without any objections, declared the January 21, 2021 Board of Commissioners' meeting adjourned at 5:18 P.M.



Jeneva Adams, Commissioner
March 18, 2021



Angelia Washington, Interim Executive Director